



D.B.M.S. College of Education

(Recognised by National Council for Teacher Education)

Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand

Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097

E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

MINUTES OF THE MEETING

Date: 25/06/2025

Time: 11 A.M

Venue: Management Room

Members Present:

S NO	NAME	DESIGNATION
1	Mr B Chandrashekhar	President
2	Mr Satish Kumar Singh	Secretary, Governing Body
3	Mrs. Sripriya Dharmarajan	Secretary
4	Mrs. Sudha Dilip	Joint Secretary
5	Dr. Joohi Samarpita	Principal
6	Dr. Monika Uppal	IQAC Coordination
7	Mrs Pamela Ghosh Dutta	Controller of Examination
8	Mrs. Kanchan Kumari	IQAC Member
9	Mrs. Poonam Kumari	NSS Unit 1 Programme Officer
10	Mrs. Archana Kumari	Alumni Moderator
11	Mr. Sudip Pramanik	IT Technical Assistant
12	Mrs. Anjali Ganeshan	Office Assistant
13	Mrs. Rani Anupama	Principal, Utkramit Madhya Vidyalaya
14	Mrs. Kusum Tiwari	Principal, DBMS Girls High School
15	Mrs Pratima Sinha	Principal, Balichaila School
16	Ms Suyasha Kumari	President, Alumni Association

Joohi Samarpita
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17	Ms Diksha Kumari	Secretary, Alumni Association
18	Eliza Samad	President, Student Council
19	Neha Rani	Vice President, Student Council

MINUTES

1. POINTS ARISING FROM THE PREVIOUS MEETING

The action items from the previous meeting were read by the IQAC Coordinator Dr. Monika Uppal and it was reviewed. Most tasks were completed on schedule. Pending issues included the finalization of internship MoUs and follow-up on alumni engagement activities. These were carried over to this meeting for further discussion.

2. CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 05/10/2023

The minutes of the previous meeting held on 05/10/2023 were reviewed and unanimously confirmed with no amendments.

3. CURRICULUM DEVELOPMENT

The committee discussed updating the curriculum to align with the latest trends and NEP 2020 guidelines. Principal was congratulated for being selected as the member of Academic Council of Kolhan University. Two methods to be introduced soon by Kolhan University.

4. EXAM – INTERNAL AND EXTERNAL

- Internal exams were scheduled for both the semesters and Mrs. Pamela Ghosh Dutta was made in charge of assigning responsibilities.


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- External exam coordination with the affiliating university was discussed, and the examination committee was instructed to initiate preparations in advance.

5. INTERNSHIP RELATED ISSUES

It was noted that some students faced challenges in securing relevant internships. Dr. Monika Uppal thanked the principal representatives for making the internship in their respective schools move smoothly. They also discussed few improvements and suggestions were noted.

6. ADOPTION OF VILLAGE FOR COMMUNITY WORK

A decision was made to adopt Dhanchatani (a village name) under the institution's community outreach program. Activities such as health camps, literacy drives, and environmental awareness programs were proposed.

7. NEW STRATEGIES FOR ALUMNI ASSOCIATION EMPOWERMENT

To strengthen the Alumni Association:

- A dedicated alumni portal was proposed.
- Regular webinars and mentorship sessions were recommended.
- An annual alumni meet was tentatively scheduled for August/September 2025

8. DISTRIBUTION OF SUBJECTS

Subject distribution for the upcoming semester was finalized. IQAC Coordinator was asked to share the finalized workload with faculty members and submit the report to the Principal.

9. VALUE ADDED COURSE

It was agreed to introduce new value-added courses in areas like digital literacy, Yoga and Meditation, soft skills, and emerging technologies. Principal was asked to collaborate with external agencies for certification. A Pondicherry trip was also finalised for the firsthand knowledge of Yoga and Meditation.


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10. ANY OTHER WITH THE PERMISSION OF THE CHAIR

- A proposal for a faculty development program (FDP) in the next semester was approved.

The meeting ended with Vote of Thanks by Mrs. Kanchan Kumari.

Joshi Samarpita.
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