



# 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

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### THE IQAC COMMITTEE MEETING

### ATTENDANCE SHEET OF THE MEETING HELD

ON 27-04- 2024

ACADEMIC YEAR 2023-24

S NO	NAME	DESIGNATION	RECEIVED COPY OF MINUTES: SIGN
1	Mr. B Chandrashekhar	Chairman	
2	Mr. Satish Singh,	Secretary Governing Body	
3	Mrs. Sripriya Dharmarajan	Secretary, Management	
4	Dr. Joohi Samarpita,	Principal	
5	Dr Monika Uppal,	IQAC coordinator,	
6	Mrs Kanchan Kumari,	Member	
7	Mrs Pamela Ghosh Dutta	Member	
8	Dr. Abishek Nag,	Principal, Swami Vivekananda College of	



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		Education	
9	Dr Shaila Jabeen,	Assoc. Prof., Women's University	<i>Shaila Jabeen</i>
10	Mrs Shipra,	Principal, Tata Workers Union School	<i>Shipra</i>
11	Mrs Gurpreet Bhamra	Principal, DBMS Kadma School	<i>Gurpreet Bhamra</i>
12	Mrs Pratibha Sinha	Principal, Balichaila School	<i>Sinha</i>
13	Nistalla Shailja	Student representative	<i>N. Shailja</i>
14	Neha Rani	Student representative	<i>Neha Rani.</i>



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting of the “Internal Quality Assurance Cell (IQAC) DBMS College of Education, Jamshedpur, held on 27-04- 2024 at 12:00 PM in the Conference Hall of the college.

### MEMBERS PRESENT

1. Mr. B Chandrashekhar, Chairman
2. Mr. Satish Singh, Secretary Governing Body
3. Mrs. Sripriya Dharmarajan, Secretary, Management
4. Dr. Joohi Samarpita, Principal
5. Dr Monika Uppal, IQAC coordinator,
6. Mrs Kanchan Kumari, Member
7. Mrs Pamela Ghosh Dutta
8. Dr. Abishek Nag, Principal, Swami Vivekananda College of Education
9. Dr Shaila Jabeen, Assoc. Prof., Women’s University
10. Mrs Shipra, Principal, Tata Workers Union School
11. Mrs Gurpreet Bhamra , Principal, DBMS Kadma School
12. Mrs Pratibha Sinha, Principal, Balichaila School
13. Nistalla Shailja, Student representative
14. Neha Rani, Student representative

Agenda No. 1	Saraswati Vandana	
Minutes	The meeting commenced with the recitation of Saraswati Vandana	
Agenda No. 2	Points arising of the previous minutes- ATR on the meeting held on - 02-12- 2023	
Minutes	Presentation of the ‘Action Taken Report’ on the points discussed in the meeting on 02-12- 2023	
	ITEM IN THE AGENDA	ACTION TAKEN
	Value added courses	The IQAC Coordinator said that many students were benefited with the Certificate



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		<p>courses that were offered in the college. After discussion, it was suggested to organise VACs on some other areas apart from the ones conducted last year namely– communication skills, Finance, Fashion designing and Gardening . The duration of the course should be minimum 30 hours and resource person should be experts in that particular field. The classes should be conducted during college hours and attendance should be made mandatory for students.</p>
	Digitalisation of Education	LMS from EDmingle was installed and sessions on its usage was conducted. Self study courses specially online courses were initiated by the staff and students
	Review of the academic performance and progress of students.	Students have performed fairly well in their university semester exams. Revision and remedial classes were scheduled effectively.
	Identification of areas for improvement.	Parents teacher meet was organised and a healthy discussion led us to plan ahead. Marathon was also organised by the college and students participated with full swing. Sports day and alumni meet were also conducted.
Agenda No. 3	Confirmation of the minutes of the previous meeting.	
Minutes	The minutes of the last meeting were confirmed by the chairman.	
Agenda No. 4	Community welfare activities to be organized this academic year	
Minutes	Principal suggested lot of activities to be conducted for the welfare of the community. Rotaract club should organise many such events. Outreach programmes should be organised related to the issues prevalent like Dengue awareness, river cleaning drive, Vote awareness rally, no plastic drive etc. To inculcate social-emotional learning the college should organize a visit to old age homes, school of hope children, homes for destitute, etc. The students should plan for the inmate's games, songs and dance to bring happiness and smiles on their faces.. Awareness programs on importance of	





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	Cleanliness and prevention of diseases should be organized.
Agenda No 5	Safe and clean environment
Minutes	It was suggested by the secretary that next 6 months should be devoted to clean environment. Many activities should be planned and one international seminar to be organised on the same theme. The college has won Garden of the Year award for the 3 consecutive years and this time again we need to participate. New ideas on the same were welcomed.
Agenda No. 6	FDP's to be organised
Minutes	IQAC coordinator proposed some new FDP's that the college can organise, and the staff can participate both offline and online. Few suggestions were given by other members also.
Agenda No. 7	Campus placements
Minutes	IQAC coordinator suggested to have 5-day regular and vigorous training sessions for the final semester students on placement which should include- how to write resume, how to face interview, mock interviews etc. it was suggested by the secretary that the placement cell in charge should invite maximum schools in and around Jamshedpur for placements.
Agenda No.8	Any other point with the permission of the Chair
Minutes	The Secretary of the governing body, Mr Satish Singh reported about the present scenario regarding admissions. The Kolhan University news was also discussed.
Agenda No. 9	Concluding remarks
Minutes	Mrs Sripriya Dharmarajan, Secretary DBMS College of Education thanked all the Committee members for their presence at the meeting and for their valuable suggestions.
Vote of Thanks	The meeting concluded with a vote of thanks by the Chairperson.