D.B.M.S. College of Education

(Recognised by National Council for Teacher Education)
Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand
Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097
E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

NAAC ACCREDITED

E-GOVERNANCE POLICY

D.B.M.S. College of Education has formulated an E-Governance Policy which encompasses almost all the facets of college management. The college successfully leverages its strong ICT infrastructure and related software to manage the teaching and non-teaching activities of the college.

SCOPE:

The E-Governance Policy attempts to cover the following areas of management:

a) Student Admission

b) Collection of Semester fees

c) Examination related activities

d) Library management

e) Finance and accounts

OBJECTIVES:

The objectives of E-Governance policy are to encompass as many areas of college administration as possible.

The college aims to drastically reduce paperwork and carry out administrative functions on ICT platform. This approach also aims at creating paperless records with easy access as and when required.

The objective of the policy also includes a wi-fi enabled campus, classrooms with ICT tools, smart boards, projectors/screens etc. The library management is already IT enabled covering various aspects of library management. As we go forward, the objective is to expand the IT backdrop which will enable our faculty and students to access national and international journals, periodicals, books and research articles. The college aims to establish connectivity with parents, faculty members, management etc for transparency and grievance redressal on a real time basis.

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

Principal
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STUDENT ADMISSION:

The college has a widely covered website which the prospective students can access to enable them to make an informed choice. The students are extended all the possible assistance at the time of admission as well as Registration with Kolhan University.

The students are also provided assistance for necessary documentation required for filling up the E-Kalyan portal, through which SC, ST and OBC students can avail the scholarship fund provided by Government of Jharkhand.

ACCOUNTS & FINANCE:

This area being a sensitive one, access is restricted to those few who deal with accounts and finance functions. The software used to administer finance function is the latest version of TALLY. The computerised system covers and safeguards all that is deemed necessary.

ADMINSTRATIVE FUNCTION:

The entire administrative function is IT enabled in D.B.M.S College of Education. Student data, internal assessment, university registration etc are all carried out by means of the related software, either developed inhouse or procured from external agencies.

EXAMINATION:

In the first instance, exam related information is saved by a relevant software. Any further development in the field of examination is updated from time to time.

ICT TOOLS:

Hardware: The college has ensured availability of adequate hardware like desktops, laptops, projectors, screen etc.

There is also a provision for multimedia devices to enable online and interactive programs to be conducted for the benefit of students and others.

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Software: For smooth data transmission, adequate servers have been installed. State of the art software is used for various functionalities like Finance, Library, Student Data etc.

All the administration functions are on latest software platforms and they are reviewed and upgraded from time to time.

ICT COMMITTEE:

An ICT Committee has been formed to oversee the requirement of hardware and software in the institution.

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