

D.B.M.S. COLLEGE OF EDUCATION
KADMA, JAMSHEDPUR



POLICY MANUAL

2022



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PREFACE

DBMS Trust is one of the oldest NGO in the Steel City of Jamshedpur mainly in the field of education. The Trust was started in a small way by a group of South Indian ladies way back in the early fifties to keep in touch with the South Indian culture and music. Later, a formal trust was formed and they entered the foray of education. DBMS is a very strong brand name in the field of education. It caters to the educational needs of various segments of our society. DBMS English School (ISCE) was started in 1965 and over the years, it has emerged as one of the most sought after school in Jamshedpur with more than 3000 students from Lower KG to +2 levels. Observing the strength of the Trust, Tata Steel decided to outsource one of its schools to be affiliated to CBSE Board and now we have DBMS Kadma (CBSE) High School from nursery to +2 level with approximately 2600 students which was started in the year 2004. For parents of low / middle income group, the Trust runs a Hindi medium school (affiliated to Jharkhand Academic Council), with partial assistance from the State Government. An NIOS affiliated school is being run wherein many failures and dropouts from ICSE/CBSE schools are admitted. Considering the need for bringing up the literacy level in our state, the Trust runs TWO schools for economically challenged families. DBMS Lilliput School is a free institution for BPL students from LKG to Std 10. Considering the need for quality teachers in the state, the Trust started a College of Education (DBMS College of Education) affiliated to Kolhan University and recognized by NCTE in the year 2018. The DBMS College of Education was inaugurated in July 2018 by Honourable chief minister of Jharkhand Sri Raghubar Das.

The campus is situated near Kadma Bazar in a lush green and pollution free environment. The college is catering to the educational needs of the society by providing various courses like B.Ed and D.El.Ed.with its massive infrastructure, well equipped laboratories , completely Wi-Fi enabled campus and a good collection of national and international journals. With state of art educational infrastructure the college provides top quality education to the prospective teachers. Facilities provided by DBMS College of Education are well qualified teachers, spacious digital class rooms, fully air-conditioned multipurpose hall, library , computer lab, Psychological Resource center, well equiped Science lab, Health & Physical Education Resource centre , Art & Craft Resource Centre . Orell E-Learning & English Language Teaching Platform Enabled computer Lab etc. Our students , when they graduate, will be equipped with talent, practical training and a high degree of communication skills. This will be our gift to the citizens of Jamshedpur and to Jharkhand.

1. INTRODUCTION

D.B.M.S. College of Education sees education as a proactive investment of quality time and resources in building a culture of excellence, inclusion, innovation, integrity and service. Our vision is to engender holistic transformation of the student by promoting excellence in the realms of intellect, personality and service. To realize this, our strategy is to create Teachers of Competence which is an indigenous approach that combines teaching, research and social outreach to drive social transformation.

1.1 VISION

To produce fair-minded leaders of distinction and dignity, committed to lifelong learning, leading meaningful lives, and serving society.

We want to create outstanding teachers and nurture them in an atmosphere of intellectual vigour and moral values. The youth of Jharkhand may find their fulfilment, achieve success, and contribute constructively towards the development of the nation. Our constant endeavour is to provide a safe, secure & conducive learning environment to those who aspire to gain from higher education. We try to educate young minds to be competent, committed & compassionate citizens who can respond thoughtfully & responsibly to the challenges of an ever-changing world.

Sarva Dharma Sama Bhava (*सर्वधर्म समभावः*) is the vision of D.B.M.S. College of Education through which value-based education is imparted.

1.2 MISSION

D.B.M.S. College of Education is committed to provide holistic education that brings transformation of body, mind & spirit. We strive for academic excellence with a focus on:

- Co-curricular activities for the all-around development of their personality.
- Ethical higher learning
- Nurturing a sense of social responsibility
- Creating gender-sensitive classroom
- Creating awareness about the environment and sustainability.
- An optimistic outlook towards life.

D.B.M.S. College of Education will provide all the students with a well-balanced,

carefully structured & affordable education to develop to their full potential, empowering them to think creatively and critically to face the challenges of the 21st century.

1.3 CORE VALUES

1. Quest for Excellence in learning and life
2. Service and sustainability
3. Nurturing spiritual and emotional quotient
4. Inclusiveness and integrity

1.4 MOTTO

ज्योतिर्मय ज्योतिर्देहि - Our Logo reflects the idea of spreading effulgent light of knowledge and dispelling darkness of ignorance. It is only through education that one can spread knowledge and our trust is fully dedicated towards this endeavour through all our voluntary workers in various institutions.

2. CURRICULAR ASPECTS

2.1 CURRICULUM PLANNING AND IMPLEMENTATION

2.1.1 Planning and Delivery

- a. Curriculum planning and delivery is envisaged through three mechanisms: Annual evaluation and planning meetings, preparation and publication of academic calendar, regular convening and documentation of staff meetings.
- b. **Annual evaluation and planning meetings:** Annual evaluation and planning meetings are to be held at the institutional level at the end and the beginning of an academic year respectively.
- c. The perspective plan document shall be used as a basis of evaluation and planning.
- d. The college has certain key activities that guide curricular, co-curricular and extracurricular aspects. Based on feedback from evaluation meetings, during planning meeting, these key activities are to be revised, determining new focus areas and action strategies.
- e. The time schedule for the upcoming semester/year is also decided tentatively.
- f. These planning and evaluation meetings shall be documented thoroughly,

- indicating achievements in the previous year and targets for the upcoming year.
- g.** During these meetings, new office bearers are to be selected from among staff to head various clubs and committees.
 - h. Academic Calendar:** As part of curriculum implementation, the college follows the University calendar with regard to curricular aspects. However, every year the college shall print its own calendar incorporating university calendar and college level activities.
 - i.** The calendar is to be published on college notice board and circulated among students.
 - j. Staff meetings:** The implementation of curriculum involves the following activities: maintenance of attendance books and attendance registers for students and teachers, timely conduction and evaluation of internal and external exams, assignments, seminars and dissertations.
 - k.** Co-curricular and extra-curricular activities are also to be conducted regularly in a timely manner.
 - l.** At least one staff meeting is to be conducted every month to ensure that the activities are proceeding as per plan.
 - m.** More staff meetings can be convened based on need. The minutes of these meetings are to be prepared and documented in the minutes books of the Academic committee, along with the signatures of teachers present and at each meeting.

2.1.2 Curriculum Development

- a.** Kolhan University initiates syllabus revisions every five year.
- b.** The faculty involved in the process shall ensure active participation of students, other faculty, alumni & experts in the process of syllabus framing of Value-added courses.

2.1.3 Membership in Board of Studies/Academic Bodies

- a.** It is mandatory for all teachers to participate in assessment of internal and end-semester answer papers and invigilation duties, with regard to the Kolhan University.
- b.** Participation in the assessment and curriculum development processes outside

the University is also encouraged, with the condition that such engagements should be reported to the college office following due procedures, and ensuring that existing responsibilities in the college are not interrupted.

2.2 ACADEMIC FLEXIBILITY

2.2.1 Certificate/Diploma courses

- a. Presently, the college offers B.Ed. Course under Kolhan University & approved by NCTE and D.El.Ed. course under the Jharkhand Academic Council (JAC)
- b. College offers few values added courses as Communication Skill And Language, Micro Teaching Training, Yoga Certificate Course, Art and Craft Certificate Course. The college shall reserve the right to mandate compulsory attendance in institutional programs if it feels these are essential to student formation.
- c. Faculty-in-charge of these programs shall maintain a register which has details of all students enrolled in each course. Also reports of each programs are to be maintained as proofs.

2.2.2 New Courses

- a. Every effort shall be made to add new courses to the college.
- b. Historically, D.B.M.S. College of Education had been a teacher training college. However, with the advent of the new educational policy and the significance of a multi-disciplinary outlook, we realize the need for diversification. While priority shall still be to facilitate new and innovative courses in the field of education, we shall be open to exploring other options.

2.3 CURRICULAR ENRICHMENT

2.3.1 Value-Added Programs:

- a. The college shall offer a number of programs, in addition to curricular activities, to develop the knowledge, skills and exposure of students.
- b. Students shall be given opportunities to attend lectures, seminars, conferences, workshops etc. within the college.
- c. Students shall also be encouraged to attend value added programs outside the college, provided that usual curricular processes are not interrupted.
- d. Currently, at the institutional level, we have the following platforms/bodies, in addition to curricular aspects, to discuss and inculcate values on certain issues.

| | |
|-------------------------|-------------------------|
| Human Values | Value Education Program |
| Professional Ethics | Communicative English |
| Professional Competence | Micro Teaching |
| Skill Development | Art and Craft |
| Physical Health | Yoga |

2.3.2 Experiential Learning

- a. Being an educational institute, with a majority of diverse group, experiential learning is mandatory for the students. The courses shall offer maximum opportunities for experiential learning.
- b. Experiential learning includes field work, internships, lab work etc.
- c. Field work opportunities may include exposure visits, concurrent field work, block field- work, study tours, camps, live-in exposures, action projects, project work, participation in research projects and other programmes organized by government or non-governmental bodies.
- d. The college shall secure and safe keep letters which indicate that students completed internship in a particular organization. Also, college shall collect feedback from school principal, with regard to the same.
- e. Wherever possible college shall endeavor to obtain proof of participation and collaboration with other organizations for field work.
- f. Departments shall maintain a field work files which provides details of field work schedules, institutions/communities/agency supervisors and students related to field work.

2.4 FEEDBACK SYSTEM

- a. Inclusive growth of an institution can take place only if the stakeholders provide feedback and the institutions takes requisite action based on feedback. The college shall make all efforts to collect feedback from all stakeholders in a timely manner and taking action on feedback.
- b. Feedback shall be collected from all stakeholders.
- c. We have seven categories of stakeholders, namely- students, parents, teaching, non-

teaching staff, alumni, school principals and community.

- d. Feedback is collected at different levels, using different methods at different times of an academic year.
- e. **Open House:** At the end of a semester, students are seated in a group and asked to provide verbal feedback on their learning experience. Principal are the point persons for Open Houses. They are responsible for documenting the processes of Open House, discussing the issues raised with all faculties, taking appropriate action, and conveying the action to students.
- f. **IQAC-headed Feedback Systems:** The other feedback forms/processes presently used in the college are Teaching Learning and Infrastructure Performa for 2nd semester students, Exit Interview Tool for 4th semester students, Teaching Staff Evaluation Form, Non-Teaching Staff Evaluation Form and Alumni Feedback Form.
- g. **Principal Feedback Form:** College is responsible for contacting school principal and collect feedback from them about the students placed witht hem and about the curriculum, new trends and competencies etc.
- h. **Feedback Reports:** Report of feedback shall be generated within 15-days of receiving such feedback. The responsibility for preparing report of college level event is with the teacher- designated.
- i. **Action Taking at the college level:** All feedback or feedback reports generated at the college shall be discussed by the faculty or faculty-in-charge. Where possible, action shall be taken immediately and documented along with the feedback report as *Action Taken*. Where it will incur time to take action on particular feedback, plans for addressing such feedback shall be made and reported as *Action taken (plans)*. Every effort shall be made to address such feedback within 2 months of receiving the feedback.
- j. **IQAC and feedback:** All feedback reports with Action taken (wherever applicable) shall be sent to the IQAC. IQAC shall be responsible for collecting, analyzing and listing suggestions provided during institutional level feedback like Alumni Feedback, Teaching and Non-teaching feedback, Teaching-Learning and Infrastructure feedback etc.
- k. **Action-taking at the institutional level:** All suggestions listed by IQAC as part of

institutional feedback shall be submitted before a high-level committee, which shall review the feedback forwarded to it by IQAC. The committee shall make plans for implementation of feedback and conduct regular meetings to ensure that these plans are being carried out.

3. TEACHING- LEARNING AND EVALUATION

3.1 STUDENT ADMISSIONS

- a. Admissions to B.Ed. program shall be done based on government and university norms.
- b. Prospectus of the college shall be available online for students applying for admissions.
- c. Diversity in terms of residence, language, religion, gender etc. shall be encouraged.

3.2 TEACHING - LEARNING PROCESS

3.2.1 College roles

- a. The teaching-learning process in DBMS college of Education shall promote the implementation of quality teaching and learning aimed at molding of individuals for the society.
- b. The college commits to providing a learning environment in which all students are challenged through high quality teaching, supported by excellent learning ambience.
- c. D.B.M.S. College of Education proposes to facilitate beyond academic achievement by developing a passion for learning, a capacity for independent and critical thinking, self-awareness and resilience, self-confidence and genuine interests that extend beyond the confines of the classroom.
- d. The practicum shall be an integral part of the andragogy of the teaching-learning process of the institution.
- e. The college shall promote collaborative teaching models.

3.2.2 Teacher roles

- a. Faculty members are expected to demonstrate sound knowledge and understanding of the subject matter being taught.
- b. Teachers will be individually and collectively responsible, to teach the

curriculum.

- c. Proper management of time to meet curricular requirements as per the university schedule is essential.
- d. Teachers shall meet and follow all university requirements with respect to teaching- learning.
- e. Teachers shall implement effective assessment strategies to review student progress.
- f. As part of the teaching learning journey, students may be taken into confidence from time to time by communicating their current level of attainment at the end of every internal examination and what they need to do to improve.
- g. Every teacher is expected to evaluate the impact of their teaching in order to continue improving as a reflective professional.
- h. Teachers are advised to utilize a range of teaching, methods and strategies that support students to think and learn in diverse ways;
- i. Innovative teaching methods shall be made use of, and such models be documented.
- j. Teachers may constructively check and appreciate students' prior knowledge to build on, experiences, and skills.
- k. Collaborative teaching models shall be promoted.
- l. Teachers advocate for their students in order to help them meet their social, emotional and educational needs.
- m. Teachers continue to grow professionally in both their discipline and general andragogy.
- n. Teachers shall recognize their responsibility in having the ability to influence students as learners and individuals with integrity.

3.2.3 Student roles

- a. Students shall contribute whole heartedly to the engaged competence building process.
- b. Students shall involve voluntarily in curricular and co-curricular activities.
- c. To ensure that the education received is holistic, leading to personal transformation; students shall make best use of opportunities like student support activities and facilities, mentoring and other value-added courses and resources

of the college.

- d. Students shall submit assignments, seminars and other requirements as per stipulations and punctually.
- e. Students shall carry out field work / internship rigorously, ensuring that the requisite hours are met and the reports are submitted regularly in prescribed format.
- f. Students shall accept feedback from teachers with openness and make every effort towards self-enhancement.
- g. Students shall work hard to ensure that they pass the program within the stipulated time.
- h. Students shall make every effort to complete university requirements for program completion, in terms of fees to be paid, certificates to be submitted or verified etc., to ensure that their results are not withheld.

3.3 USE OF ICT IN TEACHING

- a. Teachers shall use opportunities to introduce technology integrated learning.
- b. E-content, digital content and E-Learning platforms shall developed continuously and be used to tide over contingent situations like pandemics.
- c. Teachers shall be provided training with respect to technology integrated learning.
- d. Teachers shall keep note of all the electronic, online resources and applications they use for teaching-learning purposes.
- e. A page on website shall be dedicated to ICT Resources.

3.4 MENTORING

- a. Mentoring shall be provided by staff to all the students to help them realize their full potential.
- b. Each student will be assigned a mentor at the beginning of their course, who would continuously assess the student progress and report to the department council on the progress and the necessity for support.

3.4.1 College's Responsibility

- a. The college shall allot a single hour every week to mentoring.
- b. A teacher will be designated at the college-level as in-charge of mentoring. The teacher in-charge shall ensure that mentoring happens according to schedule and

that the qualitative aspects of mentoring are adhered to.

- c. Teachers shall be provided adequate guidance regarding the mentors' responsibilities and support.

3.4.2 Teacher-Mentor's Responsibility

- a. The Teacher Mentor shall meet their mentees on a regular basis and a dossier shall be maintained for each student and the same would be updated as and when a meeting happens.
- b. The Teacher mentors shall assist in the identification of students who require additional personal or academic support and to ensure appropriate interventions.
- c. End semester assessments shall be discussed with the Principal and remedial measures shall be formulated where ever necessary.
- d. A feedback shall be provided to the student; this may be done individually or with the entire group sitting as a board based on a consensus, in the better interest of the student
- e. Critical, life-threatening issues shall be brought to the attention of the principal and referred if it is likely to affect the life of the student or anyone concerned.
- f. The mentors shall ensure the privacy and confidentiality of the mentees.
- g. The mentor shall maintain a file of mentees assigned to him/her and record meetings in the file.
- h. The mentor shall provide report of mentoring to the mentoring team.

3.4.3 Student-Mentee's Responsibility

- a. Each student is responsible for meeting the mentor periodically (as specified).
- b. This, however, shall not limit the mentee from meeting any other 'mentor.'
- c. The student shall, as far as possible, be forthright and willing to self-disclose with the Mentor.
- d. The student needs to be aware and informed about the probability that critical, life- threatening issues may be intimated and referred if it is likely to affect the life of the student or anyone concerned.

3.5 ADVANCED AND SLOW LEARNERS

- a. The college shall make every effort to encourage advanced learners and assist slow learners. However, the college shall not encourage the use of the terminology

“advanced” and “slow” learners, especially before students, so as to prevent discrimination.

- b. An Induction program shall be conducted for minimum 2 days duration for freshers, to introduce and induct students to the culture, systems and facilities of the college.
- c. Data shall be collected on the learning styles and capabilities and achievements of students at three levels- during entry, using the Entry level Assessment Tool (EAT), after each of the two internal exams and after results of end-semester exams are published.
- d. The primary route through which the needs of advanced and slow learners are catered to will be through mentoring.
- e. Mentors shall, as part of their weekly mentoring sessions, identify problems faced by slow learners and explore avenues for advanced learners. Such interventions shall be documented.
- f. Suggestions for remedial classes shall be forwarded by the mentor to the principal, which shall organize remedial classes.
- g. Programs for advanced learners shall be designed by the mentor considering the interests and capabilities of the advanced learner.

3.6 EVALUATION PROCESS AND REFORMS

- a. The college shall encourage varied assessment procedures, in keeping with university norms.
- b. Reforms shall be initiated periodically.
- c. Any complaints in relation to exams shall be addressed by the Examination Cell.
- d. The name and contact details of Examination Cell shall be published in the Handbook and Calendar.

3.7 STUDENT PERFORMANCE AND LEARNING OUTCOMES

- a. D.B.M.S. college of Education is committed towards pursuing an Outcome Based Education (OBE) methodology.
- b. All teachers and students in DBMS college of Education shall be aware of the Program Learning Outcomes (PLO) of the college
- c. Program Learning Outcomes, and Course Learning Outcomes shall be made measurable as far as possible and the student achievements shall be quantified.
- d. All curricular, co-curricular and extra-curricular activities and assessments of students

shall be planned and designed to incorporate the Program Learning Outcomes, and Course Learning Outcomes.

- e. Teachers and students shall be conscious of the need to achieve the Program Learning Outcomes, and Course Learning Outcomes.
- f. During the end of each semester, student performance on outcomes shall be consolidated and presented to students, taking their feedback.
- g. Technology shall be developed to facilitate the process of measuring and communicating of outcomes.

4. RESEARCH, INNOVATIONS AND EXTENSION

4.1 RESEARCH

- a. Research shall be a priority area of the institution placing it on par with teaching-learning process.
- b. All the research activities of the institution shall come under the larger umbrella of IQAC.
- c. The Principal shall be the Director of IQAC.

4.1.1 Funded Research

- a. The faculty members shall be given full autonomy in the organization and conduct of research projects. All the infrastructural and administrative facilities shall be made available to them for the conduct of the research projects.
- b. External research funding may be generated by the faculty from various sources, both national and international funding agencies.
- c. Seed money shall be made available to the faculty members, if needed, for the start-up of the research projects.
- d. Students, research scholars, and alumni-involvement and support shall be encouraged for institutional research projects, if required.
- e. Collaborative research with other institutions shall be promoted.
- f. Separate account shall be maintained for each project and all payments shall be made within the stipulated time specified by the funding agency or 30 days of the completion of the project.
- g. Utilization certificate of the projects shall be provided on time.
- h. Transparency shall be ensured in all dealings by getting the account audited every

year for projects exceeding one year.

- i. Faculty members shall be encouraged to acquire higher qualification in their respective domains to equip them better in the conduct of research.

4.2 PUBLICATIONS

4.2.1 DBMS Publications

- a. Faculty and students of DBMS can make use of DBMS publications for their publication needs as a platform to disseminate the research outputs in social science areas.
- b. All the work submitted to the DBMS publications shall be reviewed by a publications committee.
- c. The publications shall be predominantly in the form of working papers or books.
- d. The publications division shall provide ISBN to the authors on request; however, the cost of publications shall be borne by the author(s).
- e. Publications like NEP 2020, Samunat Bharat, Vidhya Vahini will fall under the head DBMS Publications

4.3 CONSULTANCY

- a. The faculty members shall be encouraged to take up consultancy services.
- b. The institution shall bring out a consultancy directory which shall carry details of the faculty members and their domains of expertise.
- c. The profiles of the faculty members shall be given in the college website.
- d. The income generated through consultancy on working days shall be shared on a 60-40 basis. As part of the consultancy services, faculty members shall offer extension lectures and training sessions to various groups and agencies.
- e. Auditorium, Language Lab shall be the recognized center, offering consultancy and training programs in communication, new techniques of teaching, community development, family and student counselling, women empowerment and soft skill training.
- f. The faculty members of the college shall be encouraged to take up consultancy works
- g. The income generated through consultancy is shared between the faculty involved and the institution. The ratio of sharing is 60:40. 60% of the income generated shall be

given to the faculty and 40% to the institution.

- h.** The income generated through consultancy shall be utilized as stated in the finance policy.

4.4 EXTENSION

- a.** DBMS College of Education has always had an unflinching commitment to community engagement and service. Our vision, mission and motto shall always resonate social engagement and service.
- b.** The extension and outreach activities of the college shall be operationalized at in three ways:
 - The field work of the students.
 - outreach activities,
 - Extension and outreach programs.

4.4.1 DBMS Extension Services

- a.** DBMS functions as the field laboratory where the classroom concepts and theories of Education are field-tested and applied.
- b.** The duties of the Extension Services can be summarized as follows:
 - it shall function as an extension wing of the College, mobilizing, empowering people and activating them in participatory development initiatives in a sustainable framework.
 - it shall create and provide infrastructural support as the nodal centre of excellence in extension services to promote integral development through social transformation.
 - it shall extend its infrastructure to create, develop and sustain inter- organizational linkages and networking systems among voluntary organizations.
 - it shall create adequate infrastructure for functioning as a field laboratory where the classroom concepts and theories can be field-tested in the communities through Interventional activities.
- c.** The infrastructure of the college shall be enhanced to provide counselling services and guidance on education, guidance and counselling, student issues and parenting.
- d.** The college shall constantly upgrade and maintain infrastructure such as public

addressing system, ICT facilities, halls, canteen, etc.

4.4.2 Outreach activities of the department

- a. The extension and outreach shall be an integral part of the teaching-learning process of the institution.
- b. The extension and outreach programs shall enrich the classroom learning.
- c. Each outreach activity shall be followed up by a collective reflection and personal integration process, whereby the students critically assimilate the insights gained from the experience in the field.

4.4.3 Field Work

- a. Fieldwork shall be as per the curriculum of the concerned program. Each department shall organize programs, by mobilizing internal and external resources.
- b. Teaching faculty shall identify areas of intervention for extension activities in accordance with their vision and mission (Program objectives).
- c. Field work activity shall reflect the motto of the college.
- d. The departments shall reserve its right to decide on how the field work should be conducted. The college shall mandate the number of hours required for field work, avenues for field work, the formats to be used and the standards to be met for fieldwork.

5. INFRASTRUCTURE AND LEARNING RESOURCES

5.1 INFRASTRUCTURE

- a. Development and maintenance of infrastructure at DBMS College is to assist the college ineffectively achieving its mission of teaching, learning, research, and extension.
- b. The Existing Physical Infrastructure includes:

Buildings with their Furniture : (1) Class Rooms, (2) Psychology Lab, (3) Faculty Rooms, (4) Library (5) Method Room, (6) Auditoriums, (7) Administrative Offices, (8) Library (9) ICT Resource (10) Examination Room, (11) Canteen (12) Computer Lab, (13) Science Lab, (18) common Room, (19) Stock rooms and Store rooms, (20) Wash rooms

Outdoor infrastructure: Lawn, Garden and Vegetable Corners, Playgrounds,

Parking Facilities

Other Assets: *ICT Facilities, Recreational and sports equipment, Transportation, Water Purifier cum Cooler, Sound System, Notice boards, Sanitary Napkin Vending Machine, Hand sanitizer system.*

5.1.1 General Policies

- a. The responsibility of the use of the entire infrastructure of the campus is invested with the respective staff, students and other stakeholders.
- b. The college shall upgrade and maintain infrastructure in accordance with its academic growth.
- c. Annual maintenance during the summer holidays shall be done.
- d. Need based upgradation of the facilities shall be undertaken.

5.1.2 Specific Policies

- a. The college shall seek and explore possible funding sources such as DBMS Trust and Alumni for constructing, upgrading and maintaining the building.
- b. The college shall create or acquire durable, functional and lasting sets of furniture for office, library, classrooms and auditorium. Furniture shall be upgraded according to changing times and trends.
- c. Portable teaching amplifiers/LCD Projectors can be made available for classes and seminars.
- d. The college shall ensure that there is a system for documenting lending and returns about assets of the college.
- e. There shall be a system for documenting functioning and non-functioning assets.
- f. The college community shall take the responsibility of maintaining the surrounding lawn and garden.
- g. The lawn shall be used for functions or programs only with the permission of the authority.
- h. The college shall ensure diversity in planting trees.
- i. The students and staff are to be encouraged to utilize the playgrounds optimally.
- j. As far as possible the college shall share its playground with the school to ensure its optimal utilization.
- k. Whenever possible the playgrounds and auditorium shall be made available to

local community and other stakeholders of the College.

- l.** Common room and women's health room shall be maintained in the college. The service of an on-call doctor/nurse can be ensured.
- m.** Transportation facilities shall be provided as per the prior request from the college.
- n.** Notice boards shall be cleared every 2 months, and the documents transferred to the Notices file for the year.

5.1.3 Rules for staff and students on utilizing college infrastructure and assets

- a.** All students and staff shall take utmost care while utilizing the common assets of the college.
- b.** No student or staff shall experiment with assets they are not capacitated to operate. If instructions are pasted against the asset, follow them carefully. The college technical staff shall be summoned to operate assets that require expertise.
- c.** Any damage or mal-functioning of assets shall be reported promptly to the staff-in-charge.
- d.** Students and staff shall not use, reorganize, renovate or relocate common assets unless they receive permission to do so.
- e.** All assets transferred from one location to another shall be returned to the previous location, unless there is a decision on the contrary.
- f.** Unless specified, all chairs, once used in the auditorium shall be returned and stacked against the back wall of the room.
- g.** While co-organizing events and activities in the college, staff and students borrowing common assets (for example: mike systems, crockery, gardening tools etc.), shall enter such lending and their name in the register for the purpose, in the presence of the staff-in-charge. They shall return all such borrowed items in the presence of staff-in-charge and place this on record with their signature.
- h.** Staff or students receiving permission to utilize college space and facilities after class hours, shall be responsible for safekeeping of the space and facilities, until they are re-entrusted or returned on the next working day. All such spaces and facilities shall be left or returned exactly as it was when it was taken custody of.
- i.** The responsibility of maintaining the neatness of the classrooms is vested in the students of that class and is to be enforced through the leader of the class.

- j.** Staff and students leaving a classroom or other space at the closing, shall ensure that all fans, lights and electrical equipment shall be switched off (unless specified). The windows and doors shall be closed and latched. If students leave the classrooms after college hours, the leader shall ensure that the door shall be locked and the key shall be returned to the office.
- k.** Students shall not be permitted to use library when classes are going on, unless special permission is secured.
- l.** Students shall keep silence in the library and use the library for furthering academic competency.
- m.** Printing, Photostat and other related facilities shall be used only during the time allotted for the same.
- n.** Regarding assets that can be used only on the basis of prior or post payment, the student shall secure receipts for the same and shall safely keep such receipts during the stay in DBMS.

5.2 LIBRARY

- a)** DBMS Library is envisaged to serve the needs of our Faculty, Students and other stake holders. It is developed as an important repertoire of learning resources, functioning as the heart of the college with the following vision and mission.
- b)** The vision of the library is to create and sustain a culture of learning, oriented towards inquisitive reading habit and quality research, facilitated by cutting edge technology.
- c)** The mission of the library is to make available updated knowledge resources to the academic community/academia, expeditiously.
- d)** The library shall upgrade its facilities and services in tune with the advancing technology.
- e)** Library services shall be made available during the hours before and after the class hours so that the students can avail the facilities beyond class timings.
- f)** Library shall maintain open-access system.
- g)** Library membership shall be given to: Students, Faculty, non-teaching, Staff, Alumni, External users (temporary membership).
- h)** Library shall be developed as a hybrid learning resource centre incorporating both print and electronic resources.

- i)* The internally generated knowledge resources such as Project Reports, books, journals, journal articles and conference proceedings shall be documented and made available in the library.
- j)* Issue privileges shall be given to students, staff, and alumni and period of loan shall be fixed as per government norms.
- k)* Overdue charges for delayed returns shall be charged as per existing government orders.
- l)* The computer facilities in the library should be utilized only for the academic purposes.

5.3 ICT Infrastructure and E-GOVERNANCE

- a)* Consonant with its vision the College is committed to maintain a well-equipped state of the art ICT infrastructure for the academic and administrative requirements.
- b)* ICT Infrastructure of our college includes the following: Computers and printers, Servercomputer, Smart boards, Projectors, High speed Internet facility, Wi-Fi routers, Website, Intranet services, E-documentation, Institutional repository and electronic resources, Audio-visual facilities – Sound system, speakers, microphones, still and video cameras, E- communication – email, Facebook, WhatsApp, Digital library, Office and library automation package, Intercom facility, Public addressing system.
- c)* The college shall provide ample information and communication technology infrastructure to execute the educational, administrative, communicative and operational responsibilities of the stakeholders.
- d)* Every stakeholder should have access to the ICT infrastructure of the college for academic or administrative purposes.
- e)* The institution shall be committed to continuous upgrading and expansion of ICT infrastructure and to ICT enabled teaching/learning practices.
- f)* The college shall maintain server computers through which centralized monitoring, networking and sharing of computers are to be executed. The system administrator shall take care of and monitor the ICT infrastructure of the college.
- g)* Prior permission shall be sought from the system administrator for the use of common laptops, camera and other ICT equipment in order to facilitate effective use of these resources.

- h)* Stake holders are expected to use internet facilities for academic or administrative purposes only. Free internet and Wi-fi access shall be available to all the students and faculty and they should be password protected and centrally monitored.
- i)* A common website shall be maintained, updated and upgraded. Reports, photographs and videos of all the programs held in the campus are to be documented, uploaded and maintained systematically.
- j)* Institutional repository shall be preserved and made available through intranet facilities.
- k)* The ICT skill training (Student IT up gradation program and Faculty IT up gradation program) shall be conducted periodically (excel, SPSS, Digital library / Library automation, and other e- resources platforms).
- l)* The college shall send its staff for workshop/training programs for skill up gradation and for gaining awareness about latest developments in the ICT arena.
- m)* Social media groups of alumni to be administered by Alumni secretary.
- n)* College email ids are to be maintained by the system admin.
- o)* Institutional email ids (departmental and individual) shall be facilitated.
- p)* ICT Skills shall be imbibed in students and staff through various training programs: MS - Excel, Digital library / Library automation etc. Certificate will be issued to students who successfully complete the training program(s) on MS Excel.

5.4 FINANCE

5.4.1 Scope

- a.** The financial policies are delineated with a view to facilitate the efficacious functioning of the college as a center of excellence as its vision envisages. These policies help us for judicious deployment of funds, containing costs, and prompt development of state-of-the-art academic and infrastructural facilities. These define income trajectories, expending criteria and accountability structures.
- b.** This policy encompasses the following aspects:
- Fund Collection from multiple sources
 - Fund Utilization for various purposes
 - Financial assistance and scholarships
 - Budgeting and Auditing

5.4.2 General Policies

- a. All financial transactions are to be properly accounted.
- b. Financial transparency shall be maintained.
- c. All transactions are to be done in consultation with respective authorities.
- d. Money shall be released at the receipt of duly attested requests submitted well in advance.
- e. Accounts of the expended amount are to be submitted to the office within 10 days of the transaction.
- f. Development and maintenance need of the institution shall be a major priority in expending the finance.
- g. Accounts of the college are to be audited by respective agencies so appointed by the management from time to time.

5.4.3 Scholarships, Free-ships and Awards

- a. The college shall facilitate the process for securing State-level scholarships applicable to its students.
- b. At the college level, separate amount is earmarked for providing scholarship, free-ships and endowment awards every year.
- c. Endowment awards are given according to the merit or merit cum means.
- d. Scholarships and free-ships are offered to students with potential and who are financially weak as per the recommendations from the Principal and approval of the management committee.
- e. Scholarships are expected to cover part of tuition or part of expenses for other fee.
- f. The college shall continue to generate the scholarship fund from various sources gradually so that it can meet the growing requests for assistance.
- g. The donors request for instituting awards and scholarships shall be scrutinized by the management and decision on the same is to be made in tune with the policies of the management.
- h. Awards are also instituted for **General proficiency Academics, Topper in pedagogy subjects, Perseverance, Best attendance, All Rounder, Trend Setter, Trail Blazer, Student for others.**
- i. Awards are usually presented during the college day/Graduation Night every

year.

- j. A list of all awards, scholarships offered by the college shall be published in the calendar.
- k. Efforts shall be made to enhance the Scholarship and Endowment Funds from alumni and other stakeholders.
- l. Awards are determined based on academic or extra-curricular performance, certified by teachers of a department or teachers-in-charge of arts and sports respectively.
- m. Assessment for eligibility for scholarships and free-ships shall be made by the Departments by studying the background of students.
- n. The amount received and distributed as scholarships shall be audited.

5.4.4 Alumni Contributions

- a. On special occasions institution can seek contributions from the Alumni. Certain such occasions identified include: Jubilee Celebrations, Building and developmental works, Organization of seminars/workshops, Infrastructural up-gradation, Endowment awards and scholarships.
- b. Alumni membership fee is to be collected and maintained by the alumni executive committee.

5.4.5 Consultancy contribution by the staff

- a. All the consultancy programs of the staff are considered as the consultancy service of the college.
- b. 40 percentage of consultancy income shall be shared with the institution.

5.4.6 Purchase Department account

- a. The college needs to utilize PD account for purchasing stationery, sports items, audio-visual items, periodicals, and newspapers.

5.4.7 Budgeting and Auditing

- a. Budget is to be prepared in advance for every financial year and has to get sanctioned by the management committee and approved by the finance committee of the governing body of the college.
- b. Management account is to be audited at the end of every financial year

6. STUDENT SUPPORT AND PROGRESSION

6.1 STUDENT SUPPORT PROGRAMMES

- a. Student support programs in the college shall provide platforms for student engagement and empowerment.
- b. The College shall provide support to maintain physical and mental health of the students which would be essential to achieve academic and career goals.
- c. Student support programs include:
 - The student clubs: Literary club, Science club, eco club etc
 - Guidance and counselling.
 - Career Counselling shall be an integral part of mentoring.
 - ICT Skills Training: Students shall be given input on different ICT tools and techniques.
- d. Faculty shall be appointed as in-charges of student support programs.
- e. Faculty-in charge shall ensure that the registers for clubs are maintained, with names and signatures of students participating and brief report of club activities.
- f. Faculty-in-charges of clubs shall be committed to providing high-quality input and enhancing participation of students in the club activities. They shall ensure that evaluations are conducted periodically and take-action on feedback received.
- g. The college shall encourage and in some instances mandate attendance of students in certain student support programs.

6.2 ALUMNI ASSOCIATION

- a. DBMS recognizes its Alumni as one of its greatest strengths.
- b. The Alumni Association shall be a separate body.
- c. The Alumni Moderator is the point person of all Alumni related activities. The Alumni Secretary is usually a nominated faculty member.
- d. Accounts of the Alumni Association shall be kept separately and audited separately. The Alumni Treasurer is also a nominated staff member.
- e. Every effort shall be made to mobilize our Alumni, share with them our achievements and our path forward. Facebook pages, Website portals and WhatsApp groups of Alumni members may be created for this purpose by the Alumni Secretary.
- f. An Alumni e-newsletter shall be published every year and circulated among alumni, highlighting college achievements and alumni engagements during the year.

- g. An annual general body meeting shall be conducted every year during which Alumni President and Alumni Managing committee members are elected.
- h. The first new Alumni Managing Committee meeting shall preferably be held soon after the general body meeting.
- i. Subsequent meetings of the Managing Committee shall be conducted to plan and implement activities of the Alumni Association. All such meetings shall be documented in the Alumni Minutes book.

7. GOVERNANCE, LEADERSHIP AND MANAGEMENT

7.1 HUMAN RESOURCES POLICY

7.1.1 Service Rules

1. **SCOPE:** These Service Rules, namely Service Rules of D.B.M. S. College of Education, Farm Area, Kadma, Jamshedpur, will apply to all employees of the said college.
2. **DEFINITION:**
 - A. "College" means the D.B.M. College of Education, Jamshedpur.
 - B. "Employees" means an employee of the college who is engaged in teaching/office/support services.
 - C. "Secretary" means the Secretary of the College Managing Committee.
 - D. "President" means the President of the College Managing Committee.
 - E. "Principal" means the Principal of the College.
 - F. "Managing Committee" means the Managing Committee of the College.
3. **INTERPRETATION :** In any dispute arising out of the interpretation of these rules the decision of the Managing Committee shall be final and binding on all and shall be final.
4. **CHANGES/AMENDMENT IN THE SERVICE RULES:** The Managing Committee may from time to time alter / amend / delete the Existing clause / clauses or introduce new clauses as may be deemed necessary.
5. **APPOINTMENTS :** All appointments will be made by the Managing Committee based on such criteria as may be laid down by NCTE/Kolhan University specific case by the college management. As a proof of the age, the employee should produce his/her birth certificate (issued by the Municipality / Corporation / Notified Area Committee, as the case

may be, of the place of Birth) of the School/College Leaving Certificate.

6. TERMINATION :

- A. The employment of a permanent employee may be terminated on one month's notice in writing on either side or one month's salary in lieu thereof. At the discretion of the Managing Committee the notice period can be waived. The service of an employee can be terminated, without assigning any reason, with a week's notice on either side in writing on a week's salary in lieu thereof in case of unsatisfactory performance or gross misconduct.
- B. An employee may be retired on medical grounds from the service of the college even Before attaining the age of 60 years if he/she is found to be medically unfit to continue to perform his/her duties.

7. LEAVE AND HOLIDAYS :

- a) Leave cannot be claimed as a matter of right. The leave sanctioning authority shall have the right to grant, refuse, revoke, cancel or curtail the leave applied for.
- b) Employees who fail to report for duty on the re-opening day after any vacation without the prior permission of the leave sanctioning authority or without sufficient reasons justifying such absence, may forfeit their salary for the vacation period.
- c) Leave cannot be combined with holiday on either end. It can be either prefixed (before) or Suffixed (after). If the employee is absent on both ends the entire vacation is counted as leave.
- d) The Leave Sanctioning Authority shall be the Secretary or Principal or such persons as may be empowered by the empowered by the Managing Committee from time to time.
- e) In keeping with the dignity of the occasion, the attendance of employees at the flag hoisting ceremonies on 26th January and 15th August and college functions is compulsory for duration of such functions, unless at his/her request with prior notice, he/she has been excused by the competent authority from such presence for any reasonable cause.
- f) Leave permissible to permanent staff: -
- i) Leave treated as duty, viz:
Casual leave
Duty leave
 - ii) Leave not debited to leave account -

Maternity leave

8. CASUAL LEAVE :

- ❖ Total casual leave granted shall not exceed 16 days for teachers and 19 days for non-teaching staff in an academic year.
- ❖ Support staff are only entitled to 19 days leave. They have to report for duty during vacation days also.
- ❖ The academic session is 01st July to 30th June and all leave will be applicable for this year only.

9. DUTY LEAVE :

a. Duty leave may be granted for:

- i. Attending conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university.
- ii. delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice Chancellor;
- iii. Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university;
- iv. participating in a delegation or working on a committee appointed by the Government of India, State Government, a University Grants Commission, a sister university, or any other academic body, and for performing any other duty for the university.

b. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.

c. The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances; and

d. Duty leave may be combined with earned leave.

10. SPECIAL LEAVE :

a) Female employees will be eligible for 2 days special leave per month on specific request.

- b) In the event of bereavement of a member of the family of an employee, he/she will be given 3 days special leave with pay. In case he/she has to go out of station, 5 days special leave with pay will be given.
- c) The term 'family' would mean mother, father, brother, sister, spouse and children of the employee. (Mother - in - law/father - in - law only its consideration)

11. PERMISSION TO LEAVE DURING WORKING HOURS : No, employee will be allowed normally to leave the college premises during his/her hours of work. He/ She can do so only with the prior permission of the Principal / Vice Principal or any such other person authorized to grant such permission.

12. LEAVE WITHOUT PAY : The Leave Sanctioning Authority may grant leave without pay in appropriate cases at its sole discretion when the employee has no leave to his/her credit.

13. MATERNITY LEAVE : In accordance with Maternity Benefit Act, a female employee who has put in six months service may be granted maternity leave with full pay on production of a Medical certificate from a registered Medical Practitioner certifying expected date of confinement. The total period of Maternity leave with full pay will not exceed 6 months. The term 'Service' for these purposes excludes leave without pay.

14. MISCONDUCT : Without prejudice to the general meaning of the term misconduct it shall be deemed to mean and include the following: -

- A) Willful insubordination or disobedience or refusal of any lawful or reasonable order of superior.
- B) Inciting, Instigating or Organizing illegal strike, Sit down or stay in strike or otherwise indulging in acts of violence etc.
- C) Sleeping on duty.
- D) Refusing to accept transfer from one shift section, department, class or location to another.
- E) Theft, Fraud or Dishonesty in connection with the affairs of the college.
- F) Demanding, offering, or accepting bribe or illegal gratification in connection with the affairs of the college.
- G) Habitual absence without permission or information or without assigning any proper reason for the same, including overstaying leave without proper information

or without sufficient ground.

- H) Riotous or disorderly behavior, threatening, intimidating, coercing any individual/body connected with the activities of the college, interfering with other employee's work, assault or threat of assault, act or acts having subversive effect on discipline.
- I) Drunkenness, Intoxication and indecent behavior in the college premises.
- J) Drinking in the college premises. Attending duty or entering the college premises under the influence of Alcohol.
- K) Smoking on the premises.
- L) Not maintaining a sober style of attire while coming to college.
- M) Organizing, attending or taking part in meeting in the premises of the college without the prior permission of the Managing Committee.
- N) Giving false/misleading information regarding name, age, father's name, qualification, experience, other personal particulars etc. at the time of appointment or during the tenure of his/her service.
- O) Tempering/falsification/defacement/destruction of records pertaining to the college or such records as are kept in the premises.
- P) Indulging in acts which are detrimental to the image/interest of the college.
- Q) Unauthorized or forcible use or possession of any property of the college.
- R) Carrying on money lending business in the college premises.
- S) Habitual late coming an irregular time keeping.
- T) Leaving place of work during / normal duty hours without permission.
- U) Engaging during duty hours in any private work, or in any other employment.
- V) Undertaking any other employment without the prior permission of Managing committee.
- W) Violation of any of the above rules/regulations or such rules/regulations as may be framed by the Managing Committee from time to time and amendments thereto.
- X) Conviction by a court of law for any criminal offence including moral turpitude.

15. PUNISHMENT FOR MISCONDUCT: An employee shall be liable to be dismissed if found guilty of any misconduct. An employee dismissed or discharged for misconduct shall not be entitled to any notice or pay in lieu of notice.

The Managing Committee may at its discretion give the employee the following punishment in lieu of dismissal:

a. Censure

b. Warning in writing

c. With-holding of increment

d. Suspension without pay up to a maximum of 15 days.

e. Discharge

f. Dismissal

- Before punishing an employee a charge sheet will be issued to him/her informing him/her of the misconduct and giving him/her an opportunity to explain his/her position and if the explanation is found unsatisfactory and enquiry will be conducted into the charges by a Committee appointed by the Managing Committee, for the purpose.
- If the allegations against the employee are of a serious nature and it is considered expedient to do so the Principal or by a person duly authorized by the Managing Committee may suspend such an employee from duty pending enquiry. During the period of suspension pending enquiry the employee will be entitled to 50% of his/her pay.
- If after enquiry, the employee is found guilty and an order of discharge or dismissal is passed under this clause, the employee shall be deemed to have been absent from duty during the period of suspension and shall not be entitled to any remuneration for such period and the subsistence allowance already paid to him/her shall be recovered.
- Provided further that where the period between the date on which the employee was suspended from duty pending enquiry and the date on which an order of suspension as punishment is passed exceeds fifteen days then the employee shall be deemed to have been suspended only for fifteen days or for such shorter period as may be have been specified in the order and for the remaining period he shall be entitled to the same wages as her would have received if he had not been placed under suspension pending enquiry, after deduction the subsistence allowances already paid to him for such period.

16. DELEGATION OF AUTHORITY: Managing Committee may from time to time empower such person/persons who will be deemed to be the competent for taking appropriate action under these rules for the purpose of general administration save and except that in case of discharge/dismissal such power shall vest with the Managing Committee.

17. The service rules will become effective immediately. In case of any doubt a copy of the Service Rules approved by the Managing Committee and kept with the Secretary which will be deemed as the correct one.

7.1.2 Staff Development

- a.** The college shall plan and offer staff development programs, for both teaching and non-teaching staff, after considering their preferences, to enhance their competencies. At least one program shall be offered at the institutional level for each category of staff in a year.
- b.** The college shall encourage teachers to attend faculty development programs, seminars, conferences and other training programs, as well as pursue higher education.
- c.** The college shall encourage teachers to make high-quality research publications, take up the Massive Open Online Courses, and contribute to other platforms of knowledge development. Teachers shall be encouraged to acquire a Ph.D. degree.
- d.** Teachers shall be motivated to submit themselves to Performance Appraisal as per intervals prescribed by the University rules.

7.1.3 Financial and other Assistance to staff for faculty development

- a.** Where the college or department deports a teacher to attend seminars, conferences or other training programs that adds direct value to the institution, the college shall undertake to reimburse all expenditure incurred by the staff. The staff shall safekeep all receipts/bills for the purpose.
- b.** The college shall conduct at least one faculty development programs for the staff meeting all expenses of resource persons, lunch and refreshments.

7.1.4 Staff Welfare Programs

- a.** Staff Welfare programs in DBMS shall be aimed at building the bond between the staff and fostering a family atmosphere of warmth, support and concern.

- b. A staff welfare fund shall be instituted for honoring and supporting staff in the achievements of personal milestones like marriage, house constructions, house warming, retirements and so on.
- c. Medical support shall also be offered by management to staff who are in need.
- d. A picnic shall be organized for all staff once in a year.
- e. Facilities for fitness, sports and recreation can be used freely by all staff.
- f. Recreational, sports and arts activities may be arranged for staff.
- g. Family members of staff shall be part and parcel of all celebrations of the college, especially Saraswati Puja, Garba night and College Day/Graduation Night celebrations.

7.1.5 Staff Code of Conduct

- a. Staff shall stand as one before students and be united in conveying the policies of the college to students.
- b. Staff shall set examples for students with respect to all matters of the college campus.
- c. Staff shall report on time for duty and sign the attendance register as soon as they reach the college.
- d. Any casual leave shall be applied for using the casual leave slip. If casual leaves cannot be notified in advance, they shall be reported to the principal by phone, and the casual leave slip shall be written on the first working day after leave.
- e. Staffs are to be present in the college campus during working hours. If for any purpose, staff has to leave college premises such absence shall be reported to the Principal and entered in the Outgoing register.
- f. If faculty takes up academic assignments/consultancies outside teaching, during working hours, they shall apply for duty leave in advance, submitting proof of such assignment in the form of solicitation letters.

7.2 E-GOVERNANCE POLICY

- a. The college commits to implementing e-governance in major areas of its functioning to ensure transparency, efficiency, accountability and easy access to information.
- b. While Salary administration, Library, Admissions, Journal processes, Activity Reporting and Recording has gone online, we realize that there are more areas where digitalization is essential, like student and teacher data base, fee payment, accounts,

alumni interactions and assessment in outcome-based education.

- c. Our website is conceived to be dynamic and interactive; however, further efforts shall be made to implement e-governance through the website.

7.3 INTERNAL QUALITY ASSURANCE CELL

7.3.1 Quality Parameters

- a. The Internal Quality Assurance Cell (IQAC), headed by the Principal shall be responsible for quality improvement and sustenance activities of the college.
- b. We commit ourselves to achieving the highest standards of quality in education.
- c. We affirm our faith in the 7 criteria of NAAC and shall adopt them as the various dimensions under which attempts shall be made to improve and maintain quality.
- d. The seven NAAC quality criteria are: (1) Curricular Aspects, (2) Teaching-Learning and Evaluation, (3) Research, Innovations and Extension, (4) Infrastructure and Learning Resources, (5) Student Support and Progression, (6) Governance, Leadership and Management, and (7) Institutional Values and Best Practices.

7.3.2 IQAC Administrative Committees

- a. The need of IQAC is to facilitate collaboration, decentralization and smooth decision making and implementation of quality enhancement initiatives.

IQAC Team: The IQAC team consists of IQAC Coordinator, Assistant Coordinator, IQAC Assistants and IQAC Support Staff. The responsibilities of IQAC Team are:

- (1) *Planning for Quality enhancement,*
- (2) *Implementation of Quality enhancement initiatives in consultation with executive committee,*
- (3) *Documentation of Activities and Submission of Reports to external bodies.*

7.3.3 IQAC Duties and Activities

The IQAC shall undertake the following duties to ensure quality:

- a. **Deployment of Perspective Plan:** Spearhead the formulation and deployment of perspective plan based on the 7 criteria. Envisage an action plan to bridge the gap between where we are at the present and where we want to be in the future.

- b. Institutionalizing Quality Mechanisms:** Form multi-stakeholder committees and student charters and enlist their participation in the quality enhancement process. Conducting meetings of these groups and facilitate ongoing discussions on quality enhancement.
- c. Conducting Quality Programs:** Conduct awareness programs and workshops on quality enhancement in various areas and for different stakeholders.
- d. Monitoring Quality Processes:** Ensure that the various systems instituted in the college under the seven quality dimensions are functioning regularly and meeting goals set in perspective plan.
- e. Feedback for Quality Enhancement:** Collect, analyze and facilitate action-taking on the feedback from various stakeholders- students, parents, teachers, non-teaching staff, alumni, employers, and community.
- f. Facilitating Action on Feedback:** All feedback received from feedback surveys, meetings of stakeholders and other sources shall be documented and placed before a high-level committee, to ensure that action is taken on these in a timely manner.
- g. Reporting Quality Information:** Generate data about the activities of the college and present such data as required before external bodies that conduct quality assessments. Install information systems that facilitate data generation.
- h. Collaborate in Quality initiatives:** Study best practices and quality systems of different institutions and collaborate with them to mutually benefit both parties. Conduct programs to share best practices in quality enhancement.

7.3.4 IQAC Systems and Processes

- a.** To ensure that all activities are proceeding according to Perspective plan, Annual plans and quality parameters, IQAC shall prepare a calendar of such activities at the beginning of the year.
- b.** IQAC shall follow its calendar, ensuring all activities are being conducted and that reports of such activities are being submitted.
- c.** Periodic meetings shall be convened and conducted with stakeholders, to solicit feedback and ensure that the college is on track with regard to quality improvements and sustenance. Such meetings shall be documented in the IQAC

minutes book.

- d. IQAC shall install its own filing system and create a file retrieval system.

7.4 STUDENT CODE OF CONDUCT POLICY

7.4.1 Students Code of Conduct

- a. Students of DBMS are expected to deeply imbibe the goals of DBMS TRUST and shall manifest the same in their behavior. They must show responsibility, hard work and discipline.
- b. We insist on daily attendance and punctuality in classes, library hours, special talks and seminars, association meetings, and any other curricular and extra-curricular program notified by the Principal.
- c. Students are not allowed to hold any public demonstration in the college premises except with permission from the principal.
- d. Indiscipline, irregularity and unbecoming manner of behavior will be sufficient reasons for temporary or permanent deletion of a student from the College rolls.
- e. Value Education, Internship, practice teaching, study tours and such other development-oriented programs will be compulsory and students are expected to actively participate in them.
- f. All should take care of the College furniture, books and premises and any damage caused must be made good where the cost must be borne by the students concerned.
- g. Students are forbidden to collect money for any purpose without the written permission of the Principal.
- h. The interpersonal relation among the students must be characterized by mutual respect and maturity.
- i. All students should earnestly seek to live the ideals of Indian culture and promote a genuine family spirit among the staff, students and College authorities.

7.4.2 Student Leave and Attendance Rules

- a. The certificate of attendance required for promotion and for admission to the University Examination will not be granted unless: the student has the attendance prescribed by the University for the Course and the student has completed the course of instruction as per university guidelines.

- b.** Every absence from college or during college time must be with the permission of Principal or the Vice - Principal and informed to the Teachers concerned.
- c.** Absence for more than three continuous working days must be informed to the Vice Principal and Principal. On return from absence, the students shall submit a leave letter countersigned by the parent/guardian/warden.

7.4.3 Rules for the Collection of Fees

- a.** At the time of admission, the fees for the first semester has to be remitted and for the subsequent semesters at the beginning of each semester.

7.4.4 Rules regarding excursion, picnics, camps & study tour

- a.** Students are not permitted to organize or conduct Excursion, Picnics or Study tours without the knowledge and consent of Principal.
- b.** Teacher -in-charge shall be contacted for necessary arrangements and a detailed program of travel, stay, places of visit etc. should be submitted to the Principal.
- c.** There should be at least two teachers (a male and a female) to accompany each team.

7.4.5 Timing of the College

- i)** The college will be following the timings specified by Kolhan University However, the college may reserve its right to adjust timings to meet contingent situations, like sudden scheduling of university exams, NAAC preparations and so on.
- ii)** Student shall cooperate in the conduct of extra classes in the event of non-completion of portions.
- iii)** Internship timing decided by the school/college are to be followed by the students to meet requirements.

7.4.6 Guild lines for Student Feedback and Grievance

- a)** DBMS recognizes that collecting and addressing student feedback is crucial for the development of the college and its stakeholders.
- b)** Students shall be welcome to respectfully provide open feedback on curricular, co-curricular and extra-curricular matters during evaluation sessions, open houses and using feedback forms circulated from time-to-time.
- c)** Students shall also be mandated to provide open and just feedback about teaching

using the Feedback Performa.

- d) Any complaint or grievances may be addressed to the mentor, or if it is regarding the mentor, to a teacher of the students' choice. The mentor/teacher shall assist the student in resolving the complaint or grievance, as per the grievance policy of the college.

7.4.7 Awareness about Code of Conduct

- a. All students shall attend the Induction program and accept it as a platform for imbibing conduct expected of them.
- b. A separate slot shall be allotted during the Induction program to consolidate matters related to the Code of Conduct.
- c. The Code of Conduct shall be on the college website. Students shall carefully read the Code of Conduct and abide by them.
- d. The code of conduct committee shall be the designated monitoring body for code of conduct and awareness related to conduct.

ANTI-RAGGING POLICY

- a. Regarding Ragging the college shall adhere to "UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009".
- b. "Ragging" is defined to include the following: Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student. Other punishable ingredients of ragging include: Abetment to Ragging; Criminal conspiracy to ragging; Unlawful assembly and rioting while ragging; Public nuisance created during ragging, Violation of decency and morals through ragging; Injury to body, Causing hurt or grievous hurt; Wrongful restraint; Wrongful confinement; Use of criminal force; Assault as well as sexual offences or unnatural offences; Extortion; Criminal trespass;

Offences against property; Criminal intimidation; Attempts to commit any or all of the above mentioned offences against the victim(s); Physical or psychological humiliation; All other offences following from the definition of “Ragging”.

- c. The college shall constitute an Anti-Ragging Committee which is empowered to take action in instances of ragging.
- d. The college shall strictly follow the circular issued by the UGC and from the University from time to time with regard to "Curbing the menace of ragging in Higher Educational Institutions.
- e. At the time of new admissions and during the entry of freshers, an Anti-ragging notification shall be put up in a place visible to all students and their parents.
- f. Punishments: Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institute, punishments as per UGC guidelines shall be given to those found guilty.

7.5 GRIEVANCE REDRESSAL

7.5.1 Scope

This Policy provides staff and students, guidance regarding their *responsibilities* to ensure that harmony and a caring, nurturing environment prevails on campus by way of an effective mechanism for redressal of students’ grievances related to academic and non-academic matters; this may include:

- Attendance
- Assessment
- Charging of fees
- Food
- Sanitation
- Infrastructure
- Discipline (late coming, insubordination, disproportionate responses, misbehavior, non-attendance in common programs, etc.)
- Perceived victimization
- Perceived harassment (or bullying) by colleagues, other students or teachers, etc.
- Any other matter

7.5.2 Guiding Principles

- a. DBMS recognizes that grievances are part and parcel of group existence and interaction.

- b. DBMS shall constitute a Grievance Redressal Cell to deal with grievances of students and staff.
- c. DBMS believes that preventive mechanisms go a long way in creating peaceful workplaces.
- d. DBMS believes that the existence of effective procedures and processes to redress grievances, the successful resolution of grievances and all efforts made to resolve an unsettled grievance are evidences of a mature institution.

7.5.3 Composition of Grievance Redressal Cell (GRC)

A senior teacher may be designated as the Moderator of the GRC. The constitution of the GRC is as follows:

- Chairperson of the GRC
- The Principal/Vice Principal
- Members (3)
- Office Administrator
- Student representative (preferably a lady)

7.5.4 Prevention of Grievances

- a. The establishment and running of individual, departmental and institutional feedback and action taking mechanism is the first step to prevent grievances.
- b. Every student and staff who is aggrieved shall first present the matter and seek action directly from the source of grievance. If the grievance is not redressed, a written representation shall be made to the person concerned. If action is still not taken the formal grievance redressal process can be initiated.
- c. Every student and staff are encouraged to use the feedback mechanisms instituted by the college to redress grievances.
- d. DBMS shall make every effort to use its robust feedback mechanism and act on such feedback, so as to ensure that discontent and complaints do not escalate to the level of grievances. Feedback shall be collected periodically from students and staff.
- e. Departments shall take action on feedback received from Open houses, document the same and send it to IQAC. Open houses are conducted at the end of the semester. Departments shall be encouraged to take mid-semester feedbacks.

- f. To ensure that action is taken on feedback received at the institutional level, a high- level committee shall be created at the institutional level. This committee shall make action plans for acting on various suggestions made by students and staff, and it shall meet periodically to review the implementation of plans.

7.5.5 Grievance Initiation

- a. An aggrieved student shall first submit his complaint *in writing* to her/his **Mentor**, or if the mentor is party to the grievance, a teacher of his/her preference, who shall address and resolve the grievance within 7 days.
- b. If the mentor/teacher is unable to resolve the grievance to the satisfaction of the student, the mentor/teacher shall approach the principal. If the Principal is not able to resolve the grievance to the satisfaction of the student, the student submits his grievance to the Chairperson of the GRC.
- c. Notwithstanding any of the above intermediate processes, instituted as a measure to prevent escalation of a grievance, the student is permitted to submit a grievance directly to the Chairperson of the GRC. The Chairperson shall take up such complaint, if he/she is convinced that the student had made reasonable efforts to resolve the problem with the help of mentor/teacher, or the mentor/teacher/ Principal has refused to take up the matter, or the nature of the problem is such that it requires direct intervention of the GRC.

7.5.6 Grievance Redressal Cell Procedures

- a. Once the matter is submitted to the GRC, the Chairperson shall make a preliminary assessment, noting measures taken to prevent escalation of grievance. If the grievance has not been taken up previously for resolution at any level, the Chairperson shall assist the student/staff to take such efforts. However, if the Chairperson is convinced that reasonable efforts have been made, he/she shall act on the complaint received.
- b. The Chairperson shall convene a meeting of the GRC within a week's time of receiving the grievance letter.
- c. As part of Grievance resolution, the matter may be presented before the Staff Council if the grievance has institutional ramification and subject to the comfort of the student.

- d. The law of natural justice shall be observed and a fair hearing to the complainant (aggrieved) and concerned persons shall be given at all levels. Wherever appropriate the GRC will be mandated to admonish, issue suspensions or higher order punitive measures, and rule (in writing) in favor or against any order, accommodating dissent within the committee.
- e. All complaints received before the GRC shall be filed and the process shall be documented in the minutes book of the committee.

8. INSTITUTIONAL VALUES AND BEST PRACTICES

The organisation strives to conserve energy by reducing energy consumption and using less of an energy service. Some of the ways in which energy is conserved in the college:

- I. Planting trees around the campus to minimize the use of air conditioners.
- II. Adding blinds and window fixtures to classrooms to reduce glare while trading electric light for natural light, thereby creating a more relaxed environment.
- III. When students leave classrooms, turning off the lights, closing projectors, computers and smart boards after use.
- IV. In Jamshedpur, 24 hours electric supply is provided by Jamshedpur Utilities Services Company. In our college we take electricity connection from JUSCO. In case of an emergency, generators are hired to meet the requirement of power.

BEST PRACTICES

BEST PRACTICE - 1

1. **Title of the practice:** PIMER Approach
2. **Objectives of the practice --** The overall goal of adopting the PIMER approach is to create an ecosystem that promotes experiential learning among students through engagements.

Specific Objectives :-----

- *To promote the essential skills in planning, implementation, evaluation, and redesigning of programmes*
- *To promote decentralization and greater participation*
- *To develop skills in budgeting, reporting and documentation*
- *To ensure qualitative improvement in leadership, teamwork, and interpersonal*

skills

- *To nurture the values of accountability and responsibility*
- *To promote self-efficacy, problem-solving skills, critical thinking and creativity*

3. The context that required the initiation of the practice -- Our educational process focuses on the competence enhancement of students. We aim at the holistic transformation of students guided by the VALUE BASED EDUCATION paradigm. The most distinctive characteristic of this paradigm is its adherence to experiential learning integrating values. POs of the College also reiterate our commitment to imparting 21st-century competencies. Therefore, we adopted values as one of this paradigm's preferential domains, strengthening and developing the existing PIME approach to PIMER. PIME stands for Planning, Implementation, Monitoring, and Evaluation. We have practised it consistently in the last 3 years, and it has generated overwhelmingly positive feedback from our students and alumni. The addition of 'R' (Redesigning) is based on our emphasis on continuous improvement in everything we do. We consider this important because the world is changing rapidly, and quality improvement has become decisive.

4. The Practice -- The bane of Indian higher education is overdependence on memory skills which might help students crack examinations. Examination-oriented teaching or learning leads to a muddle of theoretical abstractions at best, not as useful as the deeper knowledge gained through practical experience. So, experiential learning is imperative.

DBMS College of Education sees education as a proactive investment of quality time and resources in building a culture of excellence, inclusion, innovation, integrity and service. Under DBMS Trust 6 schools are functional with 1 college of education all of which uphold the ideal of holistic transformation and incessant pursuit of the still better. True to our heritage and professed vision, DBMS has been upholding the value of engaged learning, initially with the PIME approach of Planning, Implementation, Monitoring, and Evaluation and later adding the 'R' (Redesigning) component to make it PIMER. In the evolution of this practice, we have been influenced by NEP (2020) and Value Based Education

So, we adhere to the philosophy of 'learning by doing' by applying the PIMER

approach to all our engagements. The implementation of this unique practice begins right at the time of induction.

Planning: Every program begins with a common planning based on the suggestions in the previous year's evaluation report. Then the students are divided into various sub-committees with specific responsibilities like program, invitation, registration, finance, food, transportation, accommodation, decoration, hall arrangement, and documentation.

Implementation: The sub-committees ensure further decentralization at the implementation level. They execute their roles in mobilizing and efficiently utilizing all resources—human, material, and financial.

Monitoring and Evaluation: Student leaders guided by the teachers-in-charge monitor everything, investigate deviations, if any, and offer suggestions for improvement. During the final evaluation, students and faculty members reflect on the merits and limitations of the entire event. The documentation committee records all details from planning to evaluation and hands over the report to the IQAC.

Redesign: DBMS makes every attempt to continuously improvise its practices by incorporating constructive feedback. DBMS deliberates upon the suggestions and redesigns the programmes to make them still better next time.

5. **Evidence of Success** -- PIMER aims at the active participation of all students by getting them involved at all levels of programme management. Students frequently convey that this practice has helped them to plan and execute programmes effectively with the given resources. We have noticed that this practice has led to a perceptible improvement in the students' life skills such as problem solving, decision making, critical thinking, communication, networking, and collaboration. The College alumni have also given testimonials on how the practice of PIMER helped them in their career. Parents have consistently given us the feedback that their wards have become responsible in their behavior. Community members from our students' field engagement locations have observed that our students are very systematic. PIMER also becomes an effective tool to achieve the POs-competence, responsible citizenship behavior, sustainability consciousness, ethical orientation and life-long learning—through the engagements in the ECE paradigm.

6. Obstacles faced if any and strategies adopted to overcome them and Resources required

- Frequent changes in the University's academic schedule, especially examination dates, is the biggest obstacle we face in this regard. We hope that attainment of autonomy status will help us overcome the same.
- Another obstacle is the partial involvement of some students in programmes that go beyond normal working hours because they reside in faraway places.
- To address this issue, we adopt the following strategies. **a)** Communicating with the parents to impress on them the importance of the programme **b)** Mandating student involvement as a parameter of outcome assessment under ECE paradigm **c)** Making the attendance data available to the mentors who follow it up with the students and motivate them

BEST PRACTICE - 2

1. **TITLE OF THE PRACTICE:** VBE (Value Based Education)

2. **Objectives** -- The objectives of value-based education is to create a better society by cultivating ethical values and principles in our students, which help them become responsible and ethical teachers and members of society. Here are some of the key objectives of value-based education:

- **Instilling values:** The primary objective of value-based education is to instil essential values in students such as honesty, integrity, respect, empathy, responsibility, and compassion.
- **To build character:** The goal of value-based education is to help people build strong characters based on moral principles and become responsible, accountable citizens.
- **Fostering critical thinking:** Value based education encourages students to think critically and reflect on their actions and beliefs, which helps them make better decisions and solve problems in a constructive way.
- **To promote social harmony:** Value based education aims to promote social harmony by instilling respect for diversity, encouraging empathy, and encouraging individuals to work together to build a better society.
- **Encourage positive behavior:** Value based education aims to cultivate positive behavior in students by promoting ethical principles such as honesty, responsibility,

and empathy.

- To enhance personal growth: Value based education aims to assist individuals in achieving personal growth and development by instilling in them a sense of self-awareness, self-esteem, and self-worth.

CONTENT : It is the firm commitment of the DBMS College of Education to strengthen students' ethical values through integral education and care for those at the periphery of the society. DBMS College believes that no student should be left uncared for. Hence, the Management, the staff and students contribute to the society by instilling values through education.

PRACTICE --

1. Classroom instruction: This can involve teaching values through lessons, discussions, and activities in a formal educational setting.
2. Role modelling: This involves demonstrating values through one's own actions and behavior and providing positive examples for others to follow.
3. Service learning: This involves combining service to the community with classroom instruction, allowing students to apply their values in a practical setting.
4. Co-curricular activities: These can include extracurricular clubs, sports teams, and other activities that provide opportunities for students to learn and practice values.
5. Counselling and guidance: This can involve providing individual or group counselling to help students understand and apply values in their own lives.
6. Parental involvement: Parents and guardians can play an important role in imparting values to their children by setting a good example and providing guidance and support.

EVIDENCE OF SUCCESS : D.B.M.S. College of Education has successfully embedded VBE in their curriculum and has noticed improvements in:

- staff and pupil relationships
- respectful, responsible and kind behavior
- quality of teaching and learning – motivated teachers and learners
- educational standards and outcomes
- parent and wider community engagement
- levels of independence and ambition

- learners' ability to self-regulate and manage emotions
- child-centered pedagogy
- staff contentment, recruitment and retention

OBSTACLES:--

- There is no insurmountable problem faced by the college in following this practice.
- Catering to diverse learners with different learning abilities is a challenging task for any teacher
- With additional college responsibilities, producing notes/ICT in a creative, learner centric manner was a time-consuming task. Keeping the students' needs in mind, the faculty immersed themselves in this monumental task of producing customized ppt.

8.2 INCLUSIVENESS POLICY

8.2.1 Scope

The 2030 Agenda for Sustainable Development put forward by the United Nations has defined in its 4th goal the need to ensure Inclusive and equitable quality education and promote lifelong learning opportunities for all. Based on the above DBMS ensures Inclusiveness with respect to:

- Marginalized communities.
- Inclusion of multilingual and multi-cultural students, teachers and nonteaching staff.
- Religion and caste
- All gender, including the LGBTQI+ community (a separate policy has been dedicated to Gender).
- Disability (a separate policy has been dedicated to Disability).

8.2.2 Guiding Principles

- a. No discrimination shall be made based on religion, caste, class, gender and disability, subject to government provisions for SC/ ST/ Minorities/ Disabled and other marginalized communities.
- b. All students shall have equal opportunity to participate in programs-curricular, co-curricular and extra-curricular activities, subject to rules regarding selection of

specializations and the maximum participation in student support programs.

- c. All students and staff shall have equal opportunity to make use of the resources and facilities of the college, subject to the rules and procedures established for the upkeep of such resources/facilities.

8.2.3 Implementation

Statutory committees stipulated by the government will be set up and working. Any complaints with respect to inclusiveness shall be directed to the principal, as per usual grievance redressal procedures.

8.3 GENDER POLICY

8.3.1 Scope

D.B.M.S. College of Education Gender Policy Framework envisions a college where all gender flourishes together with dignity, safety, mutual respect, harmony and social justice and an enabling environment in which all are able to achieve their full potential, in full enjoyment of their human rights. The college shall abide by the constitutional mandate of equality and equal opportunities. It shall also follow the provisions of the Sexual Harassment at Workplace Act.

8.3.2 Guiding Principles

- a. Respect for gender equality and rights.
- b. Gender-responsive teaching, dissemination of gender responsive-research.
- c. Implementation of affirmative action in admission and participation of all gender.
- d. Equal opportunity for all gender.
- e. Freedom for all gender to express free and fair opinion.
- f. An accessible, active, unbiased and confidential grievance redressal cell.
- g. Effective measures for the safety and security of all gender.
- h. Enforcement of policies against sexual harassment and gender-based violence.
- i. Gender neutral hiring and selection procedures.

8.3.3 Women's Cell

- a. An active women's cell where gender awareness and gender related programs are frequently discussed (documentaries and open forums).

- b. Sensitization programs are organized by women cell for creating awareness regarding sexual harassment and gender related violence.

8.3.4 Gender-friendly procedures, infrastructure and facilities

- a. There shall be separate toilets for women and men.
- b. A ladies' room shall be arranged for women.
- c. Provisions shall be made for the availability and disposing of sanitary napkins.
- d. Pregnant staff shall be relieved of duty to avail of maternity leave with pay in compliance with Maternity Benefit Act.

8.3.5 Implementation

- a. The Women's Cell shall coordinate all programs aimed at creating a gender-sensitive campus.
- b. The Anti-Sexual Harassment Committee/Internal Complaints Committee shall be constituted to handle all complaints in relation to workplace harassment.

8.3.6 Future Directions

DBMS has a women's cell which has been contributing actively to the welfare and development of women in the college. Women's Day is celebrated with pomp every year. A few courses in the college, include gender, gender analysis and gender mainstreaming topics. Programs involving the third gender has been frequent and DBMS has declared itself as trans-gender friendly campus.

However, we have realized that gender-sensitivity and women empowerment entail much more than development activities for women or a discriminated gender category. There is a tendency to be blind to men and their contribution to gender discrimination and gender-violence, when planning gender-interventions. Gender programs that envision attitude changes among men are necessary to contribute to a more gender-equal nation. Henceforth men have either been silent participants or inactive in gender-programs of women's cell. DBMS shall include interventions targeting the male gender too in future.