



Dev Sangha Institute of Professional Studies and Educational Research

(A Unit of Dev Sangha Seva Pratisthan)

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

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

MINUTES OF THE MEETING OF IQAC HELD ON 15TH JUNE 2023

A Meeting of IQAC was held on 15th June 2023. The Meeting was attended by the following members and Special Invitees.

- Shri Asim Kumar Chatterjee, EC Member and Secretary, DSSP & DIPSER (Special Invitee)[online]
- Prof (Dr) Taposh Ghoshal, Advisor, DIPSER (Special Invitee)[online]
- Dr. Babita Kumari, Officiating Principal; Chairperson, IQAC
- Dr. Bairagi Patra, Professor (Invitee)
- Dr. Kalpana Kumari, Assistant Professor (Invitee)
- Dr. Kartik Pal, Assistant Professor; Member
- Shri Bikash Kumar, Assistant Professor; Member
- Shri Ranjan Rajak, Assistant Professor; Member
- Shri Bikash Chatterjee, Sr. P.R.O.; Member
- Shri Nirupam Mallick, IT Executive, (Invitee)
- Ms. Prabha Sundas, Librarian (Invitee)
- Shri Kumud Ranjan Jha, Assistant Professor; Member
- Shri Manoranjan Kumar, Assistant Professor; Coordinator, IQAC

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
- Smt. Sneha Rani, Assistant Professor, Representative, Alumnae Association, DIPSER; Member
- Ms. Supriya Keshri, Students' Representative, DIPSER; Member

The Meeting was chaired by Shri Asim Kumar Chatterjee, Hon'ble Secretary, DSSP & DIPSER. Following the address of formal welcome by Shri Manoranjan Kumar, Coordinator, IQAC, the discussion on the agenda points were deliberated upon. The resolutions adopted in the Meeting are as follows:

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24.07.2023
Principal

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I. Review of the Minutes of the Last Meeting held on 16th December 2022.

A. Library

- a. It was informed that all the books of our library have been Bar-coded. The issue of purchasing Barcode machine has been raised in the meeting. Hon'ble Secretary assigned the work of identifying a good Barcode machine to Shri Nirupam Mallick along with Ms Prabha Sundas and report to Secretary Sir on 16th June 2023.

Action: Shri Nirupam Mallick/ Ms Prabha Sundas

- b. Library cards have been issued to all current students of B.Ed. M.Ed. D.El.Ed. Library cards could not be issued to those students who have not submitted their details and photo, which is being followed up. It was suggested that a list of students should be prepared who has not received, or submitted the details with photo to the library and a notice of that should be put on the notice board of library side by side that should be submitted to the Principal.

Action: Ms Prabha Sundas, Librarian

- c. Review of the proposals given by the members of IQAC for library are as follows:

- i. Library meetings should be held religiously as per Academic Calendar. The Library Committee Coordinator assured to follow the Academic Calendar for conducting Library Committee meeting.
- ii. Procurement process of books for the current year has already been started and a list of required books has been submitted to the Hon'ble Secretary Sir. It was suggested that the list should include three kind of books – books as per syllabus, books of research, books of C-TET, NET, STET etc. Dr. Babita Kumari was requested to look after that matter.
- iii. E- Copies of popular books are needed for the online circulation. For e-copies of popular books, the librarian proposed digitization of the library and for that a Scanner is required. It was suggested to discuss the matter of digitization of library books in the next library meeting and a proposal should be prepared and submitted to the Secretary Sir.
- iv. Electronic Section of library has been developed for use of students but students rarely use the electronic section of the library, stated the librarian.
- v. Librarian has been invited in all IQAC meetings & meetings of the Academic Committee since last IQAC Meeting.
- vi. Discipline has been maintained in the library.

Action: Librarian/Library Committee

B. Academic Function

- a. Academic Load: It was informed that Academic Load of Teachers and Time Table is being prepared for the coming session. Dr. Karik Pal assured to complete it by 24th June 2023 and send it to Hon'ble Setcretary Sir.

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It was resolved that Teachers' Workload would be maintained as follows:

Name

Classes Allotted/ Month	Classes Taken/ Month	Seminars/ Tutorials Allotted/ Month	Seminars/ Tutorials Taken/ Month	Lab Work Allotted/ Month	Lab Work Taken/ Month	Other Academic Work	Administrative function

Name

Classes Allotted/ Month	Classes Taken/ Month	Seminars/ Tutorials Allotted/ Month	Seminars/ Tutorials Taken/ Month	Lab Work Allotted/ Month	Lab Work Taken/ Month	Other Academic Work	Administrative function

Name

Classes Allotted/ Month	Classes Taken/ Month	Seminars/ Tutorials Allotted/ Month	Seminars/ Tutorials Taken/ Month	Lab Work Allotted/ Month	Lab Work Taken/ Month	Other Academic Work	Administrative function

The decision of the new format of preparing workload (Academic) shall henceforth be followed by all concerned. All faculty Members were requested to submit the data to the Academic Schedule Committee for records.

Action: Academic Committee/ Academic Scheduling Committee

C. Research and Publication

- Devaloke: It was informed that so far 10 articles and 2 book review so far has been received. Last date for finalising Devaloke for sending it to Prof (Dr) Taposh Ghoshal Sir is 30th June 2023.
- Listing Devaloke in UGC CARE: It was informed that the process of listing Devaloke in UGC CARE had been discussed in the meeting of SKMU, Dumka but letter of decision has not been received by the college so far.
- E- ISSN for Devaloke: It was informed that the application for e- ISSN has not been initiated so far. Dr. Patra assured to do in July.
- Dev Vanee: It was informed that the manuscript for the next edition of Dev Vanee is ready. It will be published on 1st July 2023, Prof. Patra stated.

Action: Research & Publication Committee

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D. Website Update:

- a. It was informed that Shri Vivek Jaiswal has been assigned the responsibility of the Website Coordinator who shall be supported by Mr Nirupam Mallick for maintaining/ updating the DIPSER website. Website maintenance/ updation is being decided under the guidance of Prof (Dr) Taposh Ghoshal.
- b. It was also informed that the website update is a continuous process and it is going on. If anything is missing, that is because the information is not directed to Website Committee. Hence, it was suggested that all Committees should shoulder the responsibility and relevant information should be directed to the Principal for website update.

Action: All Committees/Website Committee

E. Value-added Courses:

- a. It was informed that the Value-Added Courses has been re-structured in the last Academic Committee Meeting. It was suggested that a proposal for approval of the re-structuring of the Value-added courses should be sent to the Hon'ble Secretary Sir, so that it can be implemented on time.

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

F. Status of MIS

- a. It was informed that an App for MIS has been download by Teachers and students and all are using App. The app is regularly updated. It is so simple that orientation did not require. The App is functioning satisfactorily.
- b. It was decided that Designation of Principal should be added in that MIS generated Mark Sheets in the last meeting.

Following the decision the service provider was asked to add the Designation of Principal in the signature position of the mark sheet generated by the MIS software.
- c. It was advised to make the MIS up to date and report to the Secretary Sir in case of any irregularity.
- d. It was resolved that payment gateway for the collection of fees from students will be activated in the MIS. Shri Kumud Ranjan Jha was suggested to meet Hon'ble Secretary Sir to discuss the matter in detail.

Action: Kumud Ranjan Jha

G. Re-registration of Alumni Association

- a. It was informed that after the audit of Alumni Association no further steps were taken. It was suggested that Shri Bikash Chatterjee should be given the responsibility for further action for the re-registration of Alumni Association.

Action: Dr. Kalpana Kumari/Shri Bikash Chatterjee

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Principal 24.07.2023

H. Review of NAAC Report:

- A. It was informed that working on the recommendation of NAAC Peer Team has been started with Mentor – Mentee meet in the last Saturday of the Month.

Action: All teachers

- B. It was informed that the recommendation of NAAC Peer Team has been circulated among all. It was suggested that one Register should be maintained to update the preparedness on NAAC recommendations and scientific approach should be followed.

Action: All teachers/ All concerned

- C. It was also directed that one Alumni Lecture (quarterly) may be initiated to strengthen Alumni contribution but so far no work has been initiated.

It was informed that an Alumni lecture will be organised on the last week of June 2023.

Action: IQAC/All Concerned Committees/ Alumni Association

I. Review of Curriculum Planning:

- I. It was informed that a meeting was organised on 20th May 2023 for the distribution of curriculum for the next session and it was assured that the review of the curriculum will be done on monthly basis and that will be the regular agendum of the Academic Committee Meeting.

Action: Academic Committee

J. 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 in the last meeting.
It was informed that College Activities are regularly displayed in the social media – in Facebook and YouTube.

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.
It was informed that so far no action has been initiated in this regard.

2. Status of implementation of NAAC Peer Team Recommendations.

The point has been discussed under the point no. 'H' in the review of the last minutes of the meeting.

3. Preparation of AQAR 2022-23.

It was informed that the preparation for the AQAR 2022-23 will be started from 1st July 2023.

Action: IQAC/All Committees/All teachers

4. Village Adoption and Waste Management.

It was resolved that a BPL village will be identified for adoption. It was also resolved that Wormy compost will be produced using the biodegradable waste as part of Waste Management.

Action: All Concerned

5. Outreach Programmes/ Excursion

It was informed that awareness on Water Conservation in the village of Chittolodhia. And a Self Defense Training programme was organized in the campus to train our girl students.

It was resolved that an excursion programme will be chalked out as part of outreach activity.

Action: All Concerns

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

- a. It was informed that DLS could not be organized on the months of April and May 2023. It was resolved that Prof Gautam Banerjee will be contacted for DLS for the month of June 2023. It was also suggested Dr. Surupa Basu should be contacted for next DLS programme.

b. Action: Shri Kumud Ranjan Jha

As there was no more points to be discussed the meeting ended with vote of thanks to the Chair.

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24-07-2023

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