



# Dev Sangha Institute of Professional Studies and Educational Research

(A Unit of Dev Sangha Seva Pratisthan)

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

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

## MINUTES OF THE MEETING OF IQAC HELD ON 14<sup>TH</sup> APRIL 2023

A Meeting of IQAC was held on 14<sup>th</sup> April 2023. The Meeting was attended by the following members and Special Invitees.

- Prof (Dr) Sudeep Ranjan Ghosh, Chairman, DSSP & DIPSER (Special Invitee)
- Shri Asim Kumar Chatterjee, EC Member and Secretary, DSSP & DIPSER (Special Invitee)
- Prof (Dr) Taposh Ghoshal, Advisor, DIPSER (Special Invitee)
- Dr. Babita Kumari, Officiating Principal; Chairperson, IQAC
- Dr. Bairagi Patra, Professor (Special Invitee)
- Dr. Kartik Pal, Assistant Professor; Member
- Shri Bikash Kumar, Assistant Professor; Member
- Shri Ranjan Rajak, Assistant Professor; Member
- Smt. Sneha Rani, Assistant Professor, Representative, Alumnae Association, DIPSER; Member
- Shri Bikash Chatterjee, Sr. P.R.O.; Member
- Shri Nirupam Mallick, IT Executive, (Invitee)
- Ms. Prabha Sundas, Librarian (Invitee)
- Ms. Supriya Keshri, Students' Representative, DIPSER; Member
- Shri Kumud Ranjan Jha, Assistant Professor; Member

The following members could not attend the meeting:

- Smt. Amita Kumari, University Representative, SKMU, Dumka
- Dr. Surupa Basu, Assistant Secretary, DSSP & DIPSER; Member
- Shri P. N. Banerjee, EC Member & Treasurer, DSSP; Member
- Prof P. P. Sengupta, EC Member, DSSP; Member
- Dr. Sundar Charan Mishra, Member
- Shri Pawan Kanoi, Industrialist; Member
- Shri Manoranjan Kumar, Assistant Professor; Coordinator, IQAC

The Meeting was chaired by Hon'ble Chairman, DSSP & DIPSER. This was the first formal Meeting of IQAC after NAAC Peer Team Visit for the 3<sup>rd</sup> Cycle of Accreditation. The Meeting began with the Guru Pranam.

Hon'ble Chairman, in his opening remarks, expressed his appreciation for the entire team of DIPSER which worked hard and under the able guidance and direction of Hon'ble Secretary and Advisor, DIPSER was able to face the NAAC Peer Team inspection with courage and perseverance and secured Grade 'B'. He underlined that DIPSER is one of the few institutes which has successfully faced the 3<sup>rd</sup> Cycle of NAAC.

He said that the 3<sup>rd</sup> Cycle of Accreditation was more rigorous than the preceding 1<sup>st</sup> and 2<sup>nd</sup> Cycles as unlike the 1<sup>st</sup> and 2<sup>nd</sup> cycle of NAAC assessment which were based on 100% qualitative evaluation, the 3<sup>rd</sup> Cycle assessment was based on 70 % evaluation on quantitative metrics and needed objective evidences/ documents for the responses and only 30% assessment was done by the Peer Team. He said that with experience in handling NAAC effectively all teachers should now dedicate themselves more to improve all aspects of academics at DIPSER.

*B. S. Ghosh*  
Principal 28.04.2023

Hon'ble Chairman also expressed happiness at the new academic initiative taken by DIPSER. He especially mentioned about the enhanced quality of Devaloke, now a peer reviewed research-oriented journal and the efforts to include it UGC CARE list. He also praised the successful organization of National Workshop on 'Demystifying Academic writing for research' held on 16<sup>th</sup> March 2023. Hon'ble Chairman also underlined that efforts are on to recruit Principal and more teachers at all levels to strengthen academics at DIPSER. Mr. Secretary, DSSP and DIPSER, in reply, expressed his gratitude to Mr Chairman for blessing IQAC with his encouraging and motivating words and said that he expects that in next 5 years our teachers would prepare the institution in such a way so that DIPSER gets Grade A in next NAAC accreditation. Prof (Dr) Taposh Ghoshal also restated the need for continual improvement in academics. He talked about the changing metrics of NAAC and said that considering the similarity in the formats of AQAR and, SSR, adequate preparation for yearly AQARs would automatically help us in preparing for the SSR and enable us to project our achievements more explicitly. He also stressed the need to strengthen documentation and its preservation and retrieval further. Following the opening remarks, the discussion on the agenda points were deliberated upon. The resolutions adopted in the Meeting are as follows:

### 1. Review of the Minutes of the Last Meeting held on 16<sup>th</sup> December 2022.

#### A. Library

- a. It was informed that Bar coding of 503 books had been completed before 31<sup>st</sup> December 2022. The rest are in progress.
- b. Library cards have been issued to students of B.Ed. 2021-23, M.Ed. 2021-23, D.El.Ed. 2021-23. Library cards for B.Ed. 2022-24, M.Ed. 2022-24 & D.El.Ed 2022-24 are under process. Library cards could not be issued to those students who have not submitted their details and photo, which is being followed up. It was decided that rest of the students will be issued Library cards by 30<sup>th</sup> April 2023.
- c. The book catalogue verification has also been completed all the listed books have been entered in the Koha in December 2022.
- d. It was informed that the library rules were not followed properly by teachers and students. It was decided that a meeting of Library committee would be called immediately to sort out all the current problems of library under the Chairmanship of Mr Secretary at the earliest.
- e. Hon'ble Chairman proposed that Librarian should be considered as a teacher and should be given some classes in M.Ed., B.Ed. and D.El.Ed.. Other proposals given by the members of IQAC for library are as follows:
  - i. Library meetings should be held religiously as per Academic Calendar
  - ii. Procurement process of books for the current year should be started immediately.
  - iii. Books of research are to be suggested by faculty members.
  - iv. C-TET/ NET/ STET books are needed (information is to be submitted within a week)
  - v. E- copies of popular books are needed for the online circulation.
  - vi. Electronic Section of library needs to be developed for use of students.
  - vii. Librarian should be invited in all IQAC meetings& meetings of the Academic Committee.
  - viii. Discipline should not be compromised in the library.

*Action: Librarian/Library Committee/Academic Committee*

#### B. Academic Function

- a. Academic Load: It was informed that Class Schedule needs to be prepared more judiciously so that the academic load of faculty members is equitably balanced. Moreover, in the Academic Load Chart of Faculty Members, activities like scheduled class as per time table, Tutorial, Practical, Assignments, projects, Practice teaching etc. should be mentioned column wise.

Academic Load chart should be prepared every time the Class Schedule is made/ revised.

*Action: Academic Committee*

### **C. Reconstitution of Committees**

- a. It was informed that the matter will be discussed later.

### **D. Research and Publication**

- a. Devaloke: It was informed that so far 10 articles were received – 5 articles from faculty members and 5 from outside. It was decided that last date of receiving articles may be extended up to 31<sup>st</sup> May 2023. Last date for finalising Devaloke for sending it to press for printing and publication, will be 30<sup>th</sup> June 2023.
- b. Listing Devaloke in UGC CARE: It was informed that the process of listing Devaloke in UGC CARE has been initiated and a request in this regard has been submitted to SKMU, Dumka.
- c. E- ISSN for Devaloke: It was informed that the format of application for e- ISSN has been downloaded and soon it will be processed.
- d. Dev Vane: It was informed that the manuscript for the next edition of Dev Vane is ready. It was decided that Hindi content for Dev Vane should be written in Arial Unicode MS font. No article will be accepted in hand written form. The last date for finalizing Dev Vane will be 30<sup>th</sup> April 2023.

*Action: Research & Publication Committee*

### **E. Website Update:**

- a. It was proposed that our institution needs a website coordinator who shall be supported by Mr Nirupam Mallick for maintaining / updating the DIPSER website. Website maintenance/ updation shall be decided under the guidance of Prof (Dr) Taposh Ghoshal.

### **F. Value-added Courses:**

- a. It was informed that condition of Value-Added Courses are not being run properly and need to be revitalised. The Value-Added Courses must be conducted strictly as per the course design, and completed within the given time-frame.

*Action: Academic Committee/ Coordinators of all Value-added Courses*

### **G. Status of MIS**

- a. It was informed that an App for MIS has been launched and all the faculty members and students have been requested to download the App for use. It was advised to organise an orientation session for using the App.
- b. It was decided that Designation of Principal should be added in that MIS generated Marksheets.
- c. It was advised to make the MIS up to date and report to the Secretary Sir in case of any irregularity.

*Action: Kumud Ranjan Jha*

### **H. Professional Development of Faculty:**

- a. It was informed that members of the faculty attending any PDP are being given facilities by the management.
- b. It was informed that the college has successfully organised a National Workshop on “Demystifying Academic Writing for Research”, on 16<sup>th</sup> March 2023, in this regard.

*Action: Research & Publication Committee*

### **I. Re-registration of Alumni Association**

- a. It was informed that now that the audit of Alumni Association is over, a lawyer needs to be hired to further process re-registration of Alumni Association. Secretary, Alumni Association was advised to follow-up the matter in this regard.

*Action: Dr. Kalpana Kumari*

With the above discussion review of the Minutes of the last IQAC meeting was completed and confirmed.

**2. Review of NAAC Report:**

- A. It was resolved to start working on the recommendation of NAAC Peer Team.
- B. It was advised to circulate the recommendation among the faculty members. It was also stressed that the Mentor-Mentee System, Career Counselling, Placement, and Grievance Cell should be strengthened.
- C. It was also directed that one Alumni Lecture (quarterly) may be initiated to strengthen Alumni contribution.

*Action: IQAC/All Concerned Committees/ Alumni Association*

**3. Review of Curriculum Planning:**

- A. It was suggested that curriculum planning should be a regular agenda of the Academic Committee Meetings and should be reviewed regularly.

*Action: Academic Committee*

**4. Updating Committees:**

- A. The issue has already been discussed under review of minutes of the last meeting at point no. C.

**5. Any other issue with the permission of the chair.**

- a. It was proposed that the college activities should be displayed in social media like Facebook and YouTube. The proposal was agreed to by the management.

*Action: Shri Nirupam Mallick*

- b. Student representative proposed coaching of CTET and NET for hostel students. The proposal was accepted. It was decided that the issue shall be worked out for a feasible solution.

As there was no more issue to discuss the meeting ended with Vote of Thanks to the Chair.

*Devi Singh*  
28.04.2023  
**Principal**

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