



# 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**

## NOTICE

**Date: 12/02/2025**

This is to notify all members of the grievance cell that a meeting has been scheduled today to address a grievance related to theft incidents reported by students in the classroom premises.

### **AGENDA:**

1. Discussion on the reported thefts on 17th Jan25, 17th Dec24, and 6th Feb25.
2. Details of stolen items and students affected.
3. Preventive measures to avoid such incidents in the future.

**DR. MONIKA UPPAL**  
IQAC CO-ORDINATOR  
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**Dr. Samarpita Joshi**  
PRINCIPAL  
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## **AGENDA: THEFT INCIDENT REPORTED IN CLASS**

The following points were discussed:

1. Theft incidents occurred on 17th December 2024, 17th January 2025 and 6th February 2025 respectively.
2. Items stolen included: Tie and Dye cloth, Fridge Magnet, and the Woollen inner of a girl
3. Tanushree Saha lost her Fridge Magnet, and Muskan Kumari lost her Woollen inner and Tie and Dye during sports day rehearsal and art class.
4. The grievance was brought to the notice of the Grievance Cell for further action.
5. Suggestions included strengthening vigilance and implementing preventive measures.



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## ACTION TAKEN REPORT

**Date:** 12/01/25

**Subject:** Action Taken on Student Grievance Regarding Classroom Security and Property Safety

<b>S. NO.</b>	<b>ACTION POINT</b>	<b>DETAILS OF ACTION TAKEN</b>
1.	<b>Grievance Receipt and Documentation</b>	The grievance letter was officially received by the Grievance Redressal Cell and entered in the official register for further action.
2.	<b>Preliminary Investigation</b>	The caretaker of the college was informed and instructed to investigate the reported incidents. Initial findings are being noted for administrative review.
3.	<b>Strengthening Security Measures</b>	Instructions were issued to lock classrooms when unattended, particularly during student activities outside the room (labs, games, etc.).
4.	<b>Student Awareness and Responsibility</b>	Students were advised to take care of their personal belongings and not to leave valuables unattended.
5.	<b>Ongoing Monitoring and Preventive Measures</b>	The Grievance Cell will continue monitoring and conduct periodic reviews to evaluate the effectiveness of the measures and prevent the recurrence of such incidents.

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## NOTICE

**Date: 04.03.2025**

To: All members of the Library Committee

From: Principal, D.B.M.S. College of Education

Subject: Meeting Regarding Purchase of New Books for the Library

A meeting of the Library Committee has been scheduled to discuss the request made by Mr. Ankur Kumar, B.Ed. Semester II student, for the purchase of English Language and Literature books for students of the English method. All concerned members are requested to attend.

Date of Meeting: 07.03.2025

Time: 11:00 AM

Venue: Management room

## **AGENDA**

1. Discussion on the need for additional English Language and Literature books.
2. Budget allocation for the purchase of books.
3. Selection of publishers/vendors.

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## **MINUTES OF THE MEETING:**

Date: 07.03.2025

Time: 11:00 AM

Venue: Management Room

Chairperson: Mrs. Sripriya Dharmarajan, Secretary

- The meeting began with the reading of the application submitted by Mr. Ankur Kumar regarding the purchase of English Language and Literature books for the library.
- He emphasized the need for updated books that align with the ICSE and CBSE syllabi for Classes IX and X.
- The librarian acknowledged the need and informed the committee about the outdated collection of related books.
- Faculty members supported the student's request and suggested adding reference materials and model question papers as well.
- A proposal was drafted and approved to purchase books within the allocated library budget.
- 

The proposal was forwarded for final approval on 07.03.2025.



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## ACTION TAKEN REPORT

DATE	ACTION DESCRIPTION	RESPONSIBLE PERSON	STATUS
04.03.2025	Received application from student representative.	Principal	Completed
07.03.2025	Conducted meeting with library committee.	Library Committee	Completed
07.03.2025	Forwarded proposal to the Dispensary (Management).	Principal	Completed
13.03.2025	Books purchased and added to the library were acknowledged by students.	Management & Librarian	Completed
27.03.2025	Letter of Gratitude submitted by Mr. Ankur Kumar on behalf of the students.	Student Representative	Completed

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## NOTICE

**Date: 4th March 2025**

Time: 10:30 AM

This is to inform all concerned that a meeting is scheduled on 5<sup>th</sup> March, 2025 to discuss and resolve the ongoing issues in the college canteen services.

### **AGENDA:**

1. Discussion on the discontinuation of breakfast services.
2. Issues regarding food quantity and pricing.
3. Suggestions for improvement of canteen services.



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## MINUTES OF THE MEETING

Date: 5th March 2025

Time: 12:00 PM

Venue: Management Room

Chairperson: The Principal

Meeting Convened by: Jyoti Kumari, Class Representative (B.Ed. 1st Year)  
Subject: Addressing Issues in Canteen Services, a meeting was held on 5th March 2025 at **noon** in the Principal's Office to discuss the concerns raised by the students of B.Ed. 1st Year regarding the deteriorating condition of the college canteen services. The meeting was chaired by the **Secretary** and attended by **the Principal, Vice-Principal, Moderator, Ms. Jyoti Kumari (Class Representative), and the Canteen In-Charge.**

The class representative highlighted the recent discontinuation of the breakfast service in the college canteen. It was reported that the absence of breakfast was causing significant inconvenience to many students who rely on the canteen for their morning meals. The canteen staff had stated that the service was stopped due to fewer students availing of it. Another major concern raised was the mismatch between the quantity of food being served and the prices being charged. Students expressed dissatisfaction over the portion sizes, which they felt were too small considering the cost, thereby failing to provide value for money. Moreover, it was observed that there was a lack of a proper mechanism for students to communicate their grievances or suggestions regarding the canteen services. After due deliberation, the following resolutions were made:



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1. The breakfast service in the canteen will be resumed from 6th March 2025. The Canteen In-Charge has been instructed to ensure that the service is restored and maintained consistently.
2. A revised menu with clearly defined portion sizes and corresponding prices will be displayed on the college notice board and at the canteen counter by 8th March 2025.
3. A feedback register will be placed in the canteen to enable students to record their complaints and suggestions. This will help monitor the quality and consistency of service.
4. To ensure regular communication between the students and the canteen staff.

The meeting concluded at 1:00 PM, with assurances that the issues raised would be addressed promptly and that the college administration is committed to providing quality services for the well-being of all students.



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## ACTION TAKEN REPORT

S.NO.	ACTION/STATEMENT	REMARKS
1	A formal request letter was submitted addressing the discontinuation of breakfast service and food quantity issues.	Submitted to the concerned authority
2	Administration assured to review the canteen operations and take steps for improvement.	Assurance given during the meeting
3	Feedback from students will be collected post-implementation of changes.	To be done after improvements



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## NOTICE

**Date: 19-03-2025**

A meeting will be held on 19th March 2025 in the Management Room to review and address the application submitted by Ms. Yangyaseni Behera (Roll No. 244807122054), a student of B.Ed. 2nd Semester (Srinath University), who requested a seat on the ground floor during the upcoming semester examinations due to a ligament injury in her left leg.

All examination-related officials and administrative staff were invited to attend.

## AGENDA

1. To discuss the request for allotment of a ground floor examination seat for Ms. Yangyaseni Behera.
2. To plan for necessary mobility support from the college gate to the examination room.
3. To assign roles and responsibilities for smooth implementation.

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## **MINUTES OF THE MEETING**

Date: 19-03-2025

Time: 11:00 AM

Venue: Management Room

The meeting was called to order by the Secretary, D.B.M.S. College of Education, who welcomed all present and stated the purpose of the meeting — to ensure support for a student in need of physical accommodation during exams.

The committee reviewed the letter submitted by Ms. Yangyaseni Behera, Roll No. 244807122054 (Srinath University), requesting a ground-floor exam seat due to a ligament injury. Medical details and constraints were verified and discussed.

The request was unanimously approved by the committee. It was agreed that she will be allotted a seat in a ground-floor examination room.

It was further decided to arrange a wheelchair and provide staff assistance for movement from the gate to the exam hall.

Responsibilities were distributed:

- Examination Coordinator: Seat allotment on the ground floor.
- Support Staff: Availability of wheelchair and escorting during exam days.

The Principal appreciated the empathetic approach of all staff and emphasized that inclusive support must always be provided when needed. Meeting Adjourned: 11:45 AM



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## ACTION TAKEN REPORT

SL. NO.	ACTION POINT	RESPONSIBLE PERSON	STATUS	REMARKS
1	Ground floor seat allotment	Exam Coordinator	Completed	Allotted for all exam days
2	Wheelchair arrangement and mobility assistance	Support Staff In-Charge	Completed	Wheelchair provided
3	Communication with the student	Office Administration	Completed	Student informed
4	On-site assistance	Designated Support Staff	Ongoing	Support staff present on each exam day for assistance
5	Acknowledgement from student	Not Applicable (Student Action)	Completed	Ms. Yangyaseni Behera submitted a letter of gratitude for the arrangements

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## NOTICE

**DATE - 08/04/2025**

A meeting will be held on 10th April 2025 at 11 AM in the Principal's office to address a request submitted by the Class Representative of B.Ed Semester III (Session 2023–25) regarding the rescheduling of CTET classes.

### AGENDA

1. Presentation of the request by Vishal Kumar (Class Representative)
2. Discussion on the feasibility of rescheduling CTET classes
3. Feedback from faculty and administration
4. Final decision and direction for implementation

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## ATTENDANCE

S. NO.	NAME OF THE PARTICIPANT	DESIGNATION/ROLE	SIGNATURE
1.	Dr. Joohi Samarpita	Principal	
2.	Mrs. Kanchan Kumari	Faculty/CTET Coordinator	
3.	Mrs. Gayatri Kumari	Moderator(Grievance Cell)	
4.	Vishal Kumar	CR, B.Ed Sem III (Roll 101)	
5.	Sumedha Dutta	Student, Roll 88	
6.	Anshra Sarkar	Student, Roll 11	
7.	Balram Pradhan	Student, Roll 18	
8.	Ankur Kumar	Student, Roll 9	
9.	Akansha Kumari	Student, Roll 1	
10.	Neha Rani	Student, Roll 47	
11.	Mamoni Nanita	Student, Roll 41	
12.	Pummy Kumari	Student, Roll 64	



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## **MINUTES OF THE MEETING**

Date of Meeting: 10th April 2025

Venue: Principal's Office

Convened by: Grievance Cell

### **Agenda:**

Request to Reschedule CTET Classes

### **Discussion:**

- Vishal Kumar, Class Representative of B.Ed Semester III, presented a written request on behalf of the batch (Roll No. 101), suggesting that CTET classes be shifted to either the last two periods of Monday or Saturday.
- The primary reason cited was better management of academic and personal responsibilities by pupil-teachers.
- The letter included the signatures of 9 students supporting the proposal.
- The Grievance Cell acknowledged the request and forwarded it to the concerned academic committee for further discussion.



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## ACTION TAKEN REPORT

AGENDA ITEM	ACTION PROPOSED	RESPONSIBLE PERSON(S)	STATUS/REMARKS
CTET Class Rescheduling Request	Referred to CTET faculty-in-charge to explore rescheduling to late Monday or Saturday slots	CTET Coordinator, Principal	Under Review – Decision pending by 15th April 2025



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## **NOTICE**

**Date: 09/04/2025**

A meeting will be held on 11th April 2025 in the Principal's office to address a request submitted by Ruksar Parween, on behalf of B.Ed students (Session-2022-24), regarding the inclusion of Hindi medium schools in placement opportunities.

## **AGENDA**

1. Discussion on the issues faced by Hindi medium background students
2. Feasibility and inclusion of Hindi medium schools in placement options
3. Final decision and implementation strategy



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## **MINUTES OF THE MEETING**

Date of Meeting: 11th April 2025

Venue: CLASSROOM

Convened by: Grievance Cell

### **AGENDA:**

- Inclusion of Hindi Medium Schools in Placement

### **DISCUSSION:**

Ruksar Parween presented a written request on behalf of Semester IV students, urging the inclusion of Hindi medium schools in the campus placement process. The main concern was that students from Hindi medium backgrounds face difficulties when applying to English medium schools, where they are often disqualified due to board medium preferences.

The grievance was supported by signatures from 20+ students of the batch. Faculty members acknowledged the issue and recommended an inclusive approach that supports linguistic diversity in school placement drives.



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## ACTION TAKEN REPORT

AGENDA ITEM	ACTION PROPOSED	RESPONSIBLE PERSON(S)	STATUS/REMARKS
Inclusion of Hindi Medium Schools in Placement	Forwarded to the Placement Cell for identifying partner Hindi medium institutions	Placement Coordinator, Principal	Under Consideration – Update expected by 20th April 2025

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