



# **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](mailto:dbms.edu23@gmail.com) | Website : [dbmscollege.in](http://dbmscollege.in)

## **CRITERION VI**

**6.1.2: Institution Practices Decentralization and Participative Management Documents to indicate Decentralization and Participative Management practiced in the Institution**

**6.1.2 Documents to indicate Decentralisation and Participative Management practiced in the Institution**



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## ROLE OF IQAC CO-ORDINATOR

- To coordinate the dissemination of information on various quality parameters of higher education
- To coordinate the documentation of the various programmes / activities leading to quality improvement in the teaching-learning process.
- To coordinate the quality-related activities of the institution
- To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- To coordinate the timely and efficient execution of the decisions of IQAC committee.
- To coordinate in preparation of SSR for NAAC assessment and accreditation process.

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## ROLE OF EXTENSION SERVICES OF CO-ORDINATOR

- To plan, implement and evaluate the extension activities in the college
- To prepare and submit proposals and consolidated reports on extension programmes in college.
- To act as liaison between the college and the community including external agencies on matters regarding community and extension services.
- To allot and monitor the students regarding Rotaract activities.
- To arrange for community camp and educational tour.
- To plan and organize awareness programmes for the community.

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## **ROLE OF THE VICE-PRINCIPAL**

She oversees

1. Academic matters
2. Students 'discipline
3. Leave letters of students
4. Late chit
5. Exam
7. Signing bus passes
8. Conduct of Mid and End Semester Examinations.
9. Arranging for photos/video recording in function.
10. Free attendance, Coordinator of elective courses.
11. In the absence of the Principal the Vice-Principal is responsible for the running of the college.
12. She supervises the student council election and its activities in close collaboration with the students' council advisers.
13. She convenes the student's council meetings, trainings, two or three times a semester and looks after the council members.
14. She studies the results of the students and keeps in touch with the weaker students.
15. She also meets the parents of the students, weak in studies, to discuss the progress of their wards.
16. She selects the students of for prizes and medals.
17. She approves the class tours, field trips of students and organizes internship of I B.Ed. and II B.Ed. students in consultation with the Principal.



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18. She visits the exam halls during internal tests and semester examinations.
19. She looks after the general discipline during functions.
22. She keeps the Secretary informed of all the general facilities to the staff and the students like the canteen, furniture, electricity, drinking water and other requirements.
23. She meets the Principal regularly and keeps her informed of all developments. She is also in constant touch with other officials and professors at the college.
24. The Vice-Principal works in close collaboration with the Principal and is responsible for the general discipline of students.

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## ROLE OF THE CONTROLLER OF EXAMINATIONS:

The right to design and execute an appropriate and effective method of evaluating the academic achievement of the students is central to the implementation of Autonomy of an Educational Institution. The Academic Community headed by the Principal / Director, has the ultimate responsibility for ensuring that the evaluation system is administered without any flaw. However, as a way of sharing of responsibility, the task of administering the evaluation system delegated to an Examination Cell headed by the Controller of Examinations.

1. Thus the functions, under the direction of the Principal, of the Controller of Exams is answerable to the principal, Examination and Awards Committees of the College. He has an independent office with the required number of co-workers.
2. She carries out the Continuous Internal Assessment after obtaining the approval of the Chairman or the Principal.
3. S/He plans the semester examination after obtaining the approval of the Principal.
4. S/He is assisted by the Vice-principal in organizing Continuous Internal Assessment and Semester examinations.

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## ROLE OF THE LIBRARIAN / FUNCTIONS OF LIBRARIAN:

1. She is in charge of day to-day administration of the Library.
2. She takes care of maintenance of registers such as register for entry of books, register for issue of annuals / bimonthly, subscriptions to journals and magazines.
3. She conducts book exhibition in consultation with the Secretary & Professors and the Principal.
4. She supervises the issue of books, return of books and their conditions by staff and students.
5. She orders for the binding of books, journals and magazines, e-journals in consultation with Library Director.
6. She maintains cleanliness and orderliness of the library.
7. She collects the late fee Rs.5/day book, if book is returned late.
8. She makes sure strict silence is observed inside the library.
9. She attends his duties from 8.00 a.m. to 2.00 p.m.
10. She has a break at 10.25 a.m. and returns duty at 11.00 a.m.
11. She informs the Secretary of the College as and when the Photocopies, Scanner, Computers and Printers are to be maintained and kept in working conditions.
12. She submits the account of photocopying, printing and sale of old papers to the Secretary of the College at the end of every month.
13. She informs the Principal and Secretary when books are lost or not submitted or not returned to Library by staff and students.
14. No one is allowed to use mobile inside the library.
15. She instructs daily the Assistant to Library about the works to be done.
16. No one can photograph pages of books and journals. These two must be displayed on the walls of the library

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## ROLE OF THE CO- ORDINATOR FOR WOMEN CELL:

- A senior faculty, interested in the welfare of women students, is appointed by the principal and is honorary assignment.
- She selects representatives from women students in the B.Ed. course in consultation with the Vice-Principal approved by the Principal.
- She engages special and health awareness programmes once in a semester on current, health, psychological and social issues.
- She conducts medical camp for women students of Education in collaboration with the VicePrincipal.
- She looks after the cleanliness of women students.
- She monitors the maintenance and cleanliness of women rest rooms.
- She assists the Vice-Principal in organising Rallies, Camps and Awareness programmes on Women's Day etc. on and off the campus.
- She organises Women's Day programmes and Women alumni day of DBMS College of Education.
- She addresses the grievances and needs of the women accordingly either to the Principal or the Secretary of the college.

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## **ROLE OF THE MODERATOR OF ALUMNI ASSOCIATION**

1. He should function as the co-ordinator and counsellor of the Association
2. He is the interpreter of the aims and objectives of the Association
3. He holds the highest executive office in the Association
4. He is to enrol new members to the Association
5. He is to maintain a register of the addresses of the Alumni
6. He will countersign all the cheques and receipts issued and collected by the Treasurer.

## **ROLE OF THE PRESIDENT OF ALUMNI ASSOCIATION**

1. He is the Head of the Association
2. He is to guide the functioning of the Association
3. He presides over the Executive Committee meetings and other general body meetings.
4. He is responsible for all the meetings of the Association.

## **ROLE OF THE VICE-PRESIDENT(S) OF ALUMNI ASSOCIATION**

In the absence of the President, the Vice-President, as the Ex-officio President of the Association, has powers to execute the duties of the President.



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## **ROLE OF THE SECRETARY AND JOINT SECRETARY OF ALUMNI ASSOCIATION**

The Secretary nominated by the teaching staff belonging to Executive Committee of Alumni Association of DBMS College of Education will discharge all the duties and responsibilities mentioned below. The Joint secretary selected from outside will assist him in all his duties. They will execute all the deliberations of the Association. They will be in charge of all the Correspondences under the guidance of the Director They are to record the proceedings of all the meetings of the Association in the minute-book and maintain it properly and present it in the Consecutive meetings. They will function under the supervision of the Executive President and under the guidance of the Director. He maintains the address of Alumni and adds new membership.

## **ROLE OF THE TREASURER OF ALUMNI ASSOCIATION**

1. He is in charge of all income and expenditure of the Association.
2. He will deposit the funds of the association in a bank or financial institution recommended by the Executive Committee.
3. He will Countersign all cheques and receipts issued and collected along with the Director.
4. He will submit periodical reports of the financial position of the Association to both the Executive Committee and the General Body for their approval.

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## List of Teachers Involved in Various Committees/Cells/Associations and In-charge of Other Activities

### SESSION- 2024-25

S NO	NAME OF THE COMMITTEE	LIST OF TEACHERS IN THE COMMITTEE	LIST OF NON-TEACHING STAFF IN THE COMMITTEE
1	GOVERNING BODY	Dr Joohi Samarpita-Principal Dr Monika Uppal- Vice Principal	
2	IQAC	Dr Joohi Samarpita-Principal Dr Monika Uppal-Coordinator, Kanchan Kumari, Pamela Ghosh Dutta	Anjali Ganeshan, Sudip Pramanik
3	STAFF COUNCIL	All Teaching Staff	
4	SEXUAL HARASSMENT & ANTI RAGGING COMMITTEE	Dr Joohi Samarpita-Principal Dr Monika Uppal-Coordinator, Dr Surina Bhullar, Gayatri Kumari	Sudip Pramanik
5	GRIEVANCE & REDRESSAL	Dr Joohi Samarpita-Principal Dr Monika Uppal-	Anjali Ganeshan



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		Coordinator, Mrs Gayatri Kumari, Dr Surina Bhullar	
6	PLACEMENT CELL	Sripriya Dharmarajan, Convenor; Dr Joohi Samarpita, Principal; Ms Mousumi Dutta	Anjali Ganeshan
7	SPORTS COMMITTEE	Mr Rakesh Kumar Mahato, Dr Surina Bhullar, Dr. Meenakshi Choudhary	Anjali Ganeshan
8	LIBRARY COMMITTEE	Ms Kajal Mahato, Mrs Anjel Munda, Dr. Surina Bhullar, Dr. Meenakshi Choudhary	Anjali Ganeshan
9	STUDENT COUNCIL	Dr Joohi Sampita- Principal Dr Monika Uppal- Coordinator,	
10	ALUMNI COMMITTEE	Dr Joohi Sampita- Principal Dr Monika Uppal- Coordinator, Mrs Archana Kumari	
11	MAGAZINE COMMITTEE	Dr Joohi Sampita- Principal	Anjali Ganeshan



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		Dr Monika Uppal-Coordinator, Mousumi Dutta	
12	WOMEN CELL	Dr Joohi Samarpita-Principal Dr Monika Uppal-Coordinator, Dr Surina Bhullar,	Anjali Ganeshan
13	CULTURAL CLUB	Mrs Amrita Choudhary,	
14	ECO CLUB	Ms Mousumi Dutta,	
15	SOCIAL SCIENCE CLUB	Mrs Poonam Kumari,	
16	IN HOUSE PROGRAMME PLANNING ADVISORY COMMITTEE	Dr Joohi Samarpita-Principal Dr Monika Uppal-Coordinator, Mrs Kanchan Kumari, Poonam Kumari, Archana Kumari	Anjali Ganeshan, Sudip Pramanik
17	ANNUAL CALENDAR AND TIME TABLE COMMITTEE	Dr Joohi Samarpita-Principal Dr Monika Uppal-Coordinator, Dr Surina Bhullar, Mrs Kanchan Kumari	



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18	MATHS CLUB	Mrs Gayatri Kumari,	
19	LITERARY CLUB	Dr. Monika Uppal Dr. Meenakshi Choudhary	

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## List of Non-Teaching Staff Involved in Various Committees/Cells/Associations and In- charge of Other Activities

### SESSION- 2024-25

S NO	NAME OF THE COMMITTEE	LIST OF NON-TEACHING STAFF IN THE COMMITTEE
1	GOVERNING BODY	
2	IQAC	Anjali Ganeshan, Sudip Pramanik
3	SEXUAL HARASSMENT & ANTI RAGGING COMMITTEE	Sudip Pramanik
4	GRIEVANCE & REDRESSAL	Anjali Ganeshan
5	PLACEMENT CELL	Anjali Ganeshan
6	SPORTS COMMITTEE	Anjali Ganeshan
7	LIBRARY COMMITTEE	Anjali Ganeshan Kajal Mahato Anjel Munda
8	ALUMNI COMMITTEE	Kajal Mahato Anjel Munda
9	MAGAZINE COMMITTEE	Anjali Ganeshan
10	WOMEN CELL	Anjali Ganeshan



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11	IN HOUSE PROGRAMME PLANNING ADVISORY COMMITTEE	Anjali Ganeshan, Sudip Pramanik
12	ANNUAL CALENDAR AND TIME TABLE COMMITTEE	Abhijit Dey

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## List of Students Involved in Various Committees/Cells/Associations and In-charge of Other Activities

S NO	NAME OF THE COMMITTEE	LIST OF STUDENTS IN THE COMMITTEE
1	IQAC	Eliza Samad, Neha Rani
2	STAFF COUNCIL	N/A
3	SEXUAL HARASSMENT & ANTI RAGGING COMMITTEE	Reema Roy, Pummy Kumari, Neha Rani
4	GRIEVANCE & REDRESSAL	N/A
5	PLACEMENT CELL	Ankur Kumar, Priyanka Kumari, Nitish Ghosh
6	SPORTS COMMITTEE	Diya Pramanik, Nitish Kumar,
7	LIBRARY COMMITTEE	Eliza Samad, Neha Rani
8	STUDENT COUNCIL	Eliza Samad, Neha Rani, Shubhangi Ghosh, Reema Roy, Pummy Kumari, Vishal Kumar, Rohit Poddar, Jyoti Kumari
9	ALUMNI COMMITTEE	Suyasha, D. Komal, Diksha Kumari, Aafreen, Manimala Mahato
10	MAGAZINE COMMITTEE	Subhangi Ghosh, Natasha Mary Joseph, Trisha Sarkar, Reema Roy
11	WOMEN CELL	Pummy Kumari, Neha Rani
12	CULTURAL CLUB	Nitish Ghosh, Natasha , Pummy Kumari, Antara Sarkar, Spriha
13	ECO CLUB	Prabha Kiran, Pooja Tandon, Siddhi Jalan,
14	SOCIAL SCIENCE CLUB	Neha Rani, Mamoni Namta, Diya Pramanik, Rohit Poddar



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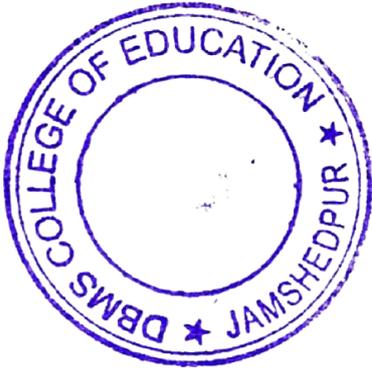
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15	IN HOUSE PROGRAMME PLANNING ADVISORY COMMITTEE	Diksha Kumari (Alumni Member), Ms Suyasha Kumari (Alumni Member), Neha Rani , Eliza Samad
16	MATHS CLUB	Nitish Kr Ghosh, Kiran Mahato, Jyoti Kumari
17	LITERARY CLUB	Ankur Kumar, Subhangi Ghosh, Mamoni Namda, Trisha Sarkar



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