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

6.2.3 ANY OTHER RELEVANT INFORMATION

| AREAS OF GOVERNANCE	DETAILS OF FUNCTIONAL ASPECTS
PLANNING AND DEVELOPMENT	All planning for improvement of the institution is done and disseminated online. The process of planning is initiated and the time-table for all the classes are planned well in advance. The division of syllabus amongst staff, syllabus completion reports and the required planning for curricular aspects, practical activities, project work, co-curricular activities, sports activities, celebrations and process of evaluation are planned ahead using Ms Office, Google Classroom and LMS. All the respective in-charges design and share their plan with the principal. The Planning Board comprising of Secretary, principal, vice principal, teachers, non-teaching staff discuss the matter and the plans are then made on the computer, once being approved, are then implemented.
ADMINISTRATION	The details of the students are entered in the database (Sal Server 2014) of the computer and all their details are recorded digitally. LMS is being used in our college. The website displays notices before admission, and reports of recent events written by students. Most of the account documentation is digitally maintained, student information likewise. Office transactions are computerized.
FINANCE AND ACCOUNTS	TALLY Solutions is used by the accountant. All accounts of the college are digitalized. Fees is collected online and salaries are given to the staff through bank accounts.

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STUDENT ADMISSION AND SUPPORT	The list of students allotted after counselling is displayed on the portal online. The details to be collected for the ID Card, library card etc. are all done online. Important notices like late comers, examination timetable, circulars, PTA meeting notice etc. are sent either through personal mail or WhatsApp. All the study material is sent to them either through mail, Google Classroom or LMS. Assignments, project work or ppt presentations are submitted on Google drive. The online feedback is collected through Google Forms. All ongoing events are updated on the college website.
EXAMINATION SYSTEM	Form filling for Kolhan University end semester exam is done online. The student has to fill in the form individually and the Admit card is received online individually. The student downloads the admit card and brings it to the principal for signature. The attendance and marks of the internal examination is sent to Kolhan University online.
BIOMETRIC/ DIGITAL ATTENDANCE FOR STAFF	The attendance of the staff is also online. The college uses IAS or Time watch Attendance software for face biometric on the arrival and departure of the staff
BIOMETRIC/ DIGITAL ATTENDANCE FOR STUDENTS	The attendance of the students is also online. The college uses IAS or Time watch Attendance software for face biometric on the arrival and departure of the student. The list is displayed on the notice board and the list if absentees are sent to the parents online.
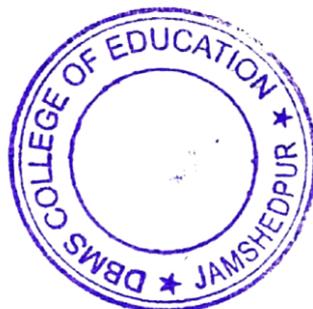
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JAMSHEDPUR