



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 MEETING

Date: 25/06/2025

Venue: Management Room

Agenda:

1. Points arising from the previous meeting
2. Confirmation of the Minutes of the Meeting held on 05/10/2023
3. Curriculum development
4. Exam - Internal and External
5. Internship-related issues
6. Adoption of village for community work
7. New strategies for Alumni Association empowerment
8. Distribution of subjects
9. Value-added course
10. Any other with the permission of the chair

Minutes:

1. Confirmation of Previous Minutes:
 - The minutes of the previous meeting held on 05/10/2023 were read by IQAC Coordinator Dr. Monika Uppal and confirmed unanimously.
2. Points from Previous Meeting:



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- All suggestions received from stakeholders were discussed.
- Actions taken were reviewed and appreciated by members. Implementation was found satisfactory.

3. Curriculum Development:

- Revised curriculum not yet received from Kolhan University but presumptions were discussed.
- Two new teaching methods will surely be introduced.
- Suggestions for integrating activity-based learning and practical work into internal assessments by IQAC Coordinator were accepted.

4. Examination (Internal & External):

- It was proposed that internal marks distribution be revised to include practical activities and attendance.
- New evaluation methods discussed during microteaching would be further integrated.

5. Internship-related Issues:

- Students were instructed to strictly follow school schedules, be punctual, and inform in advance in case of leave.
- Faculty visit schedules were shared with schools in advance.
- Students were encouraged to perform duties like regular teachers and to use ICT in teaching.
- Classroom management techniques and TLM preparation workshops were conducted.
- Cultural exposure activities like celebrating tribal festivals and conducting role plays (e.g., *Merchant of Venice*) were appreciated.

6. Adoption of Village:



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- It was proposed to adopt a village to conduct community outreach and service-learning activities. The final village (Dhanchatani) will be selected after field visits.

7. Alumni Association Empowerment:

- Alumni suggestions were acknowledged and steps to engage alumni in training, mentoring, and curriculum suggestions will be expanded.
- New strategies to include alumni in value-added courses and workshops were proposed.

8. Distribution of Subjects:

- Subject distribution for the upcoming semester was discussed and finalized in consultation with the faculty.

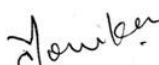
9. Value-Added Courses:


- Communication skills course and ICT training have been formally introduced as value-added courses.
- A new AI-assisted language software has been installed in the Language Lab.

10. Any Other Matter:

- Suggestions for improved discipline, dress code, and professional behavior during internship were reiterated.
- More frequent sessions on handling psychological issues in children will be included in upcoming semesters.

Signature:


DR. MONIKA UPPAL
IQAC CO-ORDINATOR
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