



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

DIPSER College of Education (For WOMEN)

(A Unit of DEV SANGHA SEVA PRATISTHAN)

P.O. : Dev Sangha, Bompas Town, Dist. - Deoghar- 814114, Jharkhand

Website : www.dipsercollege.info, email : dipser@dipsercollege.info Mobile : 9102102986

Kolkata Kendra : Convent Garden, Flat No. 303, 11 Convent Road, Kol-700 014, Ph.:033-22650873

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Work Procedure: Cultural Committee

Purpose:

The purpose of this procedure is to ensure, create and establish quality Procedures for all activities w.r.t. Cultural Committee at DIPSER.

Scope:

This Procedure covers all activities related to Cultural Committee at DIPSER.

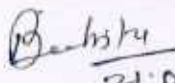
Responsibility:

The cultural function is responsible for the activities mentioned hereunder and is coordinated by the Head of the Cultural Committee function and executed by all members of the cultural team as per the tasks assigned to them.

Description:

The procedure and frequency of the undertaking tasks is given below:

Task	Frequency
1. Preparing Calendar for Cultural Programmes	Immediately
2. Preparing Action Plan with resource persons for Cultural Programmes	30 th October of the Academic Year
3. Preparing budget for each cultural activity	10 th November of the Academic Year
4. Preparing tasks and targets for faculty related to cultural activities	Immediately
5. Preparing engagement details for students for cultural activities	Continuous
6. Ensuring participation of students in different cultural activities	As per plan


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7. Preparing Action Plan for publication (Dev Vanee Magazine)	Immediately
8. Conducting regular meetings for Cultural Activity	Atleast once every month
9. Plan and coordinate Cultural Awards	As per need
10. Coordinating with IT and media for disseminating highlights of cultural activities organized at Dipser	Continuous
11. Maintaining documentation and Keeping record	Continuous
12. Any other assignment	As per institutional need


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Work Procedure: Placement Cell

Introduction:

Placement cell facilitates the process of placement of students passing out from the Institute. It is a measure of competence of its students to delivery services on the job and reflects the quality of meaningful education imparted that is worthwhile for employment.

To provide all possible assistance to our students, the DIPSER college of education has formally established a Placement Cell in 2006-07. It acts as a link between the interests of the students and the recruiting agencies. The placement cell in short span of time has developed a network with reputed schools of the region and has achieved appreciable landmarks in enabling students to get placed in suitable institutions.

The role of placement cell starts as early as organizing past records of students at the time of admissions, helping them to prepare and update their individual profiles by providing the technical guidance, knowledge of different pedagogies and school related experiences through variety of activities. At DIPSER we try to develop the potential of our students through rigorous practical exposure and interactions. Several workshops and skill development programs are being conducted to hone the teaching skills to suit the requirement of the recruiters. It is well supported by both faculty members as well as students.

Objectives

The main objectives of the Placement Cell include:

- To create a database of probable recruiters
- To create and maintain a data-bank on profiles of present students
- To keep track of the current status of our ex-students and to record and maintain their needs and comments.
- To act as liaison unit for plugging the gap between recruiters and fresh professionals to speed up the process of recruitments.

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- To organize seminar, workshops and skill development programs.
- To provide guidance to students to prepare for competitive examinations.
- To develop linkages between different schools to organize the campus interviews for recruitment of the graduates and postgraduate students of the college
- Encouraging and helping students to grow and progress by achieving a clear understanding of one's strength, interest, abilities, weaknesses, skills and values.
- Helping students to understand the opportunities open to them and the required input for the goal one sets.
- Publishing career literature in order to disseminate accurate information of avenues open before them.
- Providing information regarding job opportunities and avenues for desirous graduate & PG students.
- To provide guidance to students for skill improvement by organizing the trainings for personality development, communication skill, mock group discussions, mock interview and resume writing etc.
- The Placement Cell will give guidance to students for self-employments

Description:

The procedure and frequency of undertaking tasks is given below:

Task	Frequency
1. Keep the students informed about potential job opportunities and guidance from time to time.	Continuous
2. Interact with schools and arrange interviews	Continuous
3. Display information related to vacancies in different schools	Continuous
4. Organize Career orientation & guidance Programs	As per schedule
5. Conduct mock interviews in college Campus	As per schedule
6. Training in resume writing	As per schedule
7. Interactions of students with renowned personalities in different fields including teaching profession	As per schedule
8. Provide school based experiences through various activities	Continuous
9. Providing flexibility in teaching practice schedule to students who get placement before completion of	Continuous

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B.Ed. course.	
10. Conducting preparatory test (Like TEG CELL) related to teaching profession	As per schedule
11. Arrange off-campus and campus recruitment process with recruiters	Continuous
12. Guiding students to prepare for different competitive examination like NET, TET etc. by providing updated information and preparation tips	Continuous
13. Follow up regarding professional enrichment after placement	Continuous


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Work Procedure: Library

Introduction:

Library is working as a heart of the Institution, Which working as a knowledge store house. It helps in acquiring, processing and disseminating knowledge to the user. The main job of library is to provide information to the user through various its services.

Purpose:

The purpose of the library in DIPSER College of Education is to continuously support the academic activities and fulfill the demand of curriculum. Through this activity the library is striving to develop the knowledge of their users. DIPSER College of Library is always trying to provide quality materials to their users for disseminating quality education to the readers.

Scope:

Library covers all the courses that are running in DIPSER College of Education. Through intensive library services to the users, library is trying to satisfy D.El.Ed. Students to provide their necessary documents and in the same way is giving services to the B.Ed. students and M.Ed. Students who require different treatment for their higher level of studies. Dipser library is partially automated library with specialized bibliographic software E- Granthalaya from NIC, New Delhi. We also try to install digital library software D-Space for archive our old M.Ed. Dissertation.

Responsibility:

The library is responsible for maintaining academic integrity and quality documents for imparting quality education through dissemination of quality materials.

Description:

The procedure and frequency of undertaking tasks is given below:

Task	Frequency
1. Budget	Yearly
2. Book procurement	Yearly

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3. Journal/ Magazine subscription	Yearly
4. Library committee meeting	Monthly
5. Maintenance	As when as need.
6. Circulation(Issue /Return)	Daily(Except holiday)
7. Record maintenance	Monthly
8. Books Shelving	Daily
9. Orientation programme	Yearly
10. Books Display	When new stock available
11. Annual Report	Yearly
12. Any other assignment	as per institutional need

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Work Procedure: IT

Purpose:

The purpose of this procedure is to ensure create and establish quality system and procedures for all activities w.r.t. IT function at DIPSER.

Scope:

The function shall look after the IT activities of the institution. This includes operation and maintenance of the IT systems for smooth running of all activities working in the institution.

Responsibility:

The Functional Coordinator (IT) along with his team shall be responsible for the activities mentioned hereunder.

Description:

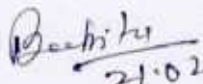
The procedure and frequency of undertaking tasks is given below:

Task Description	Frequency
1. Preparing/ updating list of all assets w.r.t. IT (including idle assets)	Before start of financial year.
2. Prepare budget allocation for procurement/ Maintenance of IT related gadgets, if needed	Before start of financial year as per need
3. Ensuring smooth running of the computers in all functions	Continuous

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3. Ensuring smooth running of the computers in all functions	Continuous
4. Inspection of IT assets	Twice a month
5. Maintenance of all IT systems – Server, Computers, CCTV, Projectors and other IT related equipment (hardware and software)	Continuous
6. Maintenance of Wi-Fi, Cable & network component	Continuous
7. Maintaining database of students, teachers, and other employees	Continuous
8. Maintaining bio-metric system of attendance	Continuous
9. Data backup of Bio Metric System and its preservation	As per schedule
10. Periodic updation of software	As per schedule
11. Helping other functions needing IT support	Continuous
12. Helping in seamless communication across all functions in the institution with the help of IT	Continuous
13. Attend to emergency maintenance/ breakdown maintenance	As per need
14. Website Updation & Maintenance	As per need
15. Taking classes	As per Time Table
16. Maintaining all quality records pertaining town function	Continuous

Assumes full authority for the responsibilities assigned.


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Work Procedure: IQAC

Purpose:

The purpose of this procedure is to ensure quality culture as the prime concern for Dipser through institutionalizing and internalizing all the initiatives taken with internal and external support.

The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institution.

Scope:

This procedure covers all academic and other functions being performed at DIPSER and also the internal processes that are related to it and are critical to the success of the output of the institution.

Responsibility:

The IQAC is responsible for the activities mentioned hereunder.

Description:

The procedure and frequency of undertaking tasks is given below:

Task Description	Frequency
1. Acting as a nodal agency of the Institution for coordinating quality-related activities for upkeep and maintenance of the Quality System	Continuous
2. Ensuring that all committees follow their procedures/	Continuous

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3. Incorporating modifications in the Apex Manual, work procedures and Check Lists	As and when required
4. Assisting functional coordinators in implementing the Quality System in the institution	Continuous
5. Organizing audits of the Quality System as per given time frame in the procedure	As per the Audit procedure
6. Ensuring proper document and data control	Continuous
7. Organizing Management Review meetings and follow-up	At least once in every quarter
8. Recording all non-conformities and following up for preventive and corrective actions taken by the respective functional heads	As per MRC procedure
9. Co-coordinating activities of various Functional Teams for upkeep, maintenance and effective functioning of the Quality System	Continuous
10. Conducting awareness training programmes for employees of DIPSER with respect to Quality System	Atleast once a year
11. Conducting meetings of IQAC	As per norms
12. Maintaining records of all activities stated above	Continuous
13. Any other assignment as per institutional need	As per need
14. Organization of inter and intra institutional workshops, seminars on quality related themes for promotion of quality	Continuous
15. Submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC	by end of September every year
16. Create exclusive window tab on Dipser website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/report on its activities, as well as for hosting the AQAR	Continuous

Note: There is no exclusive department for implementing quality system at DIPSER. The IQAC Team is responsible for implementation and maintenance of Quality System in the institution. Individual functional heads and their teams are responsible for implementation of Quality System and its maintenance in their own functional areas.

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Maintenance & Purchase Procedure

Introduction:

Maintenance is a continuous operation to keep the buildings, furniture, and equipment in the best form for normal use, and to ensure the physical infrastructure of the college building is always in functional form. As such, the maintenance programme and the related purchase systems are synchronized, systematic and pro-active to enable the creation and delivery of knowledge most effectively.

Purpose:

The purpose of this procedure is to ensure, create and establish quality procedures for all activities w.r.t. Maintenance & Purchase function at Dipser.

Scope:

This Procedure covers all activities related to e maintenance & purchase functioning at DIPSER.

Objectives:

- to ensure that equipment and infrastructure are always in working condition;
- minimize the operational costs and life cycle cost of infrastructure
- extend the useful life of buildings and other infrastructure
- increase energy efficiency and help the environment

Responsibility:

The Maintenance & Purchase function is responsible for the activities mentioned hereunder and is to be coordinated by the coordinator of the Maintenance & Purchase

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Committee and executed by all members of the Maintenance & Purchase team as per the tasks assigned to them.

Description: The procedure and frequency of the undertaking tasks is given below:

Task Description	Frequency
Maintenance	
1. Preparing category-wise list of all infrastructures – building, furniture and fixtures, electrical equipment (fans, light, electrical circuits, DG sets, Lift water supply, sewerage system etc.)	Before start of financial year. To update with inclusion/ exclusion of any item
2. Prepare Preventive Maintenance schedule for each and get budget allocation.	Before start of financial year
3. Monitor the support staff for effective maintenance of all infrastructure	Continuous
4. Maintenance of grounds, lawns and upkeep of plants	Continuous
5. Check the complaint register regularly and ensure resolution of problems within a set time frame.	Daily
6. Managing Annual maintenance contracts	Continuous
7. Prepare inspection and maintenance plan	Before start of financial year
8. Prepare checklist for maintenance under each category	Before start of financial year
9. Execute scheduled maintenance	As per plan
10. Attend to emergency maintenance/ breakdown maintenance	As per need
11. Conduct inspection as per checklist	Atleast once a fortnight
12. Maintain record. Get users' signature	Always
13. Keep records	Continuous
Purchase	


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Purchase	
1. The indents for purchase of materials/ job contracts shall be raised by the department(s) concerned. These Indents shall be prepared in the prescribed format. The indent shall be signed by the competent authority.	
2. Receive indent/store requisition from user departments duly approved by competent authority and submitted to the purchase committee.	As per need
3. The Purchase committee shall scrutinize the indent/requisition and invite quotations from suppliers.	3 Days
4. Quotation received from suppliers shall be duly compared and placed to Management for final approval. The name of the approving authority is to be specified by the management and kept in record.	3 days after receipt of quotations
5. Purchase Order to be issued to the supplier for supplying the material/services	2 days
6. Materials/services received shall be checked and certified by the concerned indenter	Within 3 days of receipt of material
7. The materials are entered into the respective department register	Immediately
8. Invoice & challan duly certified sent to Accounts department for payment/adjustment	Within 2 days
9. For emergency purchase/ job contract where the requirements which has to be met in the shortest possible time, it is essential to delegate powers to meet such situations particularly in maintenance, commissioning and break down jobs so as to keep the flow of production uninterrupted. In such cases, the mode of tendering and method of placement of order may, be adopted as per the specific requirements of the case and the time available for the placement of order and getting materials/ execution of jobs. Approval of the Competent Authority shall be obtained for the specific mode of purchase/ award of contract and order finalised. Provisional order at the rate to be finalized later on/ spot quotations and placement of order on Single Tender basis may be adopted in such situations.	Immediate


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10. Enforcing Grievance handling system and communicating it to students	Immediately
11. Preparing and implementing mentoring system	Before commencement of classes
12. Preparing competence enhancement plan for faculty members	Before starting of financial year
13. Preparing Faculty exchange Plan	Before starting of financial year
14. Tutorial Workshops	Before commencement of classes
15. Preparing action plan for conducting examinations/ supplementary examinations	As per academic calendar
16. Preparing results	As per academic calendar
17. Conducting monthly review meetings & implementing decisions taken therein	As per plan
18. Undergoing audit of academic function	As per plan of IQAC
19. Any other assignment as per institutional need	As per need


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WORK PROCEDURE: GRIEVANCE REDRESSAL CELL

Purpose:

The purpose of this procedure is to ensure, create and establish quality system for students' welfare and to address students' academic needs. Its inception has been continuously striving to solve problems in a rapid and effective manner.

Scope:

This Procedure covers all activities related to academics, Co- Curricular activities, Hostel, Dining, Library, Sanitation, Drinking Water, Assigned Fee payment, Office related transportation, Practice of Teaching etc.

Responsibilities:

The grievance redressal cell is responsible for the activities mentioned hereunder and is coordinated by the head of the institution, governing body members, coordinators and assign the task to them.

Description:

The procedure and frequency of undertaking task is given below:

Collection of grievance from the students	As per need and requirement of students.
Response to the grievance	Response within 24 Hours
Addressing to the grievance	As per the nature and intensity of grievance
Discussion of higher authority as per nature of grievance	As per need and requirement
Encouraging Students to inform about their grievance by creating conducive atmosphere	Continuous

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Checklist for Audit

1. Collection of grievance from the students
2. Service Unavailability
3. Non-Delivery against commitment
4. Injustice concern(such as Race, Caste ,Sex)
5. Staff Misbehavior
6. Parents/ Guardians Vigilant Report
7. Delay in taking Action
8. Input Received from Parents/ Guardians
9. Forward to relevant executive
10. Action Taken

Action Plan:

Grievance will be addressed as per the nature and intensity of the grievance.

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DEV SANGHA INSTITUTE OF PROFESSIONAL STUDIES AND EDUCATIONAL



RESEARCH ALUMNI Association

Purpose

To create a constructive and realistic 12-month action plan for your Alumni Association that will track improvement efforts and support implementation that increases the capacity and sustainability prospects of the organisation and the Alumni Association as a whole.

Objectives

The Objectives of Alumni Association are:

1. To keep a roster of all Alumni of college and their pertinent data.
2. Maintaining the updated and current information of all Alumni.
3. To encourage, foster and promote close relations among the alumni themselves.
4. To promote a sustained sense of belonging to the Alma Mater among the Alumni by being in regular contact with them.
5. To provide and disseminate information regarding their Alma Mater, its graduates, Faculties and students to the Alumni.
6. To assist and support the efforts in obtaining funds for development.
7. To guide and assist Alumni who have recently completed their courses of study at the DIPSER to keep them engaged in productive pursuits useful to the society.
8. To provide a forum for the Alumni for exchange of ideas on academic, cultural and social issues of the day by organizing and coordinating reunion activities of the Alumni
9. To let the alumni acknowledge their gratitude to their Alma Mater.

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Annual Action Plan

The Alumni Association achieves these objectives by staging an annual programme of events and reunions; through communications, by providing a range of discounts and services for alumni; and by supporting student scholarships and other fund raising initiatives.

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NSS: Work Procedure

Purpose: The main objective of this programme is to encourage active-participation of all students as such activities avail opportunities to the students to display leadership and social qualities.

Scope:

The procedure develops social qualities and good leadership among the students.

Responsibility:

The main responsibility of the Head of the Department is to motivate the students and create awareness about benefits of this programme.

Sl. No.	Work	Time
1.	Planning of the event	Before start of the Session
2.	Team Preparation	July
3.	Budget Preparation	Last week of July (In Consultation with Head of the Institute)
4.	Arrangement of inside campus movement	According to College Calendar
5.	Arrangement of outside movement	According to University, National and State Programme
6.	Arrangement of equipments for conducting the event	In Consultation with Head of the Institute
7.	Clearance for conducting the outside movement	In Consultation with Police Station and other Government Bodies.
8.	Publication of the event	In Consultation with PRO

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Work Procedure of Sports Committee

Purpose:

The main aim of this procedure is to develop good health and fitness levels of the students.

Scope:

The procedure which develops all the requisite physical components for students.

Responsibility:

The main responsibility of the Head of the Department is to supervise sports, games, health and fitness levels in students, and explore the boundaries of knowledge regarding sports and games.

Sl. No.	Work	Time
1	Planning for Sports and games	Before Start of the Session
2	Development of ground and equipment	Do
3	Stack Verification	Every month
4	Preparing Annual Sports Budget	According to Intramural Schedule
5	Arrangement of various intramural tournament	According to College Sports Calendar
6	Arrangement of various extramural tournament	According to University and State sports Schedule
7	Schedule for Practice Session	According to College and university time table
8	Coaching schedule for Games and sports	According to college Calendar
9	Annual Report	Before Annual day

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