



Dev Sangha Institute of Professional Studies & Educational Research

Minutes of IQAC Meeting [15th September, 2022]

A Meeting of IQAC was held on 15 September, 2022. The Meeting was attended by the following members and Special Invitees.

1. Dr. Babita Kumari, Officiating Principal; Chairperson, IQAC
2. Shri Asim Kumar Chatterjee, EC Member and Secretary, DSSP & DIPSER
3. Shri P. N. Banerjee, EC Member & Treasurer, DSSP; Member
4. Prof (Dr) Taposh Ghoshal, Advisor, DIPSER (Special Invitee)
5. Prof. (Dr.) Bairagi Patra, Professor; Member (Invitee)
6. Dr. Kartik Pal, Assistant Prof.; Member
7. Shri Ranjan Rajak, Assistant Prof.; Member
8. Smt. Sneha Rani, Representative, Alumni Association, DIPSER; Member
9. Shri Kumud Ranjan Jha, Assistant Prof.; Member
10. Shri Manoranjan Kumar, Assistant Prof.; Coordinator, IQAC

The following members did not attend the meeting:

1. Dr. Surupa Basu, EC Member and Assistant Secretary, DSSP
2. Dr. Niranjana Kumar Mandal, University Representative; Member
3. Prof. P. P. Sengupta, EC Member; Member
4. Dr. Sundar Charan Mishra, Member
5. Shri Pawan Kanoi, Industrialist; Member
6. Shri Bikash Chatterjee, Sr. P.R.O.; Member
7. Smt. Ruby Kumari, Students' Representative; Member
8. Shri Bikash Kumar, Assistant Professor.; Member

The Meeting was chaired by Dr. Babita Kumari, Officiating Principal and Chairperson, IQAC.

The resolutions adopted in the meeting are as follows:

1. Review of the Minutes of the last IQAC Meeting:

- a) Recommendations given in the last Peer Team report of NAAC:

It was informed that the recommendations of the last Peer Team Report of NAAC related documents have been submitted to the Coordinator, IQAC, as such no further action is required in this regard.

b) The Requirement of Teaching and Non-teaching Staff:

It was informed that interviews for the recruitment of Teaching staff and librarian were held from 08-09-2022 to 10-09-2022. The list of selected candidates have been sent to SKMU for approval.

c) Maintenance of the Campus and Equipment:

It was informed that necessary repair and maintenance work of Auditorium (Seats, Audio equipment etc.) has been done. The installation of Screens is, however pending. Shri Bikash Chatterjee, Sr. PRO was advised to expedite the matter.

Action: Shri Bikash Chatterjee

d) Provide Service Book and Service Rules for employees:

The 'Service Rules' for employees has been prepared and approved by the Secretary, DSSP & DIPSER. The same is under review and shall be circulated soon.

e) Status of SSR:

It was informed that the SSR has been completed, verified and submitted on 31st August, 2022. The SSS since been carried out by NAAC and the DVV is under process.

f) Readiness of the Laboratories:

It was informed that all the laboratories have been activated with updated stock register, attendance register, equipment, etc. Students are also being allotted laboratory-based activities as per the Time Table.

The language lab which had software issues has been resolved with the loading of Orell Talk Orell Talk Pro Software and is now being used by the students

g) Completion of Compendium of Selected Dissertations:

The 'Compendium of selected Dissertations' has not yet been prepared. Dr Kalpana Kumari was again requested to complete it urgently in all respects and submit it urgently.

Action: Dr. Kalpana Kumari

h) Publication of Research Journal:

It was informed that 'Devaloke' 2022 has been published and its copies are being distributed among contributors and other important personnel. It was suggested that a detailed be prepared urgently and accelerate the distribution of the journal.

It was also opined that the Research and Publication Committee should start the preparation to publish the next issue and request contributors to send their articles as early as possible. It was also reiterated that urgent measures should be taken in to include Devaloke in the list of UGC CARE List. Necessary steps should also be taken to supply for e-ISSN number for the Journal.

Action: Dr. Babita Kumari /Dr. Bairagi Patra



i) Students' Identity Card & Teachers' Identity Card:

The Identity Cards for students were prepared and distributed. The Identity Cards for Teachers were also prepared and distributed. Sri Nirupam Mallick was asked to provide Identity Card to D.El.Ed. students of 2022-24.

Action: Dr. Babita Kumari

j) The Status of AISHE 2020-21:

It was informed that the data of AISHE 2020-was uploaded on the portal on 19th February, 2022 and certificate has been uploaded on the institutional website. AISHE 2021-22 is yet to open.

Action: Dr. Kalpana Kumari

k) Status of MIS:

MIS suspended because certain unresolved issues in agreement has been sorted out. The MIS is functioning and all faculty members have been advised to use IMS regularly w.r.t. their academic functions including Class schedule, Attendance, and daily diary and Assignments the on a regular basis. Mr Kumud Ranjan Jha was requested to report any non-compliance to Secretary Sir in this regard

Action: All Faculty Members/ Mr Kumud Ranjan Jha

l) Internal Functioning of IQAC:

It was informed that the internal IQAC is working as a team and with better proficiency and speed.

Action: All Internal Members of IQAC

m) Online submission of AQAR 2020-21:

The house was informed that AQAR 2020-21 has been prepared and submitted on 2nd March, 2022. It was resolved that after completion of NAAC IQAC will focus on AISHE, AQAR and PAR.

n) Functioning of Committees:

It was informed that the meetings of different committees are conducted as per Academic Calendar. The 'Action Taken Reports' on resolutions of meetings are also been prepared. All Committees Coordinators were requested to keep up their good work in this respect.

It was informed that the website Committee was not functioning properly. It was suggested that instead of a Committee, a single person alongwith Mr Nirupam can look after the website.

Action: Coordinator, All Committees

o) Professional Development of Faculty:

A Consolidated Plan for Faculty Development is yet to be submitted by the Academic Committee. Dr Kalpana Kumari was requested to take up this matter on urgent basis.

Action: Dr. Kalpana Kumari



p) New Quality Initiatives:

- i. The Workshop on 'Research Article Writing' has not been organized so far. Dr. Bairagi Patra offered himself to take the initiative to organise one Workshop on the 'Research Article Writing' in the month of October, 2022. He also proposed to organise a National Seminar in the month of November 2022. He was requested to prepare detail plan of action in this regard with the help of Dr. Kalpana Kumari.

Action: Dr. Kalpana Kumari/ Dr. Bairagi Patra

- ii. The Distinguished Lecture Series lectures are continuing every month. Eminent Scholars and people of eminence are being invited to deliver lectures on contemporary subjects every month. It was informed that more eminent scholars would be invited for lecture in the coming months also. So far, 10 lectures were organised successfully.

Action: Ms. Mou Banerjee

- iii. The election of Student Self-government has been conducted and new members have taken charges. The activity chart of the last Student Self-government and Plans chalked out by the new one for the current year be chalked out and submitted to Advisor, DIPSER.

Action: Dr. Babita Kumari

- iv. Regarding holding a National Seminar, the Academic Committee was advised to sit together immediately and submit a Plan of Action with time-bound targets.

Dr. Bairagi Patra assured to organise a National Seminar in the month of November. He was advised to send a proposal to the Secretary, DIPSER.

Action: Coordinator, Academic Committee

q) Book Procurement for 2021-22

It was informed that the list of Books was prepared by the Library Committee and submitted to the Secretary, DSSP & DIPSER, on 13th March, 2022 and that books could not be purchased because the listed books are not readily available. Coordinator, Library Committee was advised to prepare a fresh list of books and send it to the secretary for processing further.

The Library Committee was advised to initiate the book procurement process in April every year so that process could be completed by the end of the calendar year.

Action: Mr. Kumud Ranjan Jha

r) Value Added Courses:

It was informed that three Value Added Courses have been launched w.e.f. January, 2022. The courses are:

- a) Soft Skill Development
- b) Spoken English Skill Development
- c) Computer Skill Development.



The students have been enrolled on first come, first serve the basis and classes have started. Two more courses were also started from April 2022. The courses are -

- a) Musicology & Performing Art, and
- b) Development and Practices of Fine Art in India

30 students were enrolled in each course. The exams are now due for the first batch of students, after which the certificates will be issued.

Action: Dr. Kalpana Kumari

s) Re-registration of the Alumni Association:

It was informed that renewal of registration of the Alumni Association has not yet been done. The necessary documents have been submitted to Shri Malay Baishya for necessary action. Secretary, Alumni Association was requested to expedite the process and discuss problems with Secretary, DIPSER, if needed. Prof (Dr.) Taposh Ghoshal sir underlined that renewal of registration of Alumnae Association is overdue and must be done with all urgency.

Action: Dr. Kalpana Kumari

t) Perspective Plan for the Session 2021-22:

- i. To consolidate the Short-term value-added courses during the current year.
 - ii. Following signing of the MoU with SKBU, Purulia, initiatives for faculty and Women Students Exchange be expedited.
 - iii. Faculty Exchange Programme has not yet started. The MoU has been signed with SKBU, Purulia, and it will be effective by November 2022.
 - iv. Exploratory Field Visits to Historical/ Academic/ Spiritual etc. places could be planned.
 - v. Work for installation of lift for library has not yet started.
 - vi. Work for relocation of portions of library has been discussed and the work is in progress. This includes taking steps for installation of lift for library.
 - vii. It was informed that necessary actions for preparing DIPSER for NEP 2020 be taken
 - viii. It was informed that linkage with Practice Teaching Schools has not been done.
 - u. Regarding reimbursement of the price of books purchased by faculty member for library, the Library Committee was advised to submit a proposal for perusal of Secretary, DSSP.
- Action: Coordinator, Library Committee
- v. Regarding the information that CPUs located in classrooms are not supported by power backup (UPS), it was informed that UPSs were installed with every CPUs in the classroom. It was also informed that the battery used to run the BIOS were replaced with new ones to maintain the date and time of the computer for smooth internet surfing.



- w. Regarding the concern that Wi-fi is not working properly, it was informed that the problem has been rectified and Wi Fi is now working properly.
- x. Coordinators of all committees were advised to submit a brief report of the events taken in their domain areas along with photographs for uploading on the website:

Action: Dr. Babita Kumari

With this the review of the minutes of the last meeting held on 15.03.2022 was completed and confirmed by the members present in the meeting.

2. Status of IMS

The issue has been discussed under point no. (k) of the review of the minutes of the last meeting.

3. Orientation of librarian

It was informed the orientation of librarian will be done only after the new librarian joins his/her duty

4. Cleanliness

All the members of the Institution were requested to look after the aspects of cleanliness and inform Principal who would log it in a register and communicate to concerned people to solve the issue.

5. Posters of women achievers

The Posters have been prepared and steps are being taken to get it printed and mounted.

6. Checking official mail everyday by IQAC

It was decided that official mail will be checked as per the instruction of the Secretary Sir.

7. Any other point with the permission of the chair.

a. Separate room for Research and Publication Cell

Dr. Bairagi Patra, Coordinator, Research and Publication Committee, requested for a separate room for the Research and Publication Cell.

b. Specimen required for Botany Practical

It was informed by Smt. Sneha Rani that the list of specimen has already been sent to the authority. The same is awaited.

c. Academic Audit

It was informed that as planned, the Academic Audit was conducted on 25th September 2022.

d. Examination Conducted

- It was informed that 4 internal Examinations (2 B.Ed. & 2 D. El. Ed) and Two Practical Teaching Examinations (1 each for B.Ed. & D. El. Ed.) have been conducted this year by the Coordinator, Exam Committee, Sri Ranjan Rajak.
- It was decided that Prof (Dr.) Taposh Ghoshal sir will look after the data of Examination department since 2015



- e. Music Lab: Instrument procurement is pending.
It was informed that necessary instruction for procurement of musical instruments has been given to Shri Biswajit Das.
- f. Book Bank
It was suggested that a formal proposal should be submitted by Coordinator, Library Committee.
- g. Examination Department has not been formally handed over
It was decided that the examination department should be handed over to Shri Ranjan Rajak formally by Smt. Sandhya Kumari Jha within a week of her re-joining duty after evaluation work.
- h. Shri P. N. Banerjee proposed to prepare a comprehensive budget of 5 years for the proper development of the institute. In this regard he extended his full support and help in preparing the budget.

As there was no more issue to discuss the meeting ended with the vote of thanks to the Chair.

Babish
17.9.2022
Principal
Dev Sangha Institute of Professional
Studies & Educational Research
Deoghar, Jharkhand