



# Dev Sangha Institute of Professional Studies and Educational Research

(A Unit of Dev Sangha Seva Pratishthan)

P.O. Dev Sangha, Bompas Town, Dist.: Deoghar, Jharkhand, PIN 814114

NCTE Recognised \* UGC Recognised \* SKMU Affiliated \* JAC Affiliated (JAC) \* NAAC Accredited

## Minutes of the meeting of IQAC held on 16<sup>th</sup> Dec. 2022

A Meeting of IQAC was held on 16<sup>th</sup> December 2022. The meeting was attended by the following members and Special Invitee.

1. Shri Asim Kumar Chatterjee, EC Member and Secretary, DSSP & DIPSER (Special Invitee)
2. Dr. Surupa Basu, Assistant Secretary, DSSP & DIPSER; Member (attended online)
3. Prof (Dr) Taposh Ghoshal, Advisor, DIPSER (Special Invitee) [attended online]
4. Dr. Babita Kumari, Officiating Principal; Chairperson, IQAC
5. Dr. Kalpana Kumari, Asst. Professor; (Special Invitee)
6. Dr. Kartik Pal, Asst. Professor; Member
7. Shri Bikash Kumar, Asst. Professor; Member
8. Shri Bikash Chatterjee, S.P.R.O.; Member [attended online]
9. Smt. Sneha Rani, Representative, Alumnae Association, DIPSER; Member
10. Shri Ranjan Rajak, Asst. Professor; Member
11. Dr. Bairagi Patra, Professor (Special Invitee)
12. Shri Subheswar Jha, Asst. Professor; (Special Invitee)
13. Dr. Amit Bhattacharya, Asst. Professor; (Special Invitee)
14. Shri Nirupam Mallick, IT Executive (Special Invitee)
15. Ms. Bipasa Dasgupta, Assistant Librarian, (Special Invitee)
16. Shri Prakash Bharadwaj, Office Assistant cum Computer operator (Special Invitee)
17. Ms. Monika Bharti, Library Assistant (Special Invitee)
18. Shri Kumud Ranjan Jha, Assistant Prof.; Member, IQAC
19. Shri Manoranjan Kumar, Assistant Prof.; Coordinator, IQAC

The following members could not attend the meeting:

1. Shri P. N. Banerjee, EC Member & Treasurer, DSSP; Member
2. Prof. P. P. Sengupta, EC Member; Member
3. Dr. Sundar Charan Mishra, Member
4. Shri Pawan Kanoi, Industrialist; Member
5. Dr. Namita Kumari, Asst. Professor (Special Invitee)
6. Smt. Shampa Roy, Asst. Professor; (Special Invitee)
7. Smt. Sangita Kumari, Asst. Professor; (Special Invitee)
8. Smt. Rubi Kumari, Students' Representative, DIPSER; Member

The Meeting was Chaired by Hon'ble Secretary, DSSP & DIPSER. At the outset, Secretary Sir underlined the importance of the present meeting which can reflect our preparedness to face NAAC Peer Team Visit to be held on 10<sup>th</sup> and 11<sup>th</sup> January 2023. Prof Ghoshal stated that while we have prepared well to face the NAAC inspection, there are still areas that needs to be addressed diligently.

*Bairagi Patra*  
Principal  
Dev Sangha Institute of Professional  
Studies & Educational Research  
Deoghar, Jharkhand

The resolution adopted in the meeting are as follows.

1. Library

It was informed that library is being prepared for NAAC assessment.

- a. Barcode of Books: So far out of 503 books 448 books were given the barcode so far and it is expected that by 25/26 December 2022 all books will have barcode.

**Action:** Kumud Ranjan Jha

**Library Card:** Library cards were printed as below

- B.Ed. (2021-23): 156
- D. El. Ed. (2021-23): 23
- D. El. Ed. (2022-24): 13

Lamination and distribution of the cards are yet to be done and shall be distributed soon. For the new students the library cards will be issued once they are enrolled in the library.

**Action:** Ms. Bipasa Dasgupta/ Kumud Ranjan Jha

The Book Catalogue verification has been completed and missing books have been identified. The books entered in Koha are being tallied with the records maintained in the hard copy. The missing books in Koha Catalogue are also being entered and it will be completed by 31<sup>st</sup> December 2022.

**Action:** Ms. Bipasa Dasgupta/ Kumud Ranjan Jha

The Library attendance registers are being maintained properly as per given instruction.

**Action:** Ms. Bipasa Dasgupta/ Kumud Ranjan Jha

2. Academic function

It was informed that AISHE data submission was to be completed by 24<sup>th</sup> Dec. 2022. The same is being prepared and shall be completed and submitted by the due date. The accounts and examinations sections were requested to provide the necessary data urgently in this regard.

It was informed that at times, the newly prepared Time Tables do not reach the faculty members. It was informed that the same is being done. Academic Committee was requested to monitor the same and ensure that all Time Tables reach the Faculty Members. It was also informed that Academic load of the faculty members has been submitted to principal on 16<sup>th</sup> Dec. 2022. It was also conveyed that the Time Table for M.Ed. 2022-24 has been prepared roughly but not finalised.

**Action:** Dr. Kalpana Kumari /Academic Committee

3. Updation of committees: In view of the attrition of a few faculty members, Prof Ghoshal requested for reconstitution of committees.

4. Research and Publication

- a. Devaloke 2023: It was informed that the theme for the next issue of Devaloke has been finalised. The notice has been circulated among faculty members for submitting articles on the theme. Each faculty members were requested to submit a list of eminent educationists/ institution so that remaining issues of Devaloke 2022 could be distributed. Further, it was assured that application for e-ISSN and including the journal in UGC CARE list is being processed.

- b. Dev Vaani: 1<sup>st</sup> issue has been completed. Next issue will be completed by 1<sup>st</sup> week of January 2023.

Action: Research and Publication Committee/ Dr. Bairagi Patra

5. Website Update

Status: It was decided that pending naming the coordinator for looking after the DIPSER website, Shri Nirupam Mallick would look after the website updates.

6. Value added course

Value added course is in precarious condition and would be reviewed by Hon'ble Secretary Sir on 17<sup>th</sup> Dec.2022. It was informed that Examination for these courses have been conducted on 30-11-2021 and certificate has been prepared (2020-22).

It was advised to review and redesign the value-added courses to address the prevailing conditions to assure smooth functioning. It was also suggested that the Value-added course may be offered in 1<sup>st</sup> and 4<sup>th</sup> Semester B.Ed. to avoid any disturbance cause due to non-availability of students during the Practice Teaching Sessions.

7. It was advised that the Compliance w.r.t. the recommendation of the last peer Team report of NAAC 2013, be submitted should be submitted.

8. Provide service book and service rules of employees

The revision of Service Rules has be done by Hon'ble Secretary Sir and the same shall be effective w.e.f. 1<sup>st</sup> January 2023.

9. Readiness of laboratories

It was advised that Attendance Register should be maintained properly and separately for B.Ed., D.El.Ed. and M.Ed. Students

10. Status of MIS

It was informed that Class Schedules have been updated. IMS training for faculty members were conducted in the presence of Hon'ble Secretary Sir on 17<sup>th</sup> Dec.2022.

11. Professional development of faculty: The same is awaited and should be done without any further delay.

12. Self-government

It was informed that Meeting has been conducted in every three month. The Notices and Minutes are also prepared properly.

13. Re-registration of Alumni Association


The process of finalizing the accounts is in progress and that once the Accounts are prepared, the re-registration would be done.

14. Any other issue with the permission of the chair.

- a. A separate file has been made ready by Shri Manoranjan Kumar for the compliance of NAAC 2013 recommendation.
- b. It was requested to circulate the Minutes of last two GB meetings as the same has not reached the members.

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

Date: 25<sup>th</sup> Dec.2022

  
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