

## **Annual Quality SSURANCE Report (AQAR) of IQAC**

### **NAME OF THE INSTITUTION**

***Dogra College of Education, Bari Brahmana, Jammu***

### **Year of the Report : 2010-2011**

The report comprises three sections. Part A deals with all the activities and programmes carried out during the session. Part B deals with the activities planned by IQAC and accomplished by the end of the session. Part C deals with the plans of the institutions or the next year.

Dogra college of education has stated vision, mission, values and objectives. In its pursuit for academic excellence the following objectives have been adopted by the college.

- To spread knowledge through professional academic programmes of contemporary education system supported by the best administrative practices.
- To promote quality education through continuous efforts, convictions and commitments.
- To use state of the art, tools and modern methods in delivery system of education to make it most competitive.
- To ensure student participation round the year in academic and co-curricular activities
- To guide, conserve and develop precious human resources and values in multifarious spheres of activity so that the students develop as responsible citizens.

- To act as an experimental institutions for which emphasis is laid on experimentation so as to make the teaching learning process more effective and also inculcate scientific temper among students to meet the global trends and demands.
- To improve the results of the college by providing extra-guidance, arranging tutorials, taking tests, arranging special classes for weak students and by providing them the best books in the library and equal opportunities of education.
- To empower women and to help children of the deprived sections of the society through different social out reach programmes, to make them self sufficient and help in community and social development.

### **Part – A**

**Following activities and programmes were carried out during the session 2010-11**

- Orientation Programme
- Display Your Talent Programme
- NSS Activities
- Games and Sports
- Demonstration of various Micro Skills and Macro Lesson
- Team Teaching
- Workshop cum Exhibition on Teaching Aids

- Group Discussion
- Annual Function

**ORIENTATION PROGRAMME** : Orientation Programme was organised from 4/10/10 to 7/10/10. Before the commencement of regular class work, Orientation Lectures were conducted for the students by the subject experts with a view to provide the students a holistic view of the subject matter to be studied within the particular subjects and specific requirements of teaching inputs for better understanding and assimilation.

**DISPLAY YOUR TALENT PROGRAMME** : “Display Your Talent Programme” was organized on 27/11/2010. The groups of talented students trainees identified were called upon to perform events at a short notice. Some students constitute the back bone of colorful and attractive variety programme to be presented on the occasion of the college annual day function. In this way the social and cultural aspect of the college is taken care of .

**N.S.S Activities** : The college has an approved NSS Unit since 1994. During the session 2010-2011, NSS Camp was held from 11-03-2011 at village Chak-Avtara, Tehsil Bishnah. In addition to that, following activities were undertaken as a part of NSS programme:

Slogan writing and poster making competition on World Aids Day” was held on 1 -12-2010, wherein 30 students participated in this event.

During the camp, various surveys were conducted and the data were collected regarding number of persons in the family, literacy level, socio-economic status, cleanliness, road Connectivity and prevalence of communicable diseases.

Dr.Suman Gupta, Gynaecologist from Govt.Hospital Bishnah, delivered a lecture on Aids and Health Awareness, Nutritional Diet and Early childhood care 13-03-11.

Documentary movie on Environmental Awareness was shown to local population of the village on 14-03-2011.

Local population was educated about the benefits of Yoga on 15-03-11 by NSS volunteers.

NSS Valedictory function was held on 11-03-2011 in the village Chak Avtara where in Gambir Dev Singh Charak, Managing Director, Dogra Hr.Sec. School was the chief guest of the occasion. The camp was organized successfully under the able guidance of Mrs.Rajni Manhas, NSS Programme Officer. On the same very day, a Plant drive was also held at village Chak Avtara.

**PEER TEACHING:** Peer Teaching is also the regular feature of academic activities of the college where in one of the members of the peer group plays the role of the teacher and rest of the members of the peer group act as the classroom students. Peer Teaching was organized from 26-03-2011 to 30-03-2011.

**GAMES AND SPORTS:** Besides developing the mental ability of the students, the college takes special care of their physical fitness and recreation. In this regard a Sports Week was also organized in the college premises. The sports meet was inaugurated by the Kr. Samardev Singh Charak, Secretary Dogra Educational Trust. Various events like Badminton, Chess, Carrom Board, Table Tennis, 100 mtrs race for boys and girls, Kabaddi, Shot-put and Volleyball etc. were organized in the sports ground of the college in the last week of March.

**Demonstration of various Micro Skills and Macro Lesson:** Orientation in various skills of Micro- Teaching was provided to the teacher trainees as per requirement of the prescribed syllabi. In addition, the Expert Teacher Educators of various Teaching subjects conducted demonstration lessons in their relevant subjects of teaching to develop the various teaching skills among trainees for teaching in the actual classroom situation in their respective allotted schools.

**TEAM TEACHING:** Team Teaching was organized from 26-04-11 to 27-04-2011. Wherein, the team of expert teachers in their respective subjects provided an optimum instructional programme to their students on particular topics through their joint efforts.

**8. WORKSHOP CUM EXHIBITION ON TEACHING AIDS:** Workshop cum Exhibition on Teaching Aids was organized on 30 -05-11. All the students were divided into 13 groups. The teaching aids prepared by all the groups on various topics related to teaching of school subjects were of diverse nature and were analyzed by Panel of Judges.

**9. LITERARY ACTIVITIES:** Educational and Literary activities like debates/symposium/Inter-House Group Discussion were organized in the college on weekends but twice a month.

**10. ANNUAL FUNCTION :** Annual Function was organized on 10-08-2011 in the college Auditorium in which cultural items like Dogri Folk Dance, Kashmiri Folk Dance, Punjabi Gidda and Skit were presented by the students. In addition to that prizes were awarded to the students who had excelled in Academics & Co-curricular activities including Games and Sports. The Annual College Magazine was also released on this occasion.

## **PARTICIPATION OF TEACHER TRAINEES IN CO-CURRICULAR ACTIVITIES IN DIFFERENT EDUCATIONAL INSTITUTIONS.**

Two Teacher Trainees of the college participated in slogan competition on Communal harmony organized by JK College of education on 20-11-2010.

Two Teacher Trainees participated in Debate competition which was organized by the JK College of Education on 23-11-2010

Two Teacher Trainees participated in painting competition organized by Jk College of Education on 28-01-2011.

Two students participated in declamation organized by the JK College of Education on 28-01-2011.

Six students participated in mime in Display Your Talent Programme organized by University of Jammu 3-02-2011.

Seven students participated in Skit in Display Your Talent Programme organized by University of Jammu 3-02-2011.

## ***PARTICIPATION OF TEACHER TRAINEES IN LEARNER CENTRED ACTIVITIES IN THE COLLEGE***

**1. Quiz**                      Announced/Un-announced)

**2. Class Test**              Oral/Written tests are taken fortnightly for checking the extent of their development and to enhance their higher order abilities.

### **3. Home Assignments**

Home assignments are given to develop writing and drawing skills in the production of sketches, flow charts, diagrams, maps and illustrations.

### **4. Lab/Practical**

Work Lab & practical work is assigned to Students to develop and assess their practical skills in handling instruments, experiments, reports and practicing skills.

**5. Periodical Observations** Observations are conducted to assess personal qualities like regularity, hard work inventiveness, initiative and originality etc.

### **6. Debates/Seminars**

Debates/Seminars/symposiums are conducted to develop and assess originality, creativity, initiative and communication skills etc.

### **7. Group Discussion**

Group Discussions are held to assess originality, creativity, initiative and communication skills etc.

### **8. Tutorial**

Tutorial Tutorials and extra coaching classes were organized for low as well as high achievers.

### **9. Assessment of Teachers**

Feed back are forms were provided to students to assess the qualities of teaching and subsequently remedial actions are taken according to the suggestions received from the students.

## PART –B

*Part B deals with all the activities planned by IQAC for students as well as Teachers and accomplished by the end of the session 2010-2011.*

***The IQAC has planned the following activities which were accomplished during the session 2010-2011 in order to augment the quality of college academic and Co-curricular activities.***

**1. Language Lab :** Two days workshop on Language Lab was organized in the college premises on 29-11-2010 to 30 -11-2010. Mr.Geo Rajan, Expert software engineer was the resource person. The workshop was attended by the staff members.

**2. Student Development Programmers :** On World AIDS Day, the college organized symposium on 01-12-2010. The theme of the symposium was “Awareness is better than cure”. Students participated in the symposium.

**3. Extension Lectures Cum Workshop:** Apart from the academic achievements, on 8-04-2011 to 13-04-2011. Extension lecture cum workshop was organized in the college premises where in Principal Sai Shyam College of Education, Dr.Usha Tikku; Principal Atman College of



Education, Dr.Renu Gangyal & Former Principal, Govt.College of Education,Dr.Renu Gangyal & Former Principal, Govt.College of Education Prof.B.D.Damral were invited to deliver the lectures on different topics related to the area of teacher education.

4. **Quiz** : Inter-section Quiz Competition was organized in the college premises on 23-04-2011 where in students were divided into teams A, B, C, D and E comprising five students in each team. The questionnaire of the Quiz was based upon the compulsory papers. The students participated lively in the competition.

#### **5. WORKSHOP ON MODEL PREPARATION DURING MACRO TEACHING PRACTICE:**

The college organized workshop cum exhibition on teaching aids during the macro Teaching Practise where in students were encouraged to prepare Models under the able guidance of their supervisors. As a part of Pre Practice Programme and a regular feature of the college, a week long workshop on teaching aids was organized. Exhibition on teaching aids was held on 30-05-201, the activity helped trainees making them self reliant, skilled end resourceful.

#### **6. USE OF OHP AND POWER POINT PRESENTATION DURING PRACTICE OF TEACHING :**

Teaching Trainees were encouraged to prepare the power point presentations and transparencies for delivering their lesson during final practice of teaching.

7. **MODELS OF TEACHING:** A lecture on models of teaching was organized in the college premises on 2<sup>nd</sup> April, 2011 by Mrs.Rashim

Chib, Lecturer in education. Lecturer was attended by all the faculty members and the students of our college.

#### **8. WORKSHOP CUM EXHIBITION ON TEACHING AIDS:**

Workshop cum exhibition on teaching aids was organized in the college premises. Where the groups were encouraged to prepare models under the able guidance of their supervisors. As a part of Pre-Practice Programme a week long workshop on teaching aids was organized. Exhibition of teaching aids was held on 30-05-2010, the activity helped trainees making them self reliant, skilled and resourceful.

Dogra College of Education provides opportunities for teacher educators to develop their knowledge and skills by deputing them to attend workshops, seminars and professional development activities organized by other institutions.

In this context a three days workshop was held in MIER College of Education from 21<sup>st</sup> to 23<sup>rd</sup> January, 2010 the workshop was sponsored by UNESCO on the topic – “ Sensitizing youth for protecting human rights world peace and environment” . The workshop was attended by the Lecturer, Mrs. Rajni Manhas.

One Day Workshop was conducted on the topic “ Teacher Quality” on 30 -08-2010. The workshop was attended by Lecturer Mrs. Indu Puri.

One day National level seminar was organized by JK College of Education on the topic “Adarsh Lipi ki Kasauti Par Devnagri Lipi Ka

Mulayankar” on 24-03-201.The seminar was attended & paper was presented by the lecturer Mrs.Indu Puri.

Following Journals and periodicals were subscribed by the college for library:

Journals :

1. 1 Miracle of teaching
2. Quest in education
3. University News
4. Al India Association for Educational Reserch
5. Asian Institute of Human Rights Education
6. Indian Educational Review.
7. School Unique Education Journal.
8. International journal of environment consumerism
9. Journal of Indian Education Review

MAGAZINES :

1. India Today
2. Out Look
3. Competition Success Review
4. Health and Nutrition
5. Meri Saheli
6. Pratiyogita Darpan(English Medium)
7. Pratiyogita Darpan(Hindi Medium)
8. Science Reporter
9. Education World.

## NEWSPAPERS :

1. Daily Excelsior
2. The Times of India
3. The Tribune
4. Amar Ujala
5. Employment News
6. The Times of India for Girls Hostel
7. Dainik Jagran for Girls Hostel
8. Punjab Kesari

## DEVELOPMENTS IN THE COLLEGE DURING THE SESSION 2010-2011.

Display Boards were installed in the college premises for displaying the notices and photographs.

Separate wooden cabins and almirahs were made available in the staff room for the Faculty Members.

Multi Media Projector was installed in the Multi Purpose Hall.

Thumb Impression Machine was installed in the college premises for making attendance.

Language Lab was established in I.T.Lab.

## BEST PRACTICES OF THE INSTITUTION

- To include the moral values among the teachers trainees, moral lectures are being delivered in the morning assembly by the teachers.

- The counseling and orientation sessions are organized for the students at the beginning of the session to give them better perspective of the courses of study.
- Strengthening the values of secularism among the students by celebrating different religious and National festivals.
- Lectures are delivered by using the OHP and Multimedia projectors.
- To enrich the creative talent among the students quiz, competitions, symposium and seminars are being held from time to time.
- To provide closure interaction between the teachers and the taught, group discussions, peer teaching and team teaching are being organized.
- To simplify the intricacies of the subject matter, teaching methodology is supplemented by using Audio-visual aids.
- To keep pace with advanced technology, computer subject has been made compulsory for all the students.
- For further strengthening the best practices, suggestions from the Alumni- association are being sought from time to time.
- Guidance and Counseling cell of the college redress the grievances, of the students well in time.
- Academic performances of the Faculty members are being monitored through student feedback forms.
- All the activities planned by the college were successfully accomplished with the active cooperation of the management.

## AWARDS AND REWARDS :

- There is a tradition of awarding and rewarding the students who secure 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> positions in the college. Such students are awarded with cash prize in the Annual function / workshops.
- Awards are also given to the students who participate in co-curricular activities.

## PART-C

### **The college has the following plans for the academic session- 2010-11**

- Faculty exchange programme
- Increasing the frequency of extension lectures
- Conducting the seminars and workshops
- Updating the college website from time to time
- Better physical infrastructure and academic facilitating research and innovation
- Encouraging faculty members to enhance their educational qualifications and also undertaking research work from time to time.
- Organization of community services in collaboration with social, rural and sanitation departments.

## **FUTURE PLANS FOR COLLEGE DEVELOPMENT**

- Establishment of psychological lab.
- Parking shed for the vehicles of staff members.
- Installation of Mica Board in class rooms.

- Library will be fully automated.
- Auditorium will be fully Air Conditioned.