



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

Dated: 15th March 2024

MINUTES OF THE MEETING OF IQAC HELD ON 14th March 2024

A Meeting of IQAC was held on 14th March 2024. 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, Secretary, DSSP & DIPSER (Special Invitee)
- Prof (Dr.) Taposh Ghoshal, Advisor, DIPSER (Special Invitee)
- Prof (Dr.) Rajnish Pandey, Principal and Chairperson, IQAC
- Dr. Babita Kumari, Vice Principal, Member
- Dr. Kartik Pal, Assistant Professor; Member
- Shri Nirupam Mallick, IT Executive, (Invitee)
- Shri Bikash Chatterjee, Sr. P.R.O.; Member
- Ms. Monika Bharti, Librarian, DIPSER (Invitee)
- Shri Bikash Kumar, Assistant Professor; Coordinator, IQAC
- Shri Kumud Ranjan Jha, Assistant Professor; Jt. Coordinator, IQAC

The following members could not be present for the meeting due to their engagements:

- 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. Pramodini Hansdak, Ex-Associate Professor, Department of Hindi, SKMU, Dumka; Member
- Shri Pawan Kanoi, Industrialist; Member
- Dr. Namita Kumari, Assistant Professor, Member
- Shri Ranjan Rajak, Assistant Professor; Member
- Smt. Shampa Roy, Assistant Professor; Invitee
- Smt. Sneha Rani, Assistant Professor, Member
- Smt. Gayatri Kumari, Students' Representative, DIPSER; Member

The Meeting was chaired by Prof. (Dr.) Sudeep Ranjan Ghosh. Shri Bikash Kumar, Coordinator, IQAC welcomed the members and Special Invitees and thanked them for their valuable presence in the meeting.

Following deliberations on the agenda points, the following resolutions were adopted in the Meeting:

Rajnish Pandey
22/3/24
Principal
Dev Sangha Institute of Professional
Studies and Educational Research
Deoghar, Jharkhand

1. Review of the Minutes of the last meeting held on 20th December 2023.

A. Library

It was informed that the books were identified and list will be prepared within 3 days

Action: Dr. Babita Kumari/Shri Kumud Ranjan Jha

B. Publication

- a. **E-ISSN and UGC Care list (DEVALOKE):** It was noted with concern that no initiative has been taken so far for applying for E-ISSN for DEVALOKE. The Publication Committee was advised has begun the process to apply for E-ISSN of DEVALOKE.

Action: Research and Publication Committee

- b. **Inclusion of DEVALOKE in UGC Care List:** It was informed that continuous communication with the UGC CARE authority has been maintained by Principal, DIPSER and it is expected that some positive outcome could be expected soon.

Action: Principal, DIPSER

Distribution of DEVALOKE: It was informed that numerous copies of the last three issues of the journal are lying in the stock. The Research and Publication Committee was advised to get it distributed without any further delay under the supervision of Vice Principal, DIPSER.

It was also decided that distribution plan for the next edition (DEVALOKE 20240) must be prepared before the publication so that the same can be distributed immediately after receipt of the new issue.

Action: Dr Babita Kumari, Research and Publication Committee

- c. **DEVALOKE 2024:** It was informed that 7 articles have been received so far for DEVALOKE 2024 and the articles will be soon sent for the review. The Research and Publication Committee was advised to put in more efforts to procure more articles at an early date so that the manuscript of the Journal can be sent to the printer by middle of July 2024.

Action: Research and Publication Committee

- d. **DEV VANEE:** It was informed that DEV VANEE has been sent to the press for printing. It was decided that the Principal and Vice-Principal will do the proof reading of DEV VANEE and submit the same to the Secretary within 2 days after getting the proof from the press.

Action: Principal & Vice Principal, DIPSER

- e. **Value Added Courses:** It was informed that the Value-Added Courses have been re-designed and have been started in four of the five courses namely Computer Skills, Musicology and Art and Craft and English. It was also clarified that the value-added courses are open to all the students of M.Ed., B.Ed. & D.El.Ed. As informed earlier, the concerned teacher will be the coordinator of value-Added Course and will report to the Principal, DIPSER.

Action: Principal/ Concerned Coordinator of different value-Added Courses

- C. **Status of MIS:** It was informed that Mr. Abhishek Kumar has taken over the charge of maintaining/ updating MIS, DIPSER. Till date the student's data for the session 2023-25 have been fed.

Action: Shri Kumud Ranjan Jha/ Shri Abhishek Kumar

Rajkishor Buday
22/3/24
Principal
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Deoghar, Jharkhand

D. Re-registration of Alumni Association: It was decided that an advocate should be hired soon for completing all the norms and regulations required for re-registration of Alumni Association of DIPSER.

Action: Dr. Babita Kumari, Vice Principal

E. Coaching of CTET and NET: It was informed that the coaching for NET for M.Ed. has been started and coaching for CTET will be started during 2nd Sem. of B.Ed. 2023-25. It was also said that efforts should be done to induct students of other courses are also to attend the coaching of NET.

Action: Academic Committee members

F. Status of Implementation of NAAC Peer Team Recommendations:

a. Laboratories: It was decided that the concerned faculty member should take the Laboratories classes' atleast once per month and keep all the records.

Action: Concerned faculty members

b. Mentor-Mentee Meeting: It was decided that a date should be fixed for Mentor Mentee Meeting for every month. The day will be referred to as Mentee Care Day.

Action: IQAC

G. Preparation of AQAR 2022-23: It was informed that AQAR 2022-23 has been successfully submitted.

Action: IQAC

H. Village Adoption and Waste Management: It was informed that the village activity plan has been initiated and soon the letter for the permission of the gram panchayat will be prepared and send. It was also suggested to find that BDO should also be given the letter for approval.

With regard to waste management, it was informed that a pit has been dug and few materials have been purchased and will be completed soon.

Action: Dr Babita Kumari

I. Outreach Programme/ Excursion: It was decided that an outreach programme will be arranged in the month of April, 2024 to SKBU, Purulia.

Excursion: It was also decided that an Excursion cum student's exchange programme will be organized under MOU with SKBU, Purulia soon.

Action: Dr. Babita Kumari/ Shri Bikash Chatterjee

J. Re-constitution of the Committees: It was informed that re-constitution of the committees will be done soon.

K. Admission (2023-25): It was informed that the admission for the session 2023-25 for all the courses of B.Ed., D.El.Ed. & M.Ed. has been completed and closed.

L. New Quality Initiatives: It was suggested that Green Audit should be started as a new quality initiative from 2024.

Action: IQAC

M. Career Counselling Session: It was informed that career counselling session has not been conducted so far for students. This should be expedited.

Action: Placement Cell/Smt. Sangita Kumari

Rajivshankar
22/3/24

Principal

Dev Sangha Institute of Professional
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Deoghar, Jharkhand

- N. All members were urged to go through the IQAC Minutes on a regular basis and take actions as decided in the meetings.

Action: IQAC

With the above discussion the review of the Minutes of the last meeting were confirmed by the Members/Special Invitees.

2. **Orientation of Teachers through FDP:** It was decided that LAN printers will be made available so that faculty members can do their computer related work themselves and take prints themselves, as per need. It was also underlined that as per NCTE, faculty member are expected to know ICT and do their work through ICT.

In this context, the faculty members present urged that as a sequel to the two computer skill courses organized in the past two years, a refresher class be arranged again for the faculty members to recollect their learning regarding use of computers and LAN printers and start working themselves.

3. **Accelerating MOU:** It was decided that for accelerating MOU, the student's exchange programme and outreach programme and excursion should be organized to SKBU, Purulia.
4. **Academic Audit:** It was decided that an academic audit will be done in the last week of April, 2024. Prof. (Dr.) Abhijeet Pal and Prof. (Dr.) Birbal Saha have to be contacted and requested to conduct the audit.
5. **Green Initiative/ Audit:** It was suggested that the students can plant samplings in or around the campus as a green initiative. It was pointed out that maintenance of Solar Panel and Vermin Compost are other green initiatives being done at DIPSER. It was decided that Mr. Shashank should be contacted for guiding us in our Green Initiatives.

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

It was decided that -

- A monthly meeting with all the faculty members be called by Principal, DIPSER every month to review the academics and other work-related issues.
- Faculty members will submit a monthly report to the Principal detailing all the activities done in the respective month.
- To complete the syllabus of Hindi, Hindi Lecture Series should be started.
- Along with academic and green audit, building infrastructure audit shall also be conducted.

Shri Bikash Kumar
Coordinator, IQAC

Rajnish Pandey
Prof (Dr) Rajnish Pandey 2/29/24
Chairperson IQAC

Distribution:

- All Members of IQAC
- Ms Monika Kumari, Librarian, DIPSER

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

For Kind Information of:

- Chairman, DSSP and DIPSER
- Secretary, DSSP and DIPSER
- Advisor, DIPSER