



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 14TH SEPTEMBER 2023

A Meeting of IQAC was held on 14th September 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. Kartik Pal, Assistant Professor; Member
- Dr. Namita Kumari, Assistant Professor, Invitee
- Dr. Amit Bhattacharya, Assistant Professor, Invitee
- Shri Bikash Kumar, Assistant Professor; Member
- Shri Ranjan Rajak, Assistant Professor; Member
- Shri Nirupam Mallick, IT Executive, (Invitee)
- Ms. Prabha Sundas, Librarian (Invitee)
- Shri Manoranjan Kumar, Assistant Professor; Coordinator, IQAC
- Shri Kumud Ranjan Jha, Assistant Professor; Member

The following members could not attend the meeting:

- Dr. Nilesh Kumar, 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 Bikash Chatterjee, Sr. P.R.O.; 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:

1. Review of the Minutes of the last meeting held on 15th June 2023.

a. Library

- i. Procurement of books: It was informed that a total number of 243 have been books purchased which includes 17 books for Competitive Exams, 120 textbooks, 12 reference books, 8 books of fiction, 30 books related to research and 56 books for CTET/NET/SET.

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- ii. It was informed that e-copies of books can be made available through digitization through scanning that has been started. However, it was opined that scanning books was a very tedious work and it is not possible at the present condition. Hence it was suggested that e-copies of certain books should be selected and purchased on the basis of the recommendation of faculty members. It was further suggested that the issue should be discussed in the Academic Committee meeting in detail.
- iii. Regarding the development of Electronic Section of the Library, it was informed that the library has access to online e-books, e-journals and other reading materials through Library OPAC (open Access) and different other websites. Some e-books which are available freely have also been downloaded and stored in the library computers for the use of students.

b. E-ISSN and UGC Care list (DEVALOKE)

It was informed that no initiative has been taken so far for getting E-ISSN for DEVALOKE. Regarding inclusion of Devaloke in UGC Care List, it was informed that S. K. M. U., Dumka, has recommended DEVALOKE for listing it in UGC CARE and has sent it for further processing to the Tezpur University on 12th August 2023. The consignment has since been delivered Tezpur University on 22 August 2023.

Action: Research and Publication Committee

- c. Dev Vaani: It was informed that next issue of Dev Vaani could not be published in any form (e-version/print version). The last issue of Dev Vaani also has not been published in print version. Smt. Sneha Rani was assigned the responsibility to look after the publication of Dev Vaani.

Action: Smt. Sneha Rani

- d. Value Added course: It was informed that value added courses are yet to pick up momentum. For the session 2022-24 has started from 26th August 2023 in the old format (once in a week). The restructuring of the courses could not be arranged due to lack of adequate number of classes available per week. The Time Table Committee was advised to find slots for adding classes for Value Added course and inform all concerned.

Action: Dr Babita Kumari/ Academic Committee

- e. Status of MIS: it was informed that teachers are using MIS App (DIPSER College). But continuous and timely update the data of MIS could not be done due of their engagement in other activities. All teachers were requested to update their data on a regular basis.

Action: All Faculty Members

- f. Re-registration of Alumni Association: It was informed that re-registration of Alumni Association has been pending for a long time. Secretary Sir advised Shri Bikash Kumar (Sr. PRO) and Dr. Namita Kumari to meet the Assistant Registrar (Society Registration) at Ranchi and seek guidelines for the same.

Action: Shri Bikash Kumar and Dr. Namita Kumari

- g. Coaching of CTET and NET: It was informed that the coaching for CTET & NET could not be started because of lack of time slot. Dr Babita was requested to look into the matter and allocate slots for coaching for CTET and NET.

Action: Dr Babita Kumari/ Academic Committee

- h. Status of implementation of NAAC Peer Team Recommendations:

It was informed that IQAC is continuously working and contributing in the quality enhancement of the Institution. The workshop conducted on "Demystifying Academic Writing for Research" and FDP for "Development of skill for Computer Application" were other to important faculty development initiatives taken in this respect. It was also suggested that IQAC should prepare one programme quarterly.

Action: IQAC

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- i. Preparation of AQAR 2022-23: It was informed that the qualitative part of AQAR is under process. As far as the preparation of college for NEP 2020, Secretary Sir assured to raise the issue for ITEP (BA/B Com. B.Ed.) in the Annual General Meeting of DSSP.

Action: IQAC

- j. Village Adoption and Waste Management: It was informed that the process of village adoption would be initiated soon. It was suggested that the scope of activities to be conducted for the welfare need to be prepared and the basic structure of village adoption also be prepared before initiating the adoption process formally.

As far as the waste management is concerned, it was informed that the process of preparing wormy compost out of vegetable waste/bio degradable waste will be initiated soon.

Action: Dr Babita Kumari

- k. Outreach Programme/ Excursion: It was informed that several Outreach programmes have been conducted by the Sports/ NSS and cultural committee during the year. It was suggested that future programme of Outreach activity should be prepared beforehand and all the data of activities should be submitted to IQAC.

Action: Sports/ NSS and cultural committee

As far as the Excursion is concerned, it was suggested to prepare the plan conduct excursion after Chhat Puja.

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

2. Status of Actions taken on the observation of NAAC Peer Team: The point has been discussed in the review of the minutes of the last meeting point no. h.

3. Re-activating Committees: It was informed that re-activation of committees will be done on 18th or 19th September 2023.

4. Admission: M.Ed. & D. El. Ed.: It was proposed that the Advertisement for Admission to D.El.Ed. & M.Ed. for the session 2023-25 should be given on the college website.

Action: Dr Babita Kumari

5. Inflow of information regarding academic activities: It was informed that flow of information regarding academic activities to IQAC is not proper. Hence, it was suggested to increase the flow of information to all concerns and all information should be directed to IQAC.

Action: All Committees

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

- i. Despatch of Devaloke: It was informed that the process of Devaloke despatch has started. It was suggested that at least 350 copies of Devaloke must be distributed to different academia.

- ii. Internal Marks of B.Ed. semester IV session 2021-23: It was informed that two students bearing roll no. 106 and 127 did not submit their assignments, hence, internal marking of those students could not be done. It was suggested to contact them immediately and get all the assignment submitted, evaluated and marked before sending the marks to the university.

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

Babita
29/9/2023
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