



Dev Sangha Institute of Professional Studies and Educational Research

(A Unit of Dev Sangha Seva Pratishthan)

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

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

Dated: 2nd July 2024

MINUTES OF THE MEETING OF IQAC HELD ON 1st July 2024

A Meeting of IQAC was held on 1st July 2024. The Meeting was attended by the following members and Special Invitees.

- Prof. (Dr.) Sudeep Ranjan Ghosh, Chairman, EC, DSSP & DIPSER (Special Invitee)
- Shri Debasish Datta, Vice-Chairman, EC, DSSP & DIPSER (Special Invitee)
- Shri Asim Kumar Chatterjee, Secretary EC, DSSP & DIPSER (Special Invitee)
- Prof. (Dr) Taposh Ghoshal, Advisor, DIPSER (Special Invitee)
- Dr. Pramodini Hansdak, Ex Associate Professor, Department of Hindi, SKMU, Dumka; Member
- Prof (Dr) Rajnish Pandey, Principal, DIPSER, Chairperson, IQAC
- Dr. Babita Kumari, Vice Principal, DIPSER, Member
- Dr. Namita Kumari, Assistant Professor, DIPSER, Rep., Alumnae Association, DIPSER; Member
- Dr. Kartik Pal, Assistant Professor, DIPSER, Member
- Smt. Sangita Kumari, Assistant Professor, DIPSER, Member
- Ms. Uditia Roy, Jr. Librarian, DIPSER (Invitee)
- Shri Bikash Kumar, Assistant Professor, DIPSER, Coordinator, IQAC
- Shri Kumud Ranjan Jha, Assistant Professor, DIPSER, Jt. Coordinator, IQAC

The following members could not attend the Meeting:

- Dr. Nilesh Kumar, University Representative, SKMU, Dumka
- Shri P. N. Banerjee, EC Member & Treasurer, DSSP; Member
- Prof P. P. Sengupta, EC Member, DSSP; Member
- Dr. Surupa Basu, Assistant Secretary, DSSP & DIPSER; Member
- Shri Pawan Kanoi, Industrialist; Member
- Shri Bikash Chatterjee, Sr. P.R.O.; Member
- Smt. Sneha Rani, Assistant Professor, DIPSER, (Invitee)
- Smt. Gayatri Kumari, Students' Representative, DIPSER; Member

The Meeting was chaired by Prof. (Dr.) Sudeep Ranjan Ghosh, Hon'ble Chairman, EC, DSSP & DIPSER. The Meeting commenced with the formal welcome by Shri Bikash Kumar, Coordinator, IQAC, following which, the discussion on the agenda points were deliberated upon and the following resolutions were adopted for necessary actions:

Page 1 of 5

Rajnish Pandey
Principal: 16/7/24
Dev Sangha Institute of Professional
Studies and Educational Research
Deoghar, Jharkhand

1. Review of the Minutes of the last meeting held on 14th March 2024.

A. Library

Book Procurement: It was informed that 435 books were procured on 30th April 2024. On receipt of the books, it was found that 10 titles (30 books) were not according to the given order. The publisher has been informed about it and intimated that the amount (Rs. 4032/-) billed for the wrongly sent books (30) will be deducted from the total amount, while settling the bill.

Action: Shri Kumud Ranjan Jha/ Shri Malay Baishya

B. Publication

i. **Inclusion of DEVALOKE in UGC Care List:** The House was informed that the UGC CARE process of inclusion of DEVALOKE has reached advanced stage. Principal DIPSER has been requested to follow up the progress closely through the UGC CARE Dash Board and other means and make all efforts for inclusion of DEVALOKE in the UGC CARE List at the earliest.

Action: Principal, DIPSER

ii. **DEVALOKE 2024:** It was informed that the review of articles has not yet been completed. Considering that the editing of the content has to be completed by 15th July, 2024, Principal, and Vice Principal were requested to undertake the editing work by the due date and send the edited content to Advisor, DIPSER by 15th July 2024. Principal assured that the same shall be sent to Advisor by 5th July 2024 positively.

Action: Principal and Vice Principal, DIPSER

iii. **DEV VANEE:** It was informed that the printing price of DEV VANEE, quoted by the press is exorbitantly high. As such, it was decided that only 15 copies of DEV VANEE will be printed as per the process adopted last year and kept in the library, while the magazine ' will be prepared in PDF form and distributed among the students and teachers electronically.

Action: Principal & Vice Principal, Publication Committee,
Chief Accountant (For Information)

C. **Value Added Courses:** It was noted with concern that Value Added Courses are not running since quite some time. It was informed that students are not ready to pursue the Value-Added Course after 4:00 PM. It was accordingly decided that -

- i. Value Added Courses (of one hour duration) should be slotted during the time presently kept for morning Yoga sessions being done just after the Prayer Assembly.
- ii. The timing and venue of Yoga sessions should be slotted as per expert advice to avoid physical harm to the students. Also, all Yoga sessions should be undertaken under the guidance of Ms. Ruma Ghorai only.
- iii. Similarly, the Cleanliness drive, slotted every Thursday should be done once a month and the time thus spared, should be used to teach Value-added courses.
- iv. A new Time Table should be prepared accordingly which should include the value-added courses also.

Action: Shri Bikash Kumar

- v. All coordinators were advised to start their respective courses at the earliest. A date wise plan for restarting the Value-Added Courses should be sent to Mr. Secretary, DIPSER and Advisor, DIPSER.

Action: Principal/ All Coordinators of Value-Added Courses

- D. **Coaching for CTET & NET:** It was informed that coaching for CTET and NET has not yet started. Principal was requested to ensure starting of Coaching for CTET & NET without any further delay. Vice Principal and other Faculty Members were advised to render all support in this respect.

Principal/ Vice Principal/ All Faculty Members

- E. **Status of MIS:** It was informed that MIS is being updated regularly and that an updated version of MIS will be launched in September 2024. It was suggested that all the teachers must also update relevant data of MIS regularly.

Action: Shri Kumud Ranjan Jha

- F. **Re-registration of Alumni Association:** It was informed that all necessary documents have been given for re-registration of Alumni Association. Smt. Anju Pandit was requested to complete the process at the earliest.

Action: Smt. Anju Pandit/ Dr. Babita Kumari, Vice Principal

- G. **Status of Implementation of NAAC Peer Team Recommendations:**

- i. **Laboratories:** It was informed that Laboratory classes are being conducted as per the decision taken in the last meeting and records are being maintained.

Action: Concerned Faculty Members

Mentor-Mentee Meeting: The Mentor Mentee Meetings are not being done properly. It was suggested that Mentors must meet their mentees regularly and Minutes of such Mentor Mentee Meeting must be written in register by the concerned mentors for review.

Action: All Mentors

It was also suggested that Prof. (Dr.) Samir Ranjan Adhikari be invited to DIPSER and requested to speak on "Mentor Plotting System" under DLS for the month of July 2024.

Action: Shri Kumud Ranjan Jha

- H. **Village Adoption and Waste Management:** The house was informed about the different activities being conducted since 16th April 2024 on regular intervals with the consent of villagers in the village Chordiha and adjoining villages. A Detailed Report to this effect is to be submitted by Vice Principal to Advisor DIPSER.

With regard to waste management, it was informed that all the preparation of vermicomposting was completed. It will start functioning from 2nd week of July 2024.

Action: Dr Babita Kumari

- I. **Excursion:** An Educational Excursion cum student's exchange programme will be organized under MOU with SKBU, Purulia in August. 2024. Dr. Babita Kumari was requested to finalize the details of the said excursion. It was decided that all M.Ed. students will participate in the programme led by senior teachers.

It was also decided to organize a Nature Excursion to Simultala, Bihar in the month of August 2024 for the students.

Action: Dr. Babita Kumari/ Shri Bikash Chatterjee

Rajkishor Pandey
Principal 16/7/24
Dev Sangha Institute of Professional
Studies and Educational Research
Deoghar, Jharkhand

- J. **Re-activating Committees:** In view of the induction of new faculty members and attrition of a few, it was decided to reconstitute the committees.

Action: Dr. Babita Kumari

- K. **Status of Admission:** It was informed that 41 students were admitted in D.El.Ed Programme for the session 2024-26 and that M.Ed. and B.Ed. admissions will start after formal notification by SKMU.
- L. **Career Counselling:** A career Counselling session was organized on 27th May 2024 and another session of the same will be organized on last week of July 2024.
- M. **Accelerating MOU:** The point has been discussed under point No. H.
- N. **Green Initiative/ Audit:** The importance of taking Green initiatives was discussed. It was suggested that students should be encouraged to plant samplings in the campus part of the green initiatives under the guidance of NSS. Maintenance of solar panel and Vermin Compost can also be included as green initiatives being pursued in the campus. It was decided that Mr. Shashank should be contacted for green audit. A date should be finalized in this context.

With the above discussion the Minutes of the previous IQAC Meeting were read, reviewed and confirmed.

2. **Status of Academic Activities – Students and Teachers:**

- a. **Admission:** Already discussed under the review of the Minutes at point no. J

b. **Attendance – Students:**

- i. In view of the continuing low attendance of students versus the minimum attendance required by students for appearing in CIA, letters will be issued to students and their parents intimating the need for attending classes regularly to avoid exclusion of students with less attendance from appearing in CIA and End semester examination.
- ii. It was decided that Biometric Attendance will be considered as the valid attendance data and will form the basis for allowing/ disallowing students for appearing in CIAs/ End Semester Examinations.
- ii. It was noted that while taking daily class attendance, faculty members are not marking "A" for the absent students and are merely putting a 'Dot' against their name for the dates of absence from the class. It was strongly felt that putting Dots and not marking "A" should be stopped immediately. While taking attendance, all faculty members must put "P" for all students present in the class and "A" for all students absent in the class.


Moreover, as done by Shri Manoj Kumar, the total number of students Present and also Absent should be mentioned below on a daily basis.

Attendance – Teachers: It was noted with concern that some teachers are not taking prior permission before taking leave and are merely informing about it through WhatsApp. It was informed that any information rendered by any means like WhatsApp, email etc. will not be considered for granting leave. All Teachers were advised to take form approval before taking leave. Any violation of the same will be dealt with strictly, and without exceptions.

- c. **Delay in implementation of decisions:** It was suggested that decision taken in different meetings should be implemented without delay.

3. **MoU Activity Plan for 2024-25:** The point has already been discussed at point No. 1 H.
4. **Add on courses with AIIMS:** It was decided that a team of faculty members comprising Principal, Vice Principal and Smt. Sneha Rani will visit AIIMS, Deoghar at the earliest to discuss the issue and its suitability to our students.
5. **New Initiatives:** It was decided that Green Audit, Building Audit, Water safety Audit and maintenance of water purifiers will be done.
6. **Any other issue with the permission of the Chair:**
 - a. Formatting of Question Papers for CIA should be uniform for all subjects.
 - b. It was suggested that Grievance redressal need to be taken more care. The concerned coordinator was advised to maintain all records properly.


16/07/2024
Shri Bikash Kumar
Coordinator, IQAC


16/7/24
Prof (Dr) Rajnish Pandey
Chairperson IQAC
Principal
Dev Sanyal Institute of Professional
Studies and Educational Research
Deoghar, Jharkhand

Distribution:

1. All Members of IQAC
2. All Faculty Members
3. Chief Accountant
4. Ms Udit Roy, Junior Librarian, DIPSER

For Kind Information of:

1. Chairman, DSSP and DIPSER
2. Vice-Chairman, DSSP and DIPSER
3. Secretary, DSSP and DIPSER
4. Adviser, DIPSER