



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

MINUTES OF THE NAAC CORE COMMITTEE MEETING – HELD ON 20 – 05 – 2025

The following are the agenda for the meeting:

Agenda 1	To review the NAAC work done in the month of April and May.
Agenda 2	Formation of ICT Committee.
Agenda 3	Formalize the process for faculty and students attending seminars/programs.
Agenda 4	Preparation of a check list for all courses/activities/reports etc from July 2024 - March 2025

MEMBERS PRESENT:

Mr. B. Chandrashekhar (Chair)

Mrs. Sripriya Dharmarajan

Mrs. Sudha Dilip

Dr. Joohi Samarpita

Dr. Monika Uppal

Mrs. Kanchan Kumari

Mrs. Pamela Ghosh Dutta

Mrs. Anjali Ganeshan

Ms. Kajal Mahato

Dr. Meenakshi Choudhary

Mr. Sudip Kumar Pramanik

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AGENDA POINTS FOR DISCUSSIONS:

- 1) For Value Added courses, complete evidence to be submitted, including Feedback. If Saturday happens to be a holiday or any program is scheduled, the class for the Value-Added course should be held on a prior date.
- 2) Pending reports for April / May: Visual Lab, NSS Program, Paper presentation at Rambha College.
- 3) Quality of the reports are not up to the mark. They are very generalised, lacking proper content.
- 4) Outsourcing of the reports by the faculty members is not acceptable. The reports should not be written by students.
- 5) In the formal appraisal for year 2025-26, it will be noted whether the faculty/staff member concerned has contributed towards NAAC work. The management will issue a letter to those teachers who are not willing to take up NAAC related responsibilities.
- 6) Each report should be checked for quality and content by Dr. Monika Uppal and Mrs. Anjali Ganeshan.
- 7) All pending work for April/May to be completed before the holidays.
- 8) Any report or information which is to be submitted to Mr. Sudip Kumar Pramanik, should be submitted before 12:00 noon of that particular day.
- 9) Deadline for all report submission is 23rd May 2025.
- 10) A general format for the press-release should be kept ready. The final event's details to be added after the program and it should then be submitted.
- 11) Holiday Homework will be assigned to everyone by Dr. Monika Uppal.
- 12) year 2024-25 backlog work should be completed during the summer holidays.
- 13) Mr. Sudip Kumar Pramanik suggested that a domain should be purchased specially for uploading all NAAC work.
- 14) The NAAC Core Committee should once meet every week for completion of AQAR.
- 15) If our faculty members or students are invited by any organisation / institution, there should be relevant evidence of the invitation. An official mail should be sent by the concerned organisation or institution. No WhatsApp invitation will be taken into consideration. This point should be circulated via the Internal Communication register to all stakeholders. Without an official communication, nobody will be allowed to participate in any such event or program.



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- 16) For the CTET course, we can charge Rs 500/- (on paper) from the students. This information can reflect in the Brochure and also in the Income/Expenditure statement as proof of evidence.
- 17) It has also been decided that an ICT Committee will be formed, constituting the following members:
 - Mr. Sudip Kumar Pramanik
 - Dr. Monika Uppal
 - Ms. Kajal Mahato
 - Mrs. Anjali Ganeshan
 - Dr. Meenakshi Choudhary
 - Mr. Abhijeet Dey
 - 1 Alumni Member (digital platforms only)
- 18) A basic computer literacy program to be conducted for faculty, staff and students by Mr. Sudip Kumar Pramanik.
- 19) A National Workshop on AI to be scheduled some time this year.

IQAC CO-ORDINATOR



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

Principal
DBMS College of Education