



Dev Sangha Institute of Professional Studies & Educational Research (DIPSER)

College of Education (For Women), Deoghar

Internal Quality Assurance Cell

Minutes of IQAC Meeting [20th December, 2021]

A Meeting of IQAC was held on 20th December, 2021. The meeting was attended by the following members and Special Invitees.

1. Prof (Dr) Sudeep Ranjan Ghosh, Chairman, DSSP & DIPSER (Special Invitee)
2. Shri Asim Kumar Chatterjee, EC Member and Secretary, DSSP & DIPSER; Member
3. Prof (Dr) Taposh Ghoshal, Mentor, DIPSER (Special Invitee)
4. Dr. Babita Kumari, Officiating Principal; Chairperson, IQAC
5. Dr. Kalpana Kumari, Assistant Prof.; Member
6. Smt. Jolly Sinha, Assistant Prof.; Member
7. Dr. Kamalendra Kumar, Assistant Prof.; Member
8. Dr. Kartik Pal, Assistant Prof.; Member
9. Shri Bikash Kumar, Assistant Prof.; Member
10. Shri Bikash Chatterjee, S.P.R.O.; Member
11. Smt. Sneha Rani, Representative, Alumni Association, DIPSER; Member
12. Smt. Rubi Kumari, Students' Representative, DIPSER; Member
13. Shri Kumud Ranjan Jha, Assistant Prof.; Jt. Coordinator, IQAC
14. Shri Manoranjan Kumar, Assistant Prof.; Coordinator, IQAC

The following members did not participate in the meeting:

1. Shri P. N. Banerjee, EC Member & Treasurer, DSSP; Member
2. Prof. P. P. Sengupta, EC Member; Member
3. Dr. Sundar Charan Mishra, Member
4. Smt. Preeti Prasad, University Representative
5. Shri Pawan Kanoi, Industrialist; Member

The Meeting was chaired by Prof (Dr) Sudeep Ranjan Ghosh, Chairman, DSSP & DIPSER.

The Meeting started with the opening remark of Prof (Dr) Taposh Ghoshal, who, on request honourable Secretary, DSSP & DIPSER said that many of the resolutions taken in the last Meeting are lying unattended. There is an urgent need to give more thrust to have qualitative improvement of the institution and as such the IQAC needs to function with agility, speed and accuracy.

Babita
18.01.2022
Principal

Dev Sangha Institute of Professional
Studies & Educational Research
(DIPSER) Deoghar (Jh.)

The resolutions adopted in the meeting are as follows:

1. Review of the Minutes of the last IQAC Meeting:

a) Recommendations given in the last Peer Team report of NAAC:

It was informed that the recommendations of the last Peer Team Report of NAAC, have been implemented and the details in this regard have been submitted by Smt. Jolly Sinha. The supporting documents, however, are yet to be submitted to the IQAC Coordinator. Smt Sinha was requested to submit the same to Shri Manoranjan Kumar, Coordinator IQAC without any further delay.

Action: Smt. Jolly Sinha

b) The Requirement of Teaching and Non-teaching staff:

It was informed that the interviews for the recruitment of Teaching Staff, have been completed. The requirement of Teaching and Non-teaching staff, to be submitted by Dr Babita Kumari, is still awaited. Secretary, DSSP & DIPSER, instructed Dr Babita Kumari to submit the requirement of Non-teaching Staff on top priority.

Action: Dr Babita Kumari

c) Maintenance of the Campus and Equipment:

It was informed that work of campus maintenance had to be discontinued because of Pandemic lockdown. The work, however, will start soon. The Secretary, DSSP & DIPSER, advised Shri Bikash Chatterjee, Sr. PRO to give thrust to the maintenance of Campus and complete it on an urgent basis.

Action: Shri Bikash Chatterjee

d) Provide Service Book and Service Rules for employees:

Preparation of Service Book and Service Rules for employees was found incomplete. Considering the inordinate delay in the preparation of Service Rules, Prof (Dr) Ghoshal, Mentor, DIPSER offered his services to prepare the Service Rules and send the draft of the Service Rules to the Secretary, DSSP & DIPSER by 31st December, 2021, for finalization.

e) Status of SSR:

The status of preparation of SSR was discussed. It was informed that while the qualitative parts of the document was complete, certain quantitative data, including the financial data for the year 2021-22, was awaited due to the non-receipt of the audited results of the Institution. It was informed that the audited results would be available withing 3-4 days

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Principal 01.2022
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after which the same would be provided to the Coordinator, IQAC immediately. Prof Ghoshal urged Shri Manoranjan Kumar, IQAC Coordinator to take up the task of printing and scanning copies of all back-up documents so that the same may be complete it in all respect by 15th January, 2022. Prof (Dr) Sudeep Ranjan Ghosh, Chairman, DSSP & DIPSER instructed that Shri Manoranjan Kumar and Shri Kumud Ranjan Jha must take the responsibility to complete the SSR by the target date and inform Secretary, DSSP & DIPSER Prof (Dr) and Prof. Ghoshal, Mentor, DIPSER. Other IQAC Members were requested to earnestly help them in all respects.

Action: Shri Manoranjan Kumar/ Shri Kumud Ranjan Jha/
All internal Members of IQAC

f) Readiness of the Laboratories:

It was informed that equipment and materials have been purchased as per the requirements given by respective laboratory in charges. It was conveyed that while the Biology laboratory is ready, the newly purchased materials have not been added so far in the Physical Science Laboratory. Mathematics Laboratory in charge Shri Bikash Kumar informed that the equipment and materials were received but not added to the existing stock in the stock register.

It was informed that Language Laboratory is in need of an instructor in absence of Shri Bidhan Mukherjee. It was suggested that help may be taken from teachers of DSNS to run the Language Laboratory till Mr. Mukherjee rejoins.

The IQAC also decided that –

- All in-charges must furnish laboratory fitness certificate. All laboratory activities must be mentioned in the Time Table.
- Students should be allotted laboratory-based activities as far as practicable.
- All laboratory in-charges must furnish detail monthly report on laboratory usage to the Secretary DSSP & DIPSER, from January, 2022.

Action: All Laboratory in-charges

Babita

18.01.2022

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g) Completion of Compendium of selected Dissertations:

The document 'Compendium of selected Dissertations' received from Dr. Kalpana Kumari on 14th December, 2021 was only a compilation of some dissertations submitted by students to the Institute and needed major revisions. Suggestions were given to improve its quality and Dr Kalpana assured the same would be corrected and submitted by 15th January, 2022.

Action: Dr. Kalpana Kumari

h) Publication of Research Journal:

It was informed that 'Devaloke' for the year 2021 has been published. The process for collection of articles for the next issue is under process and students, faculty members and Alumni have been requested to contribute articles for the same.

In this context, it was clarified that only the quality articles will be selected for publication in Devaloke. The acceptance of articles shall be decided by a Peer Review Committee formed with eminent external academicians who would take decision in this regard.

Articles, not accepted for Devaloke, could be considered for publication in 'Dev Vane', the Annual In-house Magazine of DIPSER, that provides a platform to the students and faculty members to express their view-points/ knowledge/ process of learning etc.

It was also informed that the Research and Publication Committee must apply for e-ISSN and, to list it on UGC CARE on urgent basis.

Action: Smt. Jolly Sinha/ Dr. Kalpana Kumari

i) Students' Identity Card & Teachers' Identity Card:

The Identity Card for teachers and students is lying pending for quite some time. Dr Babita Kumari was advised to look into the matter seriously and complete the task without any further delay.

Action: Dr. Babita Kumari

j) The status of AISHE 2020-21:

It was informed that the portal of AISHE has opened. It will be done by 20th January, 2022.

Action: Dr. Kalpana Kumari

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18.01.2022
Principal
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(DIPSER) Deoghar (Jh.)

k) Status of MIS:

It was informed that the necessary data feeding for the MIS has been completed, except account related data. It will start functioning by 15th January, 2022, after necessary training of all concerned in the first week of January, 2022. Mr Kumud Ranjan Jha was requested to coordinate the same and ensure functioning of MIS by the target date.

Action: Kumud Ranjan Jha/ Dr. Kartik Pal/ Smt. Jolly Sinha/
Ms. Bipasa Dasgupta / Shri Malay Baishya

l) Internal Functioning of IQAC:

It was observed that the internal IQAC Cell needs to work as a team and with more proficiency and speed. Prof. Sudeep Ranjan Ghosh, Chairman, DSSP & DIPSER instructed Shri Manoranjan Kumar and Shri Kumud Ranjan Jha, to review everything jointly to sort out the problems and accelerate the functioning.

Action: All internal members of IQAC

m) Online submission of AQAR 2020-21:

The AQAR 2020-21 has been prepared but has not yet been reviewed and finalized. It was decided to complete it in all respect by 15st January, 2021.

Action: Smt. Jolly Sinha/ Shri Ranjan Rajak

n) Functioning of Committees:

It was informed that the meetings of different committees are conducted as per academic calendar. Similarly, the 'Action Taken Report' on resolutions of meetings is also prepared.

o) Professional Development of Faculty:

It was informed that Faculty Development Plan for the current year has not yet been prepared. Dr. Kalpana Kumari was requested to expedite the same and send the Plan to the Secretary, DSSP and DIPSER at the earliest for further action.

Babita
18.01.2022

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Action: Dr. Kalpana Kumari

2. New Quality Initiatives:

- a. Workshop on 'Research Article Writing' has been planned for Faculty Members.
- b. Eminent Guest Lecture Series has started. In this series, a distinguished academician is to be invited every month to deliver a lecture to our Faculty Members and students. It was informed that Prof Samirranjan Adhikari from SKB University Purulia and Prof Ramesh Chandra Sinha, Chairman, Indian Council of Philosophical research have since delivered lectures during October to December 2021. Further scholars would be invited for lecture in the coming months also.
- c. It was informed that the Student Self Government Meeting, every month, has been started.
- d. It was resolved to conduct a National Seminar in September, 2022.

Action: Dr. Kalpana Kumari

3. Other Points

- a) It was informed that Smt. Sneha Rani has replaced Smt. Trishna Kumari as Alumna Representative in IQAC.

Action: Dr. Kalpana Kumari

- b) Ms. Rubi Kumari (M.Ed. 2020-22) has replaced Ms. Shubhra Ratnam

Action: Shri Manoranjan Kumar

- b) It was informed that Koha ILMS has been installed to regularise the proper functioning of the Library Automation, after permission the Secretary Sir.

- c) It was suggested that space may be created in the library by shifting old journals and old newspapers to some other place and keep new books to be procured during the current financial year. The Library Committee was advised to start the process to procure books for the library by March 2022.

Action: Library Committee

Babita
18.01.2022
Principal
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(DIPSER) Deoghar (Jh.)

d) Value added courses:

It was informed that three value added courses were set to launch from January, 2022. The courses are:

- a) Soft Skill Development
- b) Spoken English Skill Development
- c) Computer Skill Development.

The students have been enrolled and given routine. The enrolments were done on the basis of first come, first serve.

The Chairman, DSSP & DIPSER proposed to start two more Courses to be started from January, 2022. These are –

- a) Musicology & Performing Art
- b) Development and Practices of Fine Art in India

It was informed by Dr. Kalpana Kumari that certificate designing will be done by Dr. Amit Bhattacharya, for all the courses.

Action: Dr. Kalpana Kumari

e) Parallel DIPSER Library website:

It was informed that the Parallel DIPSER library website has been closed with immediate effect.

Action: Shri Kumud Ranjan Jha

f) Registration of the Alumni Association is still pending:

It was informed that the renewal of registration of the Alumni Association has not yet been done. Taking a positive step Dr. Kamalendra Kumar offered himself to shoulder the responsibility of registering the Alumni Association, DIPSER. He assured the IQAC to complete this assignment by 25th January, 2022.

Action: Dr. Kamalendra Kumar

4. Perspective Plan for the session 2021-22:

It was resolved that DIPSER will implement following activities for the year 2021-22.

- a) Two more Short-term value-added courses on Musicology and Fine Arts would be developed–
- b) Women Students Exchange and Collaboration with Colleges
- c) Faculty Exchange Programme
- d) Exploratory Field Visits to Historical / Academic / Spiritual etc. places

Beebika
18.01.2022
Principal
Dev Sangha Institute of Professional
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- e) Installation of lift for library
- f) Renovation / relocation of portions of library
- g) Preparing for NEP 2020
- h) Linkage with Practice Teaching Schools

As there was no other issue to discuss, the meeting ended with the vote of thanks to the Chair.

Distribution (Through Mail):

- All Members of EC
- All Faculty Members
- Mr. Nirupam Mallick
- Shri Malay Baishya
- IQAC Files/ College Website
- CC for kind information of Respected Chairman, DSSP & DIPSER
- CC for kind information of Respected Secretary, DSSP & DIPSER
- Prof. (Dr.) Taposh Ghoshal, Mentor, DIPSER

Rabita
18.01.2022
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(DIPSER) Deoghar (Jh.)



Dev Sangha Institute of Professional Studies & Educational Research (DIPSER)
College of Education (For Women), Deoghar

Minutes of IQAC Meeting [18th September, 2021]

A Meeting of the IQAC of DIPSER was held on 18th September, 2021. The Meeting was attended by the following members and Special Invitee.

1. Shri Asim Kumar Chatterjee, EC Member and Secretary, DSSP & DIPSER; Member
2. Dr. N. K. Sharma, Principal; Chairperson, IQAC
3. Prof. P. P. Sengupta, EC Member; Member
4. Prof (Dr) Taposh Ghoshal, Mentor, DIPSER (Special Invitee)
5. Dr. Babita Kumari, Associate Prof.; Member
6. Dr. Kalpana Kumari, Assistant Prof.; Member
7. Smt. Jolly Sinha, Assistant Prof.; Member
8. Smt. Trishna Kumari, Alumni Representative
9. Shri Bikash Chatterjee, S.P.R.O.; Member
10. Shri Kumud Ranjan Jha, Assistant Prof.; Joint-Coordinator
11. Shri Manoranjan Kumar, Assistant Prof.; Coordinator, IQAC

The following members did not participate in the Meeting:

1. Shri P. N. Banerjee, EC Member & Treasurer, DSSP; Member
2. Dr. Sundar Charan Mishra, Member
3. Dr. Preeti Prasad, University Representative
4. Shri Pawan Kanoi, Industrialist; Member
5. Ms. Shubhra Ratnam, Students' Representative

The Meeting, conducted through online mode, was chaired by Dr. N. K. Sharma, Principal; Chairperson, IQAC.

At the outset, Prof. P. P. Sengupta, honourable Member, EC, DSSP requested Prof (Dr) Taposh Ghoshal, Mentor, DIPSER, to share his views about the progress being made w.r.t. preparation for the forthcoming NAAC inspection. Prof (Dr) Taposh Ghoshal remarked that the preparation for NAAC has not yet been completed. Since the work started in August 2019, eleven targets given by the internal IQAC members were not met, inspite of constant support and guidance. The abysmally slow pace of progress is due to lack of commitment to the task, lack of communication and coordination and no support to Coordinator in completing the task. He observed that most of the decisions taken in the IQAC Meetings in the last one year have not been carried out which is appalling. He reiterated that it was time to find out the reasons for such unacceptable output and take necessary measures urgently to complete the work at the earliest. Prof. P. P. Sengupta too expressed grave concern over the lackadaisical attitude of Faculty Members involved in the task and squarely held Principal, DIPSER responsible not ensuring completion of the task.

Devi P. Sengupta
Principal
Dev Sangha Institute of Professional
Studies & Educational Research.
(DIPSER) Deoghar (Jh.)

Devi P. Sengupta

Following the opening remark, the discussion started as per the agenda. The resolutions adopted in the meeting are as follows:

1. Review of the Minutes of the last IQAC Meeting:

a. Recommendations given in the last Peer Team report of NAAC:

It was informed that the recommendations of the last Peer Team Report of NAAC has been implemented and the details of the same has been submitted by Smt. Jolly Sinha. Mr Manoranjan Kumar, Coordinator, IQAC stressed that supporting documents for all actions taken w.r.t. above were also required, Smt Sinha was requested to collect the same and submit to the Coordinator. IQAC at the earliest.

Action: Smt. Jolly Sinha

b. The requirement of Teaching and Non-teaching staff:

It was informed the vacancies were advertised in national dailies and the applications of teaching staff have been received and are being shortlisted. The process will get over by October 2021 end. The Secretary, DSSP & DIPSER advised that a requirement list of Non-teaching Staff should also be prepared and send it to him.

Action: Dr. Babita Kumari

c. Maintenance of the Campus and Equipment

The need for maintenance of the campus and equipment was reiterated. Members expressed concern over the passivity of the maintenance department and informed that in spite of repeated reminders maintenance is not being done. Secretary, DSSP & DIPSER advised Shri Bikash Chatterjee, Sr. P.R.O. to look after the maintenance of equipment urgently and submit report to Secretary by 30.09.21.

The Secretary, DSSP & DIPSER also informed that civil work of the campus will start soon.

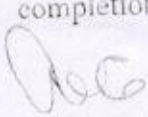
Action: Shri Bikash Chatterjee

d. Provide Service Book and Service Rules for employees:

It was informed that the work with regard to preparation of Service Book and Service Rules for employees is in progress and that it will be over by 30.11.21.

e. Status of SSR:

It was observed that the SSR for NAAC is still incomplete. Prof (Dr) Taposh Ghoshal suggested that only the actual and authentic data/ supporting documents should be included in be SSR. Principal DIPSER was advised to assure that all data/ information should be correct, authentic and true. Principal, DIPSER was advised to ensure completion of SSR by 18th October, 2021 positively.



Dr. N. K. Sharma
09/02/2022
Principal
Dev Sangha Institute of Professional
Studies & Educational Research,
(DIPSER) Deoghar (Jh.)

Action: Dr. N. K. Sharma/ IQAC Team

f. Readiness of the Laboratories:

It was informed that the laboratories were still not functional. The list of material required by different laboratories submitted to Management was prepared by different Lab In-charges/ Committees without any rhyme or reason. This included the computer lab where the requisition list was prepared without any rationality and in spite of repeated requests for its judicious review, it has not yet been done.

Secretary, DSSP & DIPSER informed that purchase order for material for a few labs have already placed and the material will be supplied soon.

A dedicated stationery store room was also requested in our college so that required stationery could be made available to the faculty members and others on submission of requisition.

Action: All Lab In-charges/ Committees

g. Completion of Compendium of selected Dissertations:

It was informed that the document containing some Dissertations was submitted as 'Compendium', though it was not a Compendium at all. It was noted that perhaps, it was done to inform that the task of preparing Compendium was complete and in a haste, a document was made in a shabby manner and was titled as 'Compendium'.

Prof Ghoshal informed that a mail to this effect has already been sent to Dr Kalpana Kumari wherein he has pointed to the anomalies in the document and has suggested actions to be taken by her so that it can take a shape of a Compendium.

Dr Kalpana Kumari assured that the corrected version of the document would be sent to Prof. Ghoshal by 30.9.21

Action: Dr. Kalpana Kumari

h. Publication of Research Journal:

It was informed that the Research Journal 'Devaloke' has been published. It has since arrived at DIPSER for distribution and a PDF version has also been uploaded on the DIPSER website. Prof (Dr) Taposh Ghoshal requested internal members of the Editorial Board to initiate action for the next issue now. They were requested to work carefully to maintain the quality of the Journal.

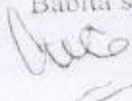
The following decisions were also made in this regard:

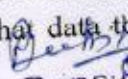
1. All authors should submit the plagiarism report along with their articles.
2. The journal should be included in the UGC CARE list now.
3. DIPSER should apply for e-ISSN for its e-version.

Action: Dr Kalpana Kumari/ Smt. Jolly Sinha

i. Students' Identity Card & Teachers' Identity Card:

Dr. Babita Kumari has informed that the data of the Students of 2020 has been prepared and the data is in the college till now. Mr. Tapas will give that data to the printer. Dr Babita shall monitor the process till its conclusion.




Principal
29/02/2022
Dev Sangha Institute of Professional
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(DIPSER) Deoghar (Jh.)

It was informed that the work is in progress.

Action: Dr. Babita Kumari

j. The Status of AISHE 2020-21:

It was informed that the portal of AISHE has not been opened so far. It will be done as soon as the portal opens.

Action: Dr. Kalpana Kumari

k. Status of MIS:

It was informed that implementation of MIS, was continuing and data is being fed by Mr. K R Jha, Dr. Karik Pal, Mr. Bidhan Mukherjee & Mr. Bikash Kumar. Mr. K R Jha was requested to expedite the process and complete the MIS by 30th October, 2021.

Mr Jha informed that the requisite data from the Finance, Hostel and some other functions have not yet been submitted. Accordingly, all functions were advised to submit the requisite data to Mr Jha at the earliest.

Action: Mr.KR Jha/ Dr. Kartik Pal/ Mr. Bidhan Mukherjee/ Mr. Bikash Kumar/ Smt. Jolly Sinha/ Shri Malay Baishya

l. Internal Functioning of IQAC:

The members of the Internal IQAC were informed that there was a lack of communication, coordination and teamwork with the result that assigned tasks are not getting completed on time. Members of the Internal IQAC were advised to work in close coordination with the Coordinator, IQAC. It was decided that all the internal members of IQAC will share information through the Whatsapp group compulsorily.

Action: Principal/ Shri Manoranjan Kumar/ Shri Kumud Ranjan Jha/ Dr. Babita Kumari/ Dr. Kalpana Kumari/ Smt. Jolly Sinha.

m. Online Submission of AQAR 2020-21:

The responsibility for online submission of AQAR 2020-21 was discussed. As informed by Shri K R Jha that due to involvement in the task of MIS, he was unable to devote time to AQAR 20-21. Accordingly, the task of preparing AQAR 20-21 was entrusted to Smt Jolly Sinha.

Smt Sinha would hold the complete responsibilities of preparing AQAR 2020-21. Mr. Ranjan Rajak will assist her in the task. Also, Mr. Manoranjan will provide all possible data/ information, as and when needed. All the three coordinators and other Faculty Members were also requested to help her in the task. Smt Jolly Sinha was advised to complete the task by 30th October 2021. She was requested to update Secretary, DSSP & DIPSER about the progress of work every Sunday.

Action: Smt. Jolly Sinha, Shri Ranjan Rajak,
Shri Manoranjan Kumar



Babita Kumari
09/10/2021
Principal
Dev Sangha Institute of Professional
Studies & Educational Research,
(DIPSER) Deoghar (Jh.)

n. Status of SSR Document Preparation:

It was observed that the SSR document was not yet complete. The pace of updation of the same was also incredibly slow. This includes updation of data for the year 2020-21. The internal IQAC Team was advised complete the document in all respect by 18th Oct, 2021.

In this context, it was pointed out that Mr Nirupam is unable to work for SSR as he is being given other work continuously. Secretary, DSSP & DIPSER instructed that Mr Nirupam would concentrate on SSR work as his first priority and would undertake other tasks as and when he is free.

Action: Principal, Internal IQAC Team,
All Faculty Members, Shri Nirupam Mallick

o. The Functioning of Committees:

It was informed that the meetings of different committees are conducted as per academic calendar. However, the quality of resolutions of Meetings are far from satisfactory. Similarly, the quality of 'Action Taken Report' on resolutions of meetings are also being prepared. Principal, DIPSER was requested to look into these matters and guide concerned faculty members in writing resolutions properly.

Action: Principal, DIPSER

p. Professional Development of Faculty:

It was informed that the yearly faculty development plan has been prepared by Dr. Kalpana Kumari and was sent it to the Secretary, DSSP & DIPSER. Prof. Ghoshal requested Dr Kalpana Kumari to send a copy of the same and furnish the details of Rs. 3 Lakh expenses mentioned in her Plan.

Prof (Dr) Ghoshal suggested that the faculty wise development plan should be prepared in such a way that it does not affect the normal routine of the Institute and a certain percentage of Faculty Members are covered each financial year so as to cover all Faculty members within a span of 3 to 4 years.

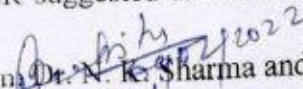
Faculty Members were also requested to explore suitable training programmes including the ones conducted at the UGC Training Centre at Ranchi free of cost.

Dr Kalpana Kumari assured that the Plan as per the abovementioned format would be prepared by 22.9.2021.

Action: Kalpana Kumari

q. Distribution of Work and its Proper Implementation:

It was informed that proper distribution of work and its implementation have not been done so far. It was suggested by Shri Manoranjan Kumar, coordinator, IQAC, that all non-teaching staff should also fill Google form and submit their daily activity report. Honourable Secretary, DSSP & DIPSER suggested to write a mail to the Principal, in this regard copy to Secretary.

Action:  2022

Principal
Dev Sangha Institute of Professional
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(DIPSER) Deoghar (Jh.)

Thus, the minutes of the last meeting of IQAC were read, reviewed, confirmed and approved by all the members.

2. Status of AQAR:

This point has been discussed in the review of the minutes of the last meeting.

3. New Quality Initiatives:

It was resolved that -

- a) A workshop will be conducted on 'Research Article Writing'. Dr. Kalpana Kumari was requested to prepare a detail plan for this to be implemented soon.
- b) It was resolved to organise guest lectures by eminent persons. The Academic Committee was requested to submit a detail plan in this regard.
- c) Seminar/ Paper Presentations/ Lectures on National/Important Days by students should be organized. Students should be given opportunity to present papers in seminar, deliver lectures on current national issues or on important days. Dr. Kalpana Kumari was requested to prepare detail plan in this regard.
- d) It was decided to revitalize the Student Self Government; its meetings should be held every month to evaluate their activities and re-energise themselves.

Action: Dr. Kalpana Kumari

- e) It was resolved to conduct a National Seminar in September, 2022.

Action: Dr. Kalpana Kumari

5. Replacement of Alumni

It is observed that Smt. Trishna Kumari, is not able to play any active role in IQAC. Therefore, it decided that Smt. Sneha Rani will replace Smt. Trishna Kumari as Alumna Representative. It was suggested to replace alumni representative.

Action: Dr. Kalpana Kumari

6. Replacement of Student Representative:

It was informed that the present student representative Ms. Shubhra Ratnam (session 2019-21) has passed out. As such, it was decided that Ms. Rubi Kumari (M.Ed. 2020-22) shall replace Ms. Shubhra Ratnam as student representative, IQAC. The necessary changes may be done in IQAC records.

Action: Shri Manoranjan Kumar

7. Any other issue with the permission of the Chair.

- a) It was informed that the main server computer of the library is not working since 27th July, 2021. In spite of all efforts to contact IBM, we have not yet been able to get in touch with them and resolve the issue. Shri Kumud Ranjan Jha proposed purchase of Koha LMS software for the library. Shri Jha was asked to send the details of the Koha LMS software to Prof (Dr) Taposh Ghoshal by 25th September, 2021.

Principal
Dev Sangha Institute of Professional
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(DIPSER) Deoghar (Jh.)

Action: Shri Kumud Ranjan Jha

a. Support to Examination Department:

Consequent to deputing Shri Ranjan Rajak to help Smt. Jolly Sinha for preparation of AQAR 2021, it was decided that Shri Bidhan Mukherjee would help Dr. Babita Kumari in the work of Examination Department in absence of Shri Ranjan Rajak.

Action: Dr. Babita Kumari, Shri Bidhan Mukherjee

b. Value-Added Course:

Dr. Kalpana Kumari informed that Value-Added Courses could be started as 'Add-on' or Non-Credit Course' at DIPSER. She was requested to prepare an Implementation Plan for starting the said courses at DIPSER.

Action: Dr. Kalpana Kumari

c. Parallel DIPSER Library Website

It was informed that Mr. Ashis Kumar Some was running the parallel DIPSER Library Website without any official permission of intimation to DIPSER authority. Hon'ble Secretary Sir expressed utter dismay at this misdemeanor underlining it as a highly objectionable act. He advised the Library Coordinator to ensure closure of parallel Library website with immediate effect.

Action: Mr. Kumud Ranjan Jha

- b) Prof (Dr) Taposh Ghoshal pointed out that the renewal of registration of the Alumni Association is still pending. Dr Kalpana Kumari, Secretary, Alumni Association was requested to get the renewal of registration of Alumni Association without any further delay. It was also suggested that professional help of Advocate may also be taken in this task.

Action: Dr. Kalpana Kumari

The Meeting concluded with a Vote of Thanks by Shri Kumud Ranjan Jha to all esteemed members of IQAC and Mentor, DIPSER who attended as a special invitee in the meeting.

Distribution (Through Mail) :

- All Members of EC
- All Faculty Members
- Mr. Nirupam Mallick
- Shri Malay Baishya
- IQAC Files/ College Website
- CC for kind information of Respected Chairman, DSSP & DIPSER
- CC for kind information of Respected Secretary, DSSP & DIPSER
- Prof. (Dr.) Taposh Ghoshal, Mentor, DIPSER

Babita
09/04/2022
Principal
Dev Sangha Institute of Professional
Studies & Educational Research,
(DIPSER) Deoghar (Jh.)



**Dev Sangha Institute of Professional Studies & Educational Research (DIPSER)
College of Education (For Women), Deoghar**

Minutes of IQAC Meeting [15th June, 2021]

A Meeting of IQAC was held on 15th June, 2021. The Meeting was attended by the following members.

1. Shri Asim Kumar Chatterjee, EC Member and Secretary, DSSP & DIPSER; Member
2. Dr. N K. Sharma, Principal; Chairperson, IQAC
3. Shri P. N. Banerjee, EC Member & Treasurer, DSSP; Member
4. Prof (Dr) Taposh Ghoshal, Mentor, DIPSER (Special Invitee)
5. Sri Pawan Kanoi, Industrialist; Member.
6. Dr. Babita Kumari, Associate Prof. ; Member
7. Dr. Kalpana Kumari, Assistant Prof. ; Member
8. Smt. Jolly Sinha, Assistant Prof. ; Member
9. Shri Bikash Chatterjee, S.P.R.O.; Member
10. Shri Kumud Ranjan Jha, Assistant Prof. ; Joint- Coordinator
11. Shri Manoranjan Kumar, Assistant Prof. ; Coordinator, IQAC

The following members did not participate in the meeting:

1. Prof. P. P. Sengupta, EC Member. Member.
2. Dr. Sunder Charan Mishra, Member.
3. Dr. Preeti Prasad, University Representative.
4. Smt. Trishna Kumari, Alumni Representative.
5. Ms. Shubhra Ratnam, Students' Representative.

The meeting, conducted on online mode, was chaired by Shri Asim Kumar Chatterjee, Secretary, DSSP & DIPSER. The resolutions adopted in the meeting are as follow:

1. Review of the Minutes of the last Meeting held on 7th April, 2021:

a. Recommendation given in the last Peer Team Report of NAAC

The reply has been prepared by Smt. Jolly Sinha and submitted to IQAC but the supporting documents are yet to be submitted. Smt. Jolly Sinha was requested to provide all necessary information and back-up documents to IQAC Coordinator, Mr Manoranjan.

Action: Smt. Jolly Sinha/ Mr Manoranjan

b. Requirement of Teaching and Non-teaching Staff

It was informed that the process for recruitment of Teaching Staff is in progress. The advertisement has been prepared and soon will be announced.

Babita
09/06/2022
Principal
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c. Maintenance of the Campus and the Equipments

It was informed that the plan submitted for Maintenance of the Campus and the Equipments is far from satisfactory and needs revision. Principal and respective coordinators/ lab incharges were advised to review the same and resubmit the list by 30th June 2021 after preparing it prudently.

Action: Principal and Respective Coordinators/ Lab Incharges

d. Provide Service Book and Service Rules for Employees

It was informed that preparation of Service Book and Service Rules for employees is in progress and shall be completed soon.

e. The Status of AISHE 2019-20

It was informed that the data for 2019-20 has already been uploaded to AISHE portal. The same for the year 2020-21 will only be done after notification for the same is announced in the AISHE portal.

Action: Principal/ Internal Quality Assurance Cell

f. Status of SAR

It was informed that most of the work w.r.t. preparation of SAR is completed. The work allotted to Smt. Jolly Sinha to submit the documentary evidences is still pending. Smt. Sinha has been advised to complete her part of the task urgently and submit it by 22.6.2021 along with the help of Shri Manoranjan Kumar.

Action: Smt. Jolly Sinha/ Mr Manoranjan

g. Readiness of Laboratories

The Secretary, DSSP & DIPSER, instructed Principal, DIPSER and concerned lab incharges to retrieve past records pertaining to their labs (stock register, equipment issue register, attendance register etc.) and maintain it on regular basis.

Action: Principal/ Lab Incharges

h. Completion of Compendium of Select Dissertation

It was informed that the work of preparing the 'Annual Compendium of selected Dissertations' is in progress. Principal, DIPSER informed that manuscript of the same would be ready by 22.6.2021.

Action: Principal

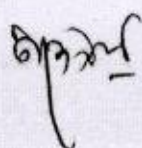
i. Publication of Research Journal

The manuscript for the publication of Research Journal "DEVALOKE" (Vol - X, Year - 2018) has been sent to the press for printing.

j. Grievance Handling System

Grievance handling system has been reactivated. Grievances are being collected on a weekly basis (on every Saturday) and the same is reviewed and redressal process, if any, is initiated immediately thereafter. The records of the same including the Action Taken Reports are also being maintained carefully.

Action: Dr. Namita Kumari/ Shri Bikash Kumar



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(DIPSER) Deoghar (Jh.)

k. Academic Calendar, Utility of University Academic Calendar

It was informed that the decision of the last meeting has been implemented in this regard.

l. Visit of Pro Vice Chancellor, SKMU, Dumka, for an Extension Lecture on "Awareness Towards Cancer"

The proposal has been cancelled because of COVID 19 pandemic lockdown. It was also conveyed that Pro Vice Chancellor, SKMU, Dumka has since retired. Hon'ble Secretary, DSSP and DIPSER advised that topics of academic interest particularly from the domain area should be selected for extension lectures.

Action: All Concerned

m. Students' Identity Card & Teachers' Identity Card

It was informed by the Secretary that "Identity Card" should not be the matter of discussion on an important platform as IQAC. The issue should be resolved by Dr. Babita Kumari separately.

Action: Dr. Babita Kumari

n. Inclusion of a Member in place of Mrs. Sindhu Lata Pandey in Exam Department.

Secretary, DSSP & DIPSER expressed displeasure on the issue of replacement of Smt. Sindhu Lata Pandey in the Examination Committee. As the coordinator of the said committee, Dr. Babita Kumari's silence was not appreciated. It was her responsibility to process the inclusion of Shri Ranjan Rajak in place of Smt. Sindhu Lata Pandey and take my due approval when it was already decided in a previous meeting. Dr Babita was advised to do the needful without any further delay.

Action: Dr. Babita Kumari

o. Reducing the Number of Sheets in Answer booklet

It was informed that that instruction to reduce the number of sheets to 8 in the main Answer Booklet instead of 16 has already been given to the supplier.

Minutes of the last Meeting were confirmed with advice to all concerned to complete the pending tasks as decided.

2. Internal Functioning of IQAC:

The members of the internal IQAC Cell were informed that there was lack of coordination and teamwork with the result that assigned tasks are not getting completed on time. Members of the internal IQAC Cell were advised to work in close coordination with the Coordinator, IQAC. All faculty members were also directed to work in close harmony with the internal IQAC Cell, particularly IQAC Coordinator.

Action: Principal/ Internal IQAC Members

3. Online Submission of AQAR 2020-2021:

Principal Dr. N.K. Sharma assured that AQAR 2020-2021 will be prepared under the Guidance of the Mentor Prof (Dr.) T Ghoshal and will be submitted in the first week of August, as the last date of submission of AQAR 2020-21 is 31st December, 2021.

Dr. N.K. Sharma
6/9/2021
Principal
Action: Principal
Dev Sangha Institute of Professional
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(DIPSER) Deoghar (J) Page 3 of 5

4. Status of SAR Document Preparation.

It was informed that out of 127 matrices 104 have been completed, 21 matrices not being done and documents for 2 matrices are not available. These have been prepared as per available records in the Institute. All faculty members and non-teaching staff of DIPSER were instructed to provide fullest support and help in preparation of SAR.

Action: Principal/ Internal IQAC Members/All Faculty members

5. Functioning of Committee

i. Frequency of Meeting:

The frequency of meetings of different committees between April - 2020 to March - 2021 of different committees as mentioned below, was placed before the members.

IQAC	04	Cultural Committee	13
Academic Committee	04	IT Committee	02
Library Committee	06	Alumni Association	05
Placement Cell	03	Grievance Cell	11
Research & Publication	02		

Respective coordinators were advised to hold the meeting of their committees at least once every month.

Action: Coordinators of All Committees

ii. Quality of Resolutions of Meetings:

It was informed that the qualities of the Minutes of the Meetings of different committee are far from satisfactory. Principal was advised to help the coordinators of respective committees in writing minutes/resolutions of the meetings.

Action: Coordinators of All Committees

iii. Action Taken Reports:

It was informed that Action Taken Reports of all committees were not being prepared. Principal is advised to look into the matter and assure the preparation of ATR of every committee properly.

Action: Coordinators of All Committees

Secretary, DSSP & DIPSER stated that preparing agenda of a meeting, holding the meetings, recording of minutes of meeting as per agenda and finally writing and recording the minutes of the meetings in a proper way need only a basic knowledge. He further said that Principal of the institute should have the idea to share with the members. He added that Action Taken Report (ATR) again is the job of respective coordinators and they must prepare it accordingly.

6. Professional Development Programme of Faculty

i. Preparing a Yearly Faculty Development Plan

Enhancing faculty competence is a crucial element in SSR as well as for improving the overall academic standard of the institute. The members strongly feel that there should be constant efforts to continually enhance the competence of Faculty Members. The following actions are suggested accordingly:

Principal
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- a) A Yearly Faculty Development Plan should be prepared by the Academic Committee. The Plan should identify Faculty-wise names of programmes and details of source through which it would be fulfilled. The courses conducted outside should be identified by Faculty Members and intimated to the Academic Committee.
- b) The Academic Committee should also prepare an Annual Plan of Workshops/ Seminar/ Courses for Faculty to be conducted at DIPSER. The selection of eminent persons and topics should be done very carefully. Dr. N K Sharma, Principal to oversee preparation of this plan in consultation with Mentor, DIPSER.

All theaforesaid plans for FDP/PDP/workshop etc. should be submitted to the Secretary, DSSP & DIPSER, by the Academic Committee Coordinator by 30.6.2021.

Action: Academic Committee/ All Faculty Members

7. Distribution of Work and its Proper Implementation

It was suggested that tasks and work responsibilities of non-teaching staff could be specified and like faculty members, the non-teaching staff could also be submit a daily work report in the Google form.

8. Any other issues with the Permission of the Chair.

As there was no other issue to discuss the meeting ended with the vote of thanks to the Chair.



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09/02/2021
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Dev Sangha Institute of Professional Studies & Educational Research (DIPSER), Deoghar

Minutes of IQAC meeting [7th April, 2021]

A meeting of IQAC was held on 7th April, 2021. The Meeting was attended by the following members.

1. Dr. N K. Sharma, Chairperson
2. Shri Asim Kumar Chatterjee, EC Member and Secretary, DSSP & DIPSER
3. Dr. Babita Kumari, Member
4. Dr. Kalpana Kumari, Member
5. Shri Kumud Ranjan Jha, Member
6. Shri Manoranjan Kumar, Coordinator, IQAC
7. Shri Bikash Chatterjee, member
8. Smt. Trishna Kumari, Alumni Representative.
9. Ms. Shubhra Ratnam, Students' Representative.

The following members did not participate in the meeting:

1. Dr. P. N. Banerjee, Treasurer, DSSP
2. Prof. P. P. Sengupta, Member.
3. Dr. Sunder Charan Mishra, Member.
4. Sri Pawan Kanoi, Member.
5. Smt. Jolly Sinha, Member.
6. Dr. Preeti Prasad, University Representative.

The meeting started with the formal address of welcome to all the members, by Dr. N. K. Sharma, Chairperson, IQAC. The meeting was conducted on offline mode.

The resolutions adopted in the meeting are as follow:

1. Review of the Minutes of the last Meeting held on 15th December, 2020.

a. Update on the Progress w.r.t. the Thrust Areas:

- i. Update about fee collection: It was informed that fees due in INR on 7th April, 2021 are as per following description:

Sr.No.	Class	Dues Amount
1	B.Ed. (2019)	Rs. 130000/-
2	D. El. Ed. (2019)	Rs. 80500/-

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3	M.Ed. (2019)	Rs. 285760/-
4	B.Ed. (2020)	Rs. 118200/-
5	D. El. Ed. (2020)	Rs. 125000/-
6	M.Ed. (2020)	Rs. 21550/-

ii. **Fulfillment of requirements by NCTE, SKMU, JAC, Govt. of Jharkhand:**

It was informed that the compliances of the mentioned bodies are fulfilled as and when needed.

a. **Activating Laboratories:**

Only the computer laboratory has been activated and the other laboratories are yet to be activated. But all the laboratory in-charges are sitting in their respective laboratories. It was assure that proper functioning of respective laboratory will be done soon.

It was also informed that the list of items required for different laboratories has been handed over to the Secretary, DSSP & DIPSER by Dr. Babita Kumari.

b. **Preparation for NAAC:**

It was informed that the preparation for NAAC has been accelerated. It was informed that the recommendations of NAAC Peer Team in 2013 will be taken care of by Principal Dr. N.K. Sharma.

c. **Faculty Research & Publication:**

It was informed **Faculty Research** can only be promoted if our college will be listed in UGC under section 12B of UGC act 1956. Only then the research work will be counted in NAAC evaluation. The process in this regard has already been initiated and a letter has been sent to SKMU for needful action.

Principal Dr. N. K. Sharma and Dr. Babita Kumari were requested by the Secretary, DSSP & DIPSER, to go to university and accelerate the process of approval to enlisting the college under section 12B of UGC Act 1956.

As far as publication is concerned faculty members have so far published 99 Papers of 20 faculty members were published. 5 Books were published by 4 faculties. 18 Books were published by Principal Dr. N. K. Sharma. But only a few articles have been published in UGC listed journals.

No action has been taken so far, on organizing workshops on research report writing to improve the quality of the research paper by the faculties of DIPSER, as emphasized by Prof. (Dr.) Taposh Ghoshal and Principal Dr. N. K. Sharma in the IQAC Meeting held on 15th December, 2021.

d. **In-house Publication :**

Babita
09/02/2022
Principal
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(DIPSER) Deoghar (Jr.)

It was informed that **DEV VARTA**, the magazine of DIPSER Alumni which was first published in 2013 and the Alumni Association has publish the next issue as E-magazine and has been released during GB Meeting on in 28th February, 2021.

The next issue of **DEVALOKE**, the research oriented yearly Journal with ISSN 2250-2254, is going to be published soon. The date of publication will be declared later.

The College Annual Magazine **DEV VANEE** (2017-19 issue) has been published and distributed among students. The preparation for the next issue is going on.

e. Annual Compendium of selected Dissertation:

It was informed that the preparation of Annual Compendium of selected Dissertations is going on.

f. Stream Lining and Record Keeping:

It was informed that the process of documentation has been improved since last meeting. To preserve the documents in soft copies we need external Hard Drive. Shri Nirupam Mallick was instructed to procure Hard Drive by the Secretary.

g. Grievance Handling System:

It was informed that grievances handling system has been improved and updated. All the grievances are collected and addressed properly by Dr. Namiata Kumari, Coordinator, Grievance Cell, under the guidance of IQAC.

h. Students' /Parents' Feedback:

It was informed that the students' feedback (SSS) was taken online on January, 2021, analyzed and uploaded on the website.

i. NAAC SSR Preparation:

It was informed that the NAAC SSR draft has been prepared. The necessary documentation process is going on and to be completed by 30th April, 2021.

j. Admission to Different Courses:

It was informed that admission to D. El. Ed. has been completed by filling up 50 Seats. In M.Ed. Programme 43 students took admission so far. The process of admission in B.Ed. is going on. So far 179 students have taken admission.

k. Computer Proficiency Training:

It was informed that the computer proficiency training has been organized between 01/03/2021 and 13/03/2021, and successfully completed.

l. Teaching Load of Teachers:

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09/02/2022
Principal
Dev Sangha Institute of Professional
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It was informed that Time-Table has been prepared for B.Ed., M.Ed. & D. El. Ed. for the coming academic session. The Teaching Load of Teachers is yet to be prepared.

The Minutes of the last meeting were reviewed (mentioned above) and confirmed.

2. Need to work/ performance against suggestions given by the last Peer Team of NAAC.

It was decided that Principal Dr. N.K. Sharma will work on the recommendation of last NAAC Peer Team Visit.

3. Requirement of Teaching and Non-teaching staff

It was informed that Dr. Babita Kumari will prepare the advertisement for recruitment of Teaching staff.

4. Maintenance of the Campus and the Equipments

It was decided that the list of necessary equipments for upgrading all the laboratories, office, examination department, principal office, staffroom etc. to be prepared and submitted to Dr. Babita Kumari. It was also decided to convert ET Lab into ICT Lab.

5. Provide Service Book and Service Rules for employees

It was assured by the Secretary, DSSP & DIPSER, that the Service Book and Service Rules for the employees will be prepared within 15 days.

6. The status of AISHE 2019-20

It was informed that the data for 2019-20 has already been uploaded to AISHE portal and same for the year 2020-21 will only be done when the AISHE portal for the same will be opened.

7. Status of SAR

It was informed that the write up is ready and organizing data and evidences are going on, and expected to be completed by 30th April, 2021.

8. Readiness of laboratories

It was decided to maintain stock register, equipment issue register, attendance register for teachers and students. The concerned in-charges are required to act accordingly.

9. Completion of Compendium of selected Dissertation

The point has already been discussed in the review section under 'Annual compendium of selected Dissertations'.

10. Publication of Research Journal

The point has already been discussed in the review section under 'In-house Publications'.

11. Grievance Handling System

The point has already been discussed in the review section under the same heading.

12. Academic Calendar, the utility of University Academic Calendar



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Principal 09/04/2022
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(DSSP) Deeg (Raj.)

It was decided that the university calendar will be followed only for academic activities and not for vacations.

13. Visit of Pro Vice Chancellor, SKMU, Dumka, for an Extension Lecture on "Awareness Towards Cancer"

The discussion on this point is pending.

14. Following points were discussed with the permission of the Chair

i) Students' Identity Card & Teachers' Identity Card

It was decided to provide fresh Identity Card to all the students, teachers and other staff.

ii) Inclusion of a member in place of Mrs. Sindhulata Pandey in Exam Department

It was decided that Shri Ranjan Rajak to be included as a member in Exam Department, in place of Mrs. Sindhulata Pandey.

iii) Reduce the number of sheets in Answer booklet to avoid wastage

The I-Card has not yet been given to M.Ed., B.Ed. & D.El.Ed students (2018-2020).

It was decided that the number of sheets will be 8 in main Answer Booklet instead of 16. The examinees will be provided additional sheets if required.

As there was no other issue to discuss the meeting ended with the vote of thanks to the Chair.

Bachika
09/02/2022
Principal
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**Dev Sangha Institute of Professional Studies
& Educational Research (DIPSER), Deoghar**

Ref.No.: DIPSER/IQAC/2020-21/00

Date: 15th Dec.2020

Minutes of the IQAC Meeting [15th December, 2020]

A Meeting of IQAC was held on 15th December, 2020. The Meeting was attended by the following members/invitees.

1. Dr. N. K. Sharma, Chairperson
2. Shri Asim Kumar Chatterjee, EC Member and Secretary, DSSP & DIPSER
3. Dr. P. N. Banerjee, EC Member and Treasurer, DSSP
4. Dr. Sunder Charan Mishra, Member
5. Shri Pawan Kanoi, Member
6. Prof.(Dr.) Taposh Ghoshal, Mentor, DIPSER (Special Invitee)
7. Smt. Trishna Kumari, Alumni Representative
8. Dr. Babita Kumari, Member
9. Dr. Kalpana Kumari, Member
10. Shri Kumud Ranjan Jha, Member
11. Smt. Jolly Sinha, Member
12. Shri Bikash Chatterjee, Member
13. Shri Manoranjan Kumar, Coordinator, IQAC
14. Ms. Shubhra Ratnam, Students' Representative, DIPSER

The following members could not attend in the meeting:

1. Dr. Preeti Prasad, (University Representative) Member, IQAC
2. Prof. P. P. Sengupta, EC Member and Member, IQAC

The meeting started with the formal welcome by Sri Manoranjan Kumar, Coordinator, IQAC. The meeting was chaired by Dr. N. K. Sharma, Principal, DIPSER and was conducted through online mode.

The resolutions adopted in the meeting are as follow:

1) Review of the Minutes of Last Meeting held on 15th May, 2020.

a. Review of the progress of AQAR 2019-20:

It was informed that the AQAR 2019-20 has been submitted and uploaded successfully on 16th October 2020 in the NAAC portal.

Babita
09/02/2022
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b. Review of the progress of SAR (SSR):

The Draft SAR has been prepared by the IQAC and sent to Principal, Teacher Members and Mentor, DIPSER, on 9th December, 2020 for review.

c. Proposal for 'Value Added' Courses:

It was informed that the three 'Value Added' Course Modules on 'Soft Skills', 'Computer Application in Education' and 'Spoken English' have been prepared and after validated by experts. These courses, after due recommendation by Academic Committee and endorsement by Secretary, DSSP & DIPSER, have been sent to the SKM University on 9th November, 2020 for necessary approval.

Dr. S. C. Mishra advised the committee to send reminders and ensure continuous follow-up for speedy approval of Value Added Courses by SKM University.

d. Effective Implementation of Online Classes:

It was informed that DIPSER has started online classes w.e.f. from 11th April 2020. The effectiveness of online classes has been studied. The evaluation exercise involving students undergoing these classes indicates that online classes have been highly effective. Suggestions given by students in this survey have been incorporated and intimated to the students.

e. Quality Initiatives Taken:

The following quality initiatives were identified to enhance the quality of academic and related services.

- i. Increased thrust on ICT based Teaching
- ii. Training on Computer Skills of Faculty Members to enhance ICT based teaching
- iii. IT enabled communication stem introduced
- iv. Online Grievances System started
- v. Online Alumni Registration System started

f. Uploading Minutes of IQAC Meeting and its Compliance on Website:

It was informed that the minutes of the meeting and compliance of the decision have been uploaded on the website.

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09/02/2022
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2) Update on the Progress w.r.t. the Thrust Areas:

a. Update about Fee Collection :

The updated status of fee collection was shared by Principal, DIPSER with the attendees.

b. Fulfillment of requirements by NCTE, SKMU, JAC, Govt. of Jharkhand:

Principal Dr. N.K. Sharma informed that norms prescribed by NCTE, SKMU, JAC, Govt. of Jharkhand are being followed.

c. Activating Laboratories:

It was informed that action has been initiated to activate all the laboratories and make them ready for use by students. Secretary, DSSP & DIPSER advised Dr. Babita Kumari to list the requirements of all the laboratories and forward it to the Secretary for needful action.

d. Preparation for NAAC:

It was informed that the draft SAR has been prepared by the IQAC core team. Principal and IQAC Members were requested to provide a tentative date by which DIPSER would be ready for NAAC Inspection.

It was informed that no action was taken on the recommendations of NAAC Peer Team in 2013. Principal, DIPSER and the IQAC Core Team was requested to address all the issues on urgent basis and report to Secretary, DSSP.

e. Faculty Research & Publication:

It was informed that 99 Papers and 5 books were published by faculty members. Also, eighteen-books were published by Principal Dr. N. K. Sharma. Prof. Ghoshal expressed concern over the dismal quality of most papers. Dr. N. K. Sharma Principal, DIPSER suggested that a workshop on writing research papers may be organized to improve the quality of research papers written by the faculties of DIPSER.

It was emphasized that faculty members should published their research articles on the CARE listed Journals of UGC.

f. In-house Publication :

It was observed that the In-house publications – *Dev Varta*, *Devaloke* and *Dev Vanee* are in a sorry state. While the quality of articles is generally not up to the mark, there is unprecedented delay in publishing these publications. Attendees felt that –

Babita
09/02/2022
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[Handwritten Signature]

- i. Serious efforts were needed to get quality articles and ensure publication of DEVALOKE at an early date.
- ii. It was informed that DEV VARTA, the magazine of DIPSER Alumni which was first published in 2013, is going to publish the next issue in January 2021.
- iii. The 2017-19 issue of DEV VANEE, the College Annual Magazine is in press. The preparation for the next issue is also in progress.

g. Annual Compendium of Selected Dissertations:

The publication of Annual compendium of selected Dissertation is long overdue. Dr. N. K. Sharma, Principal DIPSER assured that the Compendium would be completed within two months. Prof. Ghoshal, Mentor, DIPSER, pointed out only quality dissertations should be selected for the compendium.

h. Stream Lining and Record Keeping:

It was informed that the documentation is being done properly. Prof. Ghoshal advised to keep records in both the form – hard copy & soft copy, and preserve the backup files of soft copies to prevent any kind of data loss due to any natural/ other causes. This includes preservation of all records uploaded on the DIPSER Website.

i. Grievance Handling System:

It was informed that grievances received up to 14.12.2020 have been addressed up to 20.09.2020. A Google Form has been created to collect grievances. Prof. Ghoshal advised to prepare a write-up, structure, mode, plan of action etc. for grievance Handling System. He also stressed the need for resolving grievances within 7 days and an Action Taken Report be submitted to management on a monthly basis.

j. Students'/ Parents' Feedback:

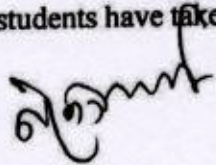
It was informed that the students' feedback was taken online on 29.07.2020 and analyzed. The Report w.r.t. the same is to be submitted to the Principal, DIPSER and actions taken as per requirement.

k. NAAC SSR Preparation:

The draft SSR for NAAC has been prepared. The same is under review. The IQAC was requested to complete the task on urgent basis.

l. Admission to Different Courses:

Admission to D. El. Ed. has been completed and all 50 seats have been filled-up. It was informed that 18 students have taken admission in the M.Ed. Course so far. The



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Principal
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process of admission in B.Ed. is yet to start awaiting advisory of Govt. of Jharkhand. Principal, DIPSER was requested to expedite the admissions on top priority basis.

m. Computer Proficiency Training:

It was informed that the computer proficiency training shall be organized shortly.

n. Teaching Load of Teachers:

Time-Table has been prepared for B.Ed., M.Ed. & D. El. Ed. for the coming academic session. The faculty-wise analysis of Teaching Load of Teachers is yet to be prepared.

Other Recommendations:

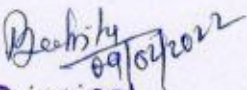
Dr. S. C. Mishra -

- There is gross lack of co-ordination among staffs, and management should look into the issue to improve the condition.
- Individual distribution of Task with Target Date to be done to accelerate the process.

Prof (Dr.) Taposh Ghoshal-

- Proper maintenance of documentation has not been done. To gear up quality system we need to form task force, checklist, etc. and only then it can be accelerated.
- Academic Calendar is needed to be followed in all circumstances.
- Academic Committee meeting has not been conducted after often 12th September, 2020. The committee must meet once in a month.
- It was advised to mitigate the communication gap among staffs of DIPSER.

The Meeting ended with the vote of thanks by Chair.


Principal
Dev Sangha Institute of Professional
Studies & Educational Research,
(DIPSER) Deoghar (Jh.)


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