



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

Dated: 30th December 2023

MINUTES OF THE MEETING OF IQAC [20TH DECEMBER 2023]

A Meeting of IQAC was held on 20th December 2023. The Meeting was attended by the following members and Special Invitees.

- Prof (Dr) Taposh Ghoshal, Advisor, DIPSER (Special Invitee)[online]
- Shri Asim Kumar Chatterjee, EC Member and Secretary, DSSP & DIPSER (Special Invitee)[online]
- Dr. Babita Kumari, Officiating Principal; Chairperson, IQAC
- Dr. Pramodini Hansdak, Associate Professor, Department of Hindi, SKMU, Dumka; Member
- Dr. Kartik Pal, Assistant Professor; Member
- Dr. Namita Kumari, Assistant Professor, Representative, Alumnae Association, DIPSER; Member
- Shri Ranjan Rajak, Assistant Professor; Member
- Smt. Sangita Kumari, Assistant Professor; Invitee
- Shri Nirupam Mallick, IT Executive, (Invitee)
- Shri Bikash Kumar, Assistant Professor; Coordinator, IQAC
- Shri Kumud Ranjan Jha, Assistant Professor; Jt. Coordinator, IQAC
- Smt. Gayatri Kumari, Students' Representative, DIPSER; 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
- Shri Pawan Kanoi, Industrialist; Member
- Shri Bikash Chatterjee, Sr. P.R.O.; Member
- Smt. Sneha Rani, Assistant Professor, Member

The Meeting was chaired by Shri Asim Kumar Chatterjee, Hon'ble Secretary, DSSP & DIPSER. At the outset Hon'ble Secretary, DSSP & DIPSER congratulated the new members of IQAC including the new Coordinator of IQAC Sri Bikash Kumar and welcomed them to the IQAC. Following the address of formal welcome by Shri Bikash 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 14th September 2023.

a. Library

It was informed that faculty members were notified to recommend good relevant books on different subject areas for the library however their responses are still awaited. The faculty Members were urged to suggest books within 15 days for procurement in the library. The library Committee was also

suggested to contact good publishers and ask for new books published in different subject areas so that a final list can be prepared and books procured within this financial year without any further delay.

Action: Librarian/ Principal, DIPSER

b.Publication

1. **E-ISSN and UGC Care list (DEVALOKE):** It was noted that no initiative has been taken so far for getting E-ISSN for DEVALOKE. The Publication Committee was advised to take up the issue urgently and apply for E-ISSN for DEVALOKE.

Action: Research and Publication Committee

2. **Inclusion of DEVALOKE in UGC Care List:** The members were informed that an email was sent to Tezpur University through SKMU, Dumka on 12.8.2023 to this effect. However, no response have so far been received regarding the same. The issue was discussed with Coordinator, IQAC Cell, SKMU and on his advice, an email has now been written to the IQAC Cell, SKMU, Dumka requesting him to use his good offices to pursue the matter further.

3. **Distribution of DEVALOKE 2023:** It was informed that 212 copies of Devaloke (2023) have already been distributed and a list of 40 persons were given to the Principal for distribution.

4. **DEVALOKE 2024:** It was conveyed that the theme for DEVALOKE (2024) has been decided by the Research and Publication Committee. The Committee was advised to send the proposed themes for the Editorial Board for finalization.

5. It was proposed that Dr. Pramodini Hansdak, Associate Professor, Department of Hindi, SKMU, Dumka be included in the Editorial Board of DEVALOKE. Dr. Pramodini Hansdak was agreed to the proposal.

Action: Members of Research and Publication Committee

6. **DEV VANEE:** It was informed that 40 articles have been collected so far for pending issue of DEV VANEE. In view of the difficulties faced in formatting Hindi articles, it was advised that all Hindi articles be typed in Unicode. Principal was requested to submit the soft copy of DEV VANEE submitted by 10th January 2024.

Action: Principal, DIPSER

- c. **Value Added courses:** It was informed that value added course for the session 2022-24 has been running (once in a week) but attendance of students are very poor. The thorough review of the courses need to be done to run it systematically.

Action: Principal/ Academic Committee

- d. **Status of MIS:** In order to ensure continuous and timely update of MIS data of DIPSER, Hon'ble Secretary informed that a newly appointed person will be entrusted with the responsibility of updating/ managing MIS of DIPSER very soon.

Action: Shri Kumud Ranjan Jha/ Shri Abhishek Kumar

- e. **Re-registration of Alumni Association:** It was noted that re-registration of Alumni Association has been pending for a long time. Hon'ble Secretary, DSSP & DIPSER advised Shri Bikash Kumar and Dr Namita Kumari to meet Mr. Ajay Jhajharia and resolve the matter. They may also take help of Shri Malay Baishya, if needed.

Action: Shri Bikash Kumar and Dr. Namita Kumari

f. Coaching of CTET and NET: It was informed that students are not ready to attend coaching after 4:00 PM. Prof Ghoshal suggested to conduct a survey using google form to get the opinion of students in this regard. In this context a google form has been prepared and circulated among different groups of students.

Action: Academic Committee members

g. Status of Implementation of NAAC Peer Team Recommendations:

The members appreciated the efforts of IQAC to continuously enhance the quality of the Institution's activities. In order to align the institutional activities of DIPSER, the IQAC was advised to complete the recommendation of NAAC Peer Team members.

IQAC was also urged to organize a programme each quarter on different quality related aspects of DIPSER's functioning. It was informed that IQAC internal members would discuss the issues and chalk out programmes and implement as per a given time frame. It was also proposed to distribute the IQAC guidelines to all faculty members.

Action: IQAC

h. Preparation of AQAR 2022-23: It was informed that preparation of AQAR is under process on war footing. Hon'ble Secretary, DSSP & DIPSER suggested to complete it before the due date (31st December 2023).

Action: IQAC

i. Village Adoption and Waste Management: It was informed that the process of village adoption would be initiated soon. In this regard, the scope of activities would be prepared along with the basic structure for village adoption also be need to prepared. The NSS wing of DIPSER would be involved for the same. A team from DIPSER should visit the identified village and conduct a survey on health, education, food habits etc. of the villagers. Further, awareness programmes should be chalked out and implemented in the village under the banner of the college.

With regard to waste management, it was conveyed that the process of preparing wormy compost out of vegetable waste/bio degradable waste is in progress. The place for the wormy compost has been finalized. Dr. Babita Kumari was advised to submit the requirements of materials to complete the process.

Action: Dr Babita Kumari

j. Outreach Programme/ Excursion: Members were informed that a series of Outreach Programmes have been conducted by the Sports/ NSS and Cultural Committee. It was advised that for any such activity in future, an Annual Plan for Outreach activities should be prepared beforehand and all the data/ information/ photos of activities should be submitted to IQAC on a regular basis after the programme.

Action: Sports/ NSS and Cultural Committee

i. It was informed that the excursion for students will be organised soon.

Action: Dr. Babita Kumari/ Shri Bikash Chatterjee

k. Re-activating Committees: It was informed that re-activation of committees will be done soon.

l. Admission (2023-25): it was informed that status of admission in B.Ed. 170, D.El.Ed. 14. Admission to M.Ed. programme is under process.

With the above discussion the review of the Minutes of the last meeting were confirmed.

Principal

Dr. Babita Kumari
30-12-2023

2. **Status of Preparation of AQAR 2022-23:** the point has been discussed in review of the last minutes at point no. h.
3. **New Quality Initiatives:** it was suggested that quality initiatives should be identified in a meeting with all faculty members.
4. **Any other point with the permission of the chair.**
 - a. Smt. Sangita Kumari proposed to conduct a career counselling session for students.
 - b. Village adoption and motivation are the most important issues to be addressed seriously as opined by Dr. Pramodini Hansdak.
 - c. Absence of students during End Semester Examination: Dr. Pramodini Hansdak suggested to counsel and motivate students to participate in all examinations.
 - d. Prof. Ghoshal urged all concerned to go through the IQAC Minutes on a regular basis and implement the decisions taken therein in a pressing manner.

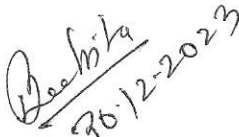
The Meeting ended with a Vote of Thanks to all present by Shri Kumud Ranjan Jha, Jt. Coordinator, IQAC.

Distribution:

1. All Members of IQAC
2. Ms Prabha Sundas, Librarian, DIPSER
3. Ms. Ruma Ghorui, Asst Professor & Coordinator, SPORTS/ NSS Committee
4. Dr. Amit Bhattacharya, Asst Professor & Coordinator, Cultural Committee

For Kind Information of:

1. Chairman, DSSP and DIPSER
2. Secretary, DSSP and DIPSER
3. Advisor, DIPSER


30.12.2023
Principal
Dev Sangha Institute of Professional
Studies and Educational Research
Deoghar, Jharkhand