

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

### **NAME OF THE INSTITUTION**

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

### **Year of the Report: 2012-2013**

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 institution for 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 institution 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 2012-13**

- ❖ Orientation Programme
- ❖ Display Your Talent Programme
- ❖ NSS Activities
- ❖ Peer-Teaching
- ❖ Games and Sports
- ❖ Demonstration of various Micro Skills and Macro Lesson
- ❖ Team Teaching
- ❖ Workshop cum Exhibition on Teaching Aids
- ❖ Group discussion
- ❖ Orientation on Smart class
- ❖ Annual Function

**1. ORIENTATION PROGRAMME:** Orientation Programme was organized from **5/11/12** to **7/11/12**. 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.

**2. DISPLAY YOUR TALENT PROGRAMME:** “Display Your Talent Programme” was organized on **10/1/2013**. The groups of talented students trainees identified were called upon to perform events at a short notice. Some students constitute the backbone of colourful and attractive variety programmes 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.

**3. N.S.S ACTIVITIES:** The College has an approved NSS Unit since 1994. During the session 2012-2013, NSS Camp was held from 25/3/2013 to 4/4/2013 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 1-12-2012, wherein 32 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. Rakesh Khuller, delivered a lecture on symptoms and precautions of Asthma on 28/3/2013.
- + Dr.Amarjeet Singh delivered a lecture on health problems related to major diseases like diabetes and heart attack on 29/3/2013.
- + Documentary movie on Environmental Awareness was shown to local population of the village on 30-3-2013.
- + Local population was educated about the benefits of Yoga on 1-04-13 by NSS volunteers.
- + A Plantation drive was also held at Village Kanhal on 2/4/2013
- + NSS Valedictory function was held on 4-4-2013 in the college Auditorium where in Dr.Vishaw Raksha Programme Cooridnator NSS University of Jammu was the Chief Guest on the occasion. Programme was also attended by Kr.Sumar Dev Singh Charak, Secretary Dogra Educational Trust, Prof.B.D.Damral, Director cum Principal DCE.

**4. 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.  
Schedule for Peer Teaching during the Session 2012-13,  
15-02-13 to 16-02-13- Paper Ist Education In Emerging Indian Society.  
13-03-13 to 14-03-13- Paper IInd Psychology of Teaching-Learning Process.  
15-04-13 to 16-04-13- Paper IIIrd School Management & Pedagogics of Education.  
19-07-13 to 20-07-13- Paper IVth Development of Educational System in India.

- 5. 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, Kho-Kho for girls, Jabelin Throw, Long Jump, High Jump for both boys and girls, Shot-put and Volleyball etc. were organized in the sports ground of the college from 29/3/2013 to 03/4/2013.
- 6. DEMONSTRATION OF VARIOUS MICRO SKILLS AND MACRO LESSON:** Orientation in various skills of Mirco-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.
- 7. TEAM TEACHING:** Team Teaching was organized from 26-04-11 to 27-04-2011 where in, 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. SMART CLASS:** Group-wise Workshop On Smart Class Was organized by the Dogra College of Education from 27-05-2013 to 01-06-2013 in rich Harvest School which Ms.Anita Saini was the resource person

- 9. WORKSHOP CUM EXHIBITION ON TEACHING AIDS:** Workshop cum Exhibition on Teaching Aids was organised on 05-06-13. All the students were divided into 12 groups. The teaching aids prepared by all the groups on various topics related to the teaching of school subjects were of diverse nature and were analyzed by Panel of Judges.
  
- 10. LITERARY ACTIVITIES:** Educational and Literary activities like debates / symposium / Inter-House Group Discussion were organized in the college on weekends but twice a month. .
  
- 11. ANNUAL FUNCTION:** Annual Function was organized on 21-09-2013 in the College Auditorium in which Cultural items like Dogri Folk Dance, Kashmiri Folk Dance, Punjabi Gidda & 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.**

- Twenty Teacher Trainees of the college participated in the National Level Seminar on the occasion of 150<sup>th</sup> Birth Anniversary of Swami Vivekananda. The topic of Seminar was Unity in Diversity. National Seminar was held in Gulshan Ground (Police Auditorium) on 08-01-2013 to 09-01-2013.
- Five Teacher Trainees of the College participated in the Symposium, Slogan writing and Essay Writing Competition which was organized by the RM College of Education on 25-01-2013.
- Four Teacher Trainees of the College participated in Letter Writing, Advertisement making Competition on the topic save Oil yani save Money painting competition organized by the JK College of Education on 29-01-2013.

- Two Teacher Trainees of the College participated in Symposium on the topic role of women in present sanario organized by Mier College of Education in Collaboration with Danik Yagran. The Symposium was organized on 12-03-2013.
- Two students participated in UGC sponsored Seminar on the topic Human rights and Moral Values organized by the Mier College of Education on 22-03-2013 to 23-03-2013.
- Two students participated in Inter Collegiate Debating Competition on the topic is the present Educational System promoting National Integration organized by JK College of Education on 30-03-2013.
- Government College for Women, Parade celebrated World environment Day on 05-06-2013 wherein Twenty Students from DCE attended the function.

### ***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, discipline and communicative skills.
- 7. Group Discussion** Group Discussions are held to assess originality, creativity, initiative and communication skills etc.
- 8. 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-2012-13.***

***The IQAC has planned the following activities which were accomplished during the session 2012-13 in order to augment the quality of college academic and Co- curricular activities***

**1. COMPUTER LITERACY WORK SHOP:** Two days workshop on Computer Literacy was organised in the college premises on 14-02-2013 to 15-02-2013. Ms. Prabjout Kour, Expert in the field of computer was the resource person. The workshop was attended by all the Teacher Trainees.

- 2. STUDENT DEVELOPMENT PROGRAMMES:** On World AIDS Day, the College organized Poster making and slogan writing competition on 01-12-2013 wherein 32 Students participated.
- 3. ORIENTATION LECTURE CUM WORKSHOP:** Apart from the academic achievements on 02-03-2013. Orientation lecture cum workshop was organised in the Colleges premises wherein Principal Sai Shyam college of Education, Dr.Usha tikoo (Vice-President Vihchar Kranti Manch), Prof. Rita Jantinder, Secretary Cultural Academy, Ex Principal Govt. Degree college for women Parade, Jammu were invited to orient the Students regarding the Crime Against Women.
- 4. QUIZ:** Inter-section Quiz Competition was organized in the college premises on 09-02-2013 where in students were divided into five 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 Practice 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 04-06-2013, the activity helped trainees making them self reliant, skilled and resourceful.
- 6. USE OF OHP AND POWER POINT PRESENTATION DURING PRACTICE OF TEACHING:** Teacher 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 organised in the college premises on 1st June, 2013 by Mrs. Rashim Chibb, Lecturer in education. Lecture 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 organised 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 04-06-2013, the activity helped trainees making them self reliant, skilled and resourceful.

**9. Inclusive Education:** A Lecture on Inclusive Education was organised in the college premises on 04-02-2013 by Mrs. Rajni Manhas, Lecturer in education. Lecture was attended by all the faculty members and the students of our college.

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.

- Two days National Seminar was held in Sai Shyam College of Education from 15-03-2013-16-03-2012, on the topic role of Higher Education in inculcating Moral and Spiritual Values. The paper was presented by Mrs. Shefali Sharma, Senior Lecturer of the College.
- One Day UGC sponsored National Conference on “transforming teacher education, issue, practices and future strategies” was organized by Mier College of educations. The conference was attended by Mrs. Shefali Sharma, Senior Lecturer in Education.
- One Day National seminar was organized by RM College of Education on the topic “Knowledge without Character is Deadly Sin” The paper was presented by Mrs. Shefali Sharma, Senior Lecturer of the College.
- One day National level Seminar was organized by KCS College of Education for Women on the topic “Problems of Teacher Education” The paper was presented by Ms. Poonam Gupta, Senior Lecturer in Social Studies.

- Two days workshop on “Improvisation of Teaching Aids” was organized by Central University of Jammu on 25-03-2013 to 26-03-2013. The paper was presented by Ms. Poonam Gupta, Senior Lecturer in Social Studies.
- One day Seminar was organized by RM College of Education on 06-04-2013 on the topic” Knowledge without Character is Deadly Sin” The paper was presented by Ms. Poonam Gupta, Senior Lecturer in Social Studies.
- Seven days training Oriented/Refresher course for Programme Officer was organized by University of Jammu on 05/11/2012 to 11/11/2012.The Orientation Course was attended by Mrs.Rajni Manhas, NSS Programme Officer.
- Two days Seminar was organized by Rama Krishanan Society on the topic “Unity in Diversity”. The Seminar was attended by Mrs.Rajni Manhas, NSS Programme Officer on 12-01-2013 tom 13-01-2013.
- One day National level Seminar was organized by KCS College of Education for Women on the topic “Problems of Teacher Education” The paper was presented by Mrs. Rajni Manhas, NSS Programme Officer.
- Two days National Seminar was organized by Sai Shyam College of Education from 15-03-2013-16-03-2012, on the topic role of Higher Education in inculcating Moral and Spiritual Values. The paper was presented by Mrs. Indu Puri, Senior Lecturer in Hindi.
- One day Seminar was organized by Sai Shyam College of Education from 30-03-2013, on the topic “Spiritual Development of Students through Education”. The paper was presented by Mrs. Indu Puri, Senior Lecturer in Hindi.
- One day Seminar was organized by Sai Shyam College of Education from 30-03-2013, on the topic “Development of Human Values and Good Qualities among the Students”. The paper was presented by Mrs. Bela Thakur, Senior Lecturer in Science.
- One day National Seminar was organized by RM College of Education on 06/04/2013 on the topic “Knowledge without Character is a Deadly Sin”.

- One day workshop was organized by Vishwa Bharati College of Education on 27/04/2013. The workshop was attended by Mr. Sumer Singh, Lecturer in Education.
- One day workshop was organized by Vishwa Bharati College of Education on 27/04/2013. The workshop was attended by Mrs. Vintee Kumari, Lecturer in Education.
- One day Seminar was organized by JK College of Education on 08/03/2013 on the topic "Role of Education in Empowering Women". The paper was presented by Mrs. Mrs. Anshu Gupta, Lecturer in Education.
- One day Seminar was organized by JK College of Education on 08/03/2013 on the topic "Health Status of Indian Women". The paper was presented by Mrs. Neha Sambyal, Lecturer in Education.
- One day National Seminar was organized by RM College of Education on the topic "Education is not a Book Learning". The paper was presented by Mrs. Purna Nanda, Librarian, Dogra College of Education.
- One day workshop was organized by RM college of Education on the topic "ICT Application in College Libraries". The Workshop was attended by Mrs. Purna Nanda, Librarian, Dogra College of Education.

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

- JOURNALS:**
- (1) Miracle of teaching
  - (2) Quest in education
  - (3) University News
  - (4) All India Association for Educational Research.
  - (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
  - (10) Resonance-journals of Science Education.

- (11) Mier journals of Education Studies, Trends and Practices.
- (12) Anweshika Indian Journal of Teacher Education.
- (13) Manual for Teacher Education: Institution and Teacher Educator.
- (14) Teacher Support.

**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.
- (10) CSR

**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 2012-2013.**

- 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, conference Hall and Auditorium.
- Thumb Impression Machine was installed in the college premises for marking attendance.
- Language Lab was established in I.T. lab.

### **BEST PRACTICES OF THE INSTITUTION**

- To inculcate the moral values among the teacher 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 closer 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 readressel the grievances, of the students well in time.

- Academic Performance of the Faculty members are 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 prizes and certificates of merit in the Annual function/workshops.
- Awards are also given to the students who participate in co-curricular activities.

### **PART-C**

#### ***The College has following plans for the academics session- 2013-14.***

- ◆ 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 facilities 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**

- Installation of Mica Board in class rooms.
- Library will be fully automated.
- Auditorium will be fully Air Conditioned.

Name and Signature of  
the Coordinator, IQAC

Name and signature of  
the Chairperson, IQAC