



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

CRITERION VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2.3. STRATEGY DEVELOPMENT AND DEPLOYMENT

Annual e – governance Report

The college has implemented e-governance across all functions with the aim of creating a simpler and more efficient governance system. The implementation is geared towards promoting transparency and accountability in all college functions. Additionally, the implementation aims to achieve a paperless environment within the college while providing easy and quick access to information.

The college ensures the implementation of e-governance in the following areas of operation:

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination System
6. Biometric/digital attendance for student teach



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I. PLANNING AND DEVELOPMENT

1.1. Institutional Website

The college has implemented an e-governance system aimed at ensuring transparency and accountability across all its functions. As part of this system, the college website serves as an information hub providing details on college activities, courses offered, and other essential notices. The administrative and teaching faculties are maintaining and updating the website to ensure that it remains current and relevant. The college aims to highlight its vibrancy and activity levels through its website and requires all significant notifications to be promptly uploaded as soon as they are released.

1.2. Online Communication Platform

The use of various online communication platforms has greatly facilitated the communication and collaboration among the teaching and non-teaching staff members at the college. The use of Google platforms for teaching faculty has enabled the college to share important information and notices with them. This online platform allows for real-time communication, as well as the sharing of documents and resources, among the teaching staff members. The use of the college website as a platform for communication has also been effective in reaching out to students, parents, school teachers, administrators and employers. This platform allows the college to disseminate important information such as academic schedules, e-study materials, examination timetables, and results. The creation of two WhatsApp groups, D.B.M.S. STAFF official notification and D.B.M.S. COLLEGE, has also been effective in sharing information related to academic, curricular, and professional aspects with the teaching and Nonteaching staff. For students we created batch wise like D.B.M.S. B.Ed. 2024-26, D.B.M.S. B.Ed. 2023-2025, D.B.M.S.



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B.Ed. 2022-2024. The use of these groups has facilitated the sharing of important updates, notifications, and circulars, besides providing a platform for the discussion of new ideas for development. Overall, the use of these online communication platforms has greatly improved the efficiency and effectiveness of communication among the staff members and students at the college, which in turn has contributed to the smooth functioning of the institution.

1.3. e - Academic Calendar (Institutional Website)

Our institution is dedicated to provide a high-quality learning experience for our students. Our academic calendar plays a vital role in organizing and coordinating various academic activities throughout the year. It is designed to ensure a structured and balanced schedule for students, faculty, and administrators.

Key features of our institution's academic calendar are Class Sessions, Assessments, Examinations, Academic Events, Celebrations, Meetings, functions, seminars and Workshops, Holidays etc. an effective academic calendar in providing a structured and conducive learning environment. By incorporating the above features into our calendar, we planned to support the academic success and personal development of the students.

1.4. Plans for Futuristic Teaching Methodology

Implementing a futuristic teaching methodology requires a strategic and holistic approach. By integrating technology, promoting critical thinking, personalizing learning, and fostering ethical and global citizenship, educational institutions can prepare students for the challenges and opportunities of the future. This comprehensive plan serves as a roadmap for embracing innovative teaching practices and creating a dynamic and future-ready learning environment. Every month we are planning the activity through the planning and



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evaluation committee and staff council. A monthly calendar is a valuable tool for organizing, planning, and managing time effectively. By utilizing its features and benefits, individuals can enhance their productivity, reduce stress, and achieve a better work-life balance. Whether in digital or physical form, a monthly calendar serves as a reliable companion in keeping track of important dates and events, making it an essential component of personal and professional organization

II. ADMINISTRATION

2.1. Institutional Website

The college has implemented an e-governance system aimed at ensuring transparency and accountability across all its functions. As part of this system, the college website serves as an information hub providing details on college activities, courses offered, and other essential notices. The administrative and teaching staff has received training to enable them to make updates on the website regularly. They are responsible for maintaining and updating the website to ensure that it remains current and relevant. The college aims to highlight its vibrancy and activity levels through its website and requires all significant notifications to be promptly uploaded as soon as they are released.

2.2. Hi-Speed Internet access, Wi-Fi, CCTV

a) Wi-Fi Access: Our college provides free Wi-Fi internet facilities to all the faculty members and students to enhance their academic performance research activity

b) CCTV (Closed-Circuit Television): Our college is fully secured with CCTV surveillance. The purpose of CCTV is to monitor and record activities in specific areas for security and surveillance



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purposes. CCTV systems consist of cameras that capture video footage and transmit it to a recording device or a centralized monitoring station. The recorded footage can be monitored in real-time or reviewed later to detect and investigate incidents, deter criminal activities, and enhance security.

2.3. Online Fee Payments (Institutional Website)

Our college provides online payment facilities to students to pay their fee easily and conveniently. Online payments provide a secure, convenient, and efficient way to transact and transfer funds electronically. They have become an integral part of e-commerce, digital business models, and a modern financial system, offering numerous benefits.

2.4. Staff e - Circular

We created the separate WhatsApp group for faculty members (D.B.M.S. STAFF & D.B.M.S. COLLEGE) also circulate through mail for easily circulate the information regarding academic events, celebrations, programmes employability's and announcements etc. to reduce the papers.

III. FINANCE AND ACCOUNTS

The procedures mentioned in the statement are all aimed at ensuring quality and transparency in the financial management process.

i. Maintenance of voucher system while giving a small amount of money by the accountant: This procedure ensures that a proper record of all transactions is maintained. By using vouchers, the accountant can maintain an accurate record of all small transactions, which helps to ensure transparency and prevent fraudulent activities.

ii. Maintenance of note sheet for withdrawal of money through Principal and Secretary: This procedure ensures that there is a proper



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authorization process in place for withdrawing money. By using a note sheet, the Principal and Secretary can approve or reject a request for withdrawal based on the purpose of the transaction. This helps to prevent unauthorized withdrawals and ensures that all transactions are legitimate and transparent.

iii. Maintenance of expenditure and balance through the excel system immediately after the disbursement of the money to the claimant: This procedure ensures that all transactions are recorded in a timely and accurate manner. By using e - governance to maintain expenditure and balance, the accountant can quickly and easily keep track of all expenses and income, ensuring that the institution stays within budget and has a clear understanding of its financial health.

iv. All types of income and expenditure of the institution are routed through internal and external audits: This procedure ensures that all transactions are transparent and accountable. By routing all income and expenditure through internal and external audits, the institution can be confident to build trust with stakeholders and maintain the institution's reputation. In summary, by adopting these procedures, the college ensures that its financial management process is transparent, accountable, and free from fraudulent activities.

3.1. Internal fund transactions - (Institutional Finance Management System) The college has effectively implemented e-governance in financial management using Tally as its own Institutional Accounts System. This helps to maintain financial records in an effective and efficient manner.

The Income and Expenditure Statement, Balance Sheet, and all analysis Reports are generated through this software, which ensures the accuracy of financial data. Appropriate security measures also taken to maintain confidentiality of financial transactions. Regular



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training and software updates are provided to the staff members to ensure that they are equipped with the necessary skills to use the software effectively.

IV. STUDENT ADMISSION AND SUPPORT

The college follows an open and transparent strategy for the admission process, which is further strengthened by ethical practices and regulations. The college publishes a brochure that contains guidelines for the admission process, and it is displayed on the college website. This helps prospective students and their parents to understand the admission process and the eligibility criteria for various courses offered by the college.

4.1 Regarding the student admission in B.Ed. course, it is monitored by J.C.E.C.E.B. The following are the steps being followed:-

- Advertisements in Local newspapers and hoardings at strategic points in the city
- Notification received by the college from J.C.E.C.E.B
- Admission to be governed by category wise seat allotment rules (SC, ST, OBC, EWS)
- Form filled up online by the prospective candidates
- Examination conducted at Ranchi
- Counselling conducted at Ranchi
- 1st Merit List generated as per candidate's CML rank and received by the college
- Admission process started at the college
- Verification of documents and collection of fees



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- List of admitted candidates submitted online to J.C.E.C.E.B
- Assessment of vacant seats by J.C.E.C.E.B
- 2nd Merit List generated as per candidate's CML rank and received by the college
- Admission process started at the college
- Verification of documents and collection of fees
- List of admitted candidates submitted online to J.C.E.C.E.B
- Assessment of vacant seats by J.C.E.C.E.B
- 3rd Merit List generated as per candidate's CML rank and received by the college
- Admission process started at the college
- Verification of documents and collection of fees
- List of admitted candidates submitted online to J.C.E.C.E.B
- Assessment of vacant seats by J.C.E.C.E.B
- Seats opened - Those who have applied in J.C.E.C.E.B but not assigned a college may take admission in any college as per their choice.

This ensures that the college has accurate information about the students and their academic qualifications. The college also verifies the information provided by the students through various sources, including the relevant educational boards. The college follows ethical practices and regulations to ensure that the admission process is fair and transparent. Overall, the college follows open and transparent strategy for the admission process with its ethical practices and regulations which helped maintain the credibility and reputation of the



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institution. It has also made the admission process convenient and accessible for students from all backgrounds.

4.2. e - Prospectus (Institutional Website)

The e - prospectus of our college is consists of information about college profile, courses offered, scheme of the examination, syllabus of all the core courses, pedagogical courses, elective course and enhancing professional capacities etc.

4.3. e - Syllabus (Institutional Website)

Every year we are updating the syllabus of Value Added courses by including brochure, latest updates, innovative teaching methodologies and course content.

4.4. Online Class (Google Meet)

Our faculty members are using Google meet for handling the online classes, conducting the meetings (if required), and online webinars.

4.5. Learning Management System (Ed mingle)

Our faculty members are using Ed mingle for sharing the study materials to students and evaluating the assignments. Students also are using the Google class rooms for submitting the assignments and downloading the study materials for preparing the examination.

4.6. e - Materials for TET and CTET Examinations (Institutional Website)

Every year we are conducting special coaching classes for B.Ed. students for State Teacher Eligibility Test (TET) & Central Teacher Eligibility Test (CTET). Many students qualified the examinations and got appointment in Government High Schools, Higher Secondary School and other minority schools etc.



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4.7. e - Learning Materials (Institutional Website)

Faculty members are also using blogs and college apps for sharing the study materials, latest methodologies and academic related materials to students.

4.8. Grievance Redressal (Institutional Website)

Grievance Redressal System is a vital part of any administration. It is the responsibility of the College Administration to provide a secure and contented environment to all its Staff and Students. The Grievance Redressal Committee has been formed in the College as per the UGC guidelines to redress the grievances of the students. Since the inception of the college, the Committee has been under the direct purview of the Principal. The grievances received by the Principal are forwarded to the Committee members concerned who look in to the problems depending upon the seriousness of the issue. The Committee has been continuously striving to take the best efforts possible to create a harmonious and conducive atmosphere to everyone in question through black and white format as well as through online (Google form/ e mail).

4.9. ICT enabled Classrooms:

Our college has a greater number of classrooms with latest ICT facilities for teaching - learning purpose. The students use these facilities effectively and efficiently.

4.10. Library - Integrated Library management System

Integrated Library Management System was established in the college library since 2018. An Integrated Library Management System performs library automation and collection development tasks broken down into different and circulation commonly done in any library. It is built on a centralized database and normally utilizes a common



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computing platform and consolidates all library operations into a uniform and enterprise wide system.

V. EXAMINATION SYSTEM

The college has implemented an online system for managing internal assessment marks and allowing students to report any discrepancies. The controller of examination has a separate space on the college website. The rules and regulations to be followed during the examination are found on the website. The dates of internal and external examinations are uploaded on the college website. The results of the semester examinations are released on the website. When the students have grievances regarding the conduct of examinations or result, they may send their grievances by filling the examination online grievance form.

VI. BIO-METRIC/ DIGITAL ATTENDANCE

Bio-metric/ digital attendance for staff

Bio- metric attendance is followed in the college; every staff must affix every morning and afternoon the face detection in the Bio-metric machine.

Bio-metric/ digital attendance for students

Bio- metric attendance is followed in the college; every student must affix every morning and afternoon the face detection in the Bio-metric machine.

Thus, by making use of all the e-governance facilities available the students and staff benefit a lot and there is a quick process of admission, administration and examination systems during 2023-24.



Monika
DR. MONIKA UPPAL
IQAC CO-ORDINATOR
D.B.M.S. COLLEGE OF EDUCATION



Joshi Samarpita
PRINCIPAL
D.B.M.S. COLLEGE OF EDUCATION
JAMSHEDPUR