

Annual Quality Assurance Report (AQAR) of IQAC

NAME OF THE INSTITUTION: *Dogra College of Education, Bari Brahmana, Samba*

Year of the Report: 2016-17

The report comprises of 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 the state of art, tools and modern methods in delivery system of education to make it 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 outreach Programmes, to make them self sufficient and help in community and social development.

PART-A

Following educational activities and Programmes were carried out during the annual year 2017:

- ❖ Orientation Programme
- ❖ Republic Day celebration
- ❖ Seminars
- ❖ International Women's Day
- ❖ Group Discussion
- ❖ Plantation Drive
- ❖ Slogan Writing Competition
- ❖ NSS Activities
- ❖ Valedictory Function
- ❖ Sports Day Celebration
- ❖ Farewell Cum prize Distribution function
- ❖ Swatchhata Pakhwada
- ❖ Teacher's Day celebration
- ❖ Rangoli and card making competition
- ❖ Display your talent
- ❖ Computer Literacy workshop
- ❖ Internship programme
- ❖ World Aids Day

1. ORIENTATION PROGRAMME: Before the commencement of regular class work, orientation Lectures were conducted for the teacher trainees by the subject experts with a view to provide 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. REPUBLIC DAY CELEBRATION: To celebrate the occasion of Republic Day on **26th January 2017**, a debate competition was organized on the topic, “Has the meaning of Republic Day changed over the years since the day our constitution was framed. 13 students participated in the competition. The names of the winners were Indika Attri, Suneha Sharma and Pallavi Sharma.

3. SEMINAR ON CONSTITUTIONAL PROVISIONS OF THE WEAKER SECTION OF FREE INDIA: On **16th February 2017**, a seminar was organized on the topic, “Constitutional provisions of the weaker section of free India.” The students were made aware about the various schemes like Sarva Shiksha Abhiyan, Saakshar Bharat mission, etc. The students were made aware about the ongoing schemes through which the status of the weaker sections could be uplifted

4. INTERNATIONAL WOMEN’S DAY: To celebrate the occasion of Women’s Day on **8th March, 2017**, Dogra College of Education organized “Talk cum presentation”, wherein 7 students of Semester I and 6 students of Semester III participated in the said event.

5. GROUP DISCUSSION: On **17th March 2017**, group Discussion was organized for second semester on the topic “Disasters and Preparedness”. For the fourth semester, the topic was “Impact of Demonetization on the social and economic conditions in the country”.

6. PLANTATION DRIVE: On **30th October 2017**, NSS wing of Dogra College of Education organized a plantation drive in the college campus. In the plantation drive, NSS volunteers and dignitaries took a pledge to plant maximum number of trees and took initiative towards a healthy environment.

7. N.S.S ACTIVITIES: The College has an approved NSS Unit since 1994. From **17th April, 2017 to 23rd April 2017**, seven days NSS Camp was held at Govt. Middle

School, Dollian. During the session 2016-2017, the following activities were undertaken as a part of NSS Programme:

- ON 17/4/2017, Drawing Competition was organised in the school and literacy survey was also done in the nearby village on the same day.
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- On 18/4/2017, Cleanliness Drive was undertaken in the school campus and in the nearby locality by the NSS Volunteers.
- On 19/04/2017, an awareness camp was organized regarding the various health issues was spread in the nearby surrounding area of the Dollian School. The locality were made aware about the diseases like typhoid, diphtheria, cholera, cold, AIDS by the NSS Volunteers of the College.
- On 20/04/2017, Plantation drive was held near the surrounding areas of Dollian Public School. The drive involved the planting of various indigenous saplings having medicinal and aesthetic value appropriate to the local environment.
- On 21/04/2017, a campaign on female feticide and pulse polio was undertaken. The school and the nearby locality were made aware about the female feticides. Further they were made aware about the importance of the polio drops to be given to the child at the regular intervals.
- On 22/04/2017 an awareness camp regarding various schemes, like Pradhan Mantri Jan dhan Yojana, Pradhan Mantri Mudra Yojana, Pradhan Mantri Awas Yojana, was organized to spread the awareness to the nearby locality of the school.
- Local population was educated about the benefits of Yoga on **23-04-17** by NSS volunteers.

8. VALEDICTORY FUNCTION : NSS Valedictory function was held on **29-04-2017** in the school premises where Mr. Ramesh Chander, Headmaster Govt. Middle School Dollian was the Chief Guest. Prominent among those present on the occasion were, Kr. Samar Dev Singh Charak, Secretary Dogra Educational

Trust, Mr. S.C Khajuria, Director Adm &CD, Mrs. Shefali Sharma Principal of the College and Mrs. Bela Thakur, Director Academics.

9. SPORTS DAY CELEBRATION: On **6th June 2017**, Sports day was celebrated in the Dogra College of Education. The students of both the Semesters participated in the event. Students participated in the various games like kho-kho, tug of war, one leg race, 100 meter race, three leg race. Semester Ist won in kho-kho and tug of war. Suneha, Sakshi and Shikha came first, second and third respectively in kho-kho. Suheha, Manu and Geetanjali bagged the first, second and third prize respectively in the 100 meter race .

10. FAREWELL CUM PRIZE DISTRIBUTION: On **21st June 2017**, Farewell cum Prize Distribution function was organized in the college auditorium. Fifty students participated in the cultural events and the prizes were distributed among the meritorious students. Ms Indika Attri and Ms Radhika was awarded for securing positions in the University level. Ms Sonika Saini was awarded for being punctual. Ms Priyanka Chanyal for being best Comparer. Ms Anubhuti for outstanding results in the extra-curricular activities. Prizes were also distributed to Miss Shikha, Ms Niharika, Ms. Sunhea, Ms. Mannu, Ms. Geetanjali, Ms Priyanka, Ms. Kimmi, Ms. Shashi and Ms. Sakshi for their participation in the various activities.

11. SWATCHHATA PAKHWADA: Dogra College of Education organized Swatchhata Pakhwada for three days from **10th August 2017 to 12th August 2017**. In this connection, a cleanliness drive was organized for three days and where the students discussed the value of cleanliness and denoted the handmade dustbins. Students also participated in the slogan writing competition. Ms. Suneha, Ms. Preeti Bala and Ms. Pallavi Sharma were adjudged first, second and third respectively.

12. TEACHER'S DAY CELEBRATION: On **4th September 2017**, to celebrate the occasion of teacher's Day Best Message Contest was held where the students wrote messages in the banner for their respected teachers. Ms. Shikha Rani, Ms. Niharika Jamwal and Ms. Rajesh were adjudged 1st, 2nd and 3rd respectively of the third Semester

13. ESSAY WRITING COMPETITION: On **9th September, 2017**, an essay writing competition on the topic, "**What Can I do for clean India**". Twenty five volunteers

participated in the said event. Ms. Richa was declared first, Ms. Meenu Rajput got the second position and Mrs. Kulmeet Kour was adjudged third.

14. RANGOLI AND CARD MAKING COMPETITION: To celebrate the occasion of Diwali on **18th October 2017**, Dogra College of Education organized the Rangoli and Card making competition. The students of both the semesters participated in the said event in groups. Prabha and group was adjudged first, Arti and group was adjudged second and Konika and group bagged the third position.

15. DISPLAY YOUR TALENT PROGRAMME 2017: “Display Your Talent Programme” was organized on **14th November 2017**, in the auditorium of Dogra College of Education. Students of the first semester performed on various Items such as Group Dance, Dogri poem, Solo Dance, Solo Song, Duet dance, Skit, Dogri group song and Modeling. Samiskha was declared as Miss Talented and Ms. Meenu Rajput as Miss Fresher. Mr. Rupinder as Mr. talented and Mr. Sudama as Mr. Fresher.

16. COMPUTER LITERACY WORKSHOP: On **25th November 2017**, one day workshop on Computer Literacy was organized in the IACT Lab, Virender Jamwal, IT Incharge of Dogra College of Education was the resource person. The workshop was attended by all the Students of the Dogra College of Education.

17. INTERNSHIP PROGRAMME: During the Internship Programme, the students of first semester visited to **DIET Centre, Aaganwadi Centre, Nursery Schools, Middle Schools, Primary Schools and Innovative Centres** where they interacted with the faculty members and students and wrote the reports on the same.

18. WORLD AIDS DAY: A slogan writing competition was organized, on **29th November 2017**, in the Conference Hall of Dogra College of Education in order to celebrate the World AIDS Day. The theme of the occasion was A.I.D.S.- Myth or Reality. In this competition forty volunteers participated. Ms. Neha Devi, Ms. Archana Kumari and Ms. Reena Bala were declared as first, second and third respectively.

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

- On 28th February 2017, **two teacher trainees** of fourth semester participated in the **lok Rang competition** in Jammu University.
- On 28th February 2017, **six teacher trainees** of Second semester visited the science museum for the celebration of **Science Day**.
- On 8th March 2017, **two teacher trainees** of Semester II participated in the **Debate Competition** held at **MIER College** on the topic, where Pallavi Sharma and Shefali Sharma of 2nd Semester won the second and the third prize respectively.
- On 9th march, 2017, **two teacher trainees** of fourth semester participated in the **Elocution Contest** held at **Ranjit College of Education** where Priyanka Chanyal of fourth semester won the second prize.
- On 17th May 2017, **two teacher trainees** of semester IV participated in the workshop on Communication skills in **Chenab College of Education**.
- On 23rd September, **three teacher trainees** of the first Semester participated in the **Essay Writing Competition** held in **Jammu University**.
- On 27th September 2017, four teacher trainees of the First Semester participated in the **Rangoli Competition** held in **Jammu University**.
- On 3rd October 2017, **two teacher trainees** of the First Semester participated in the poetry competition held in **Jammu University**.

- On 3rd November 2017, **two teacher trainees** of third Semester spoke on the theme “My Vision- Corruption Free India” organized by Central University held in **Dogra Law College**.

PARTICIPATION OF TEACHER TRAINEES IN LEARNER CENTRED ACTIVITIES IN THE COLLEGE

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|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Quiz | (Oral and Written) |
| 2. Class Test | Oral/Written tests are taken fortnightly for checking the extent of their development and to enhance their higher order abilities. |
| 3. Sessional work files | Sessional Work files are given to develop writing and drawing skills in the production of sketches, flow charts, diagrams, Pictures and illustrations. |
| 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 Discussion is held to assess originality, creativity, initiative and communication skills etc. |
| 8. Tutorials | Tutorials and extra coaching classes are organized for low as well as high achievers. |
| 9. Assessment of Teachers | Feedback forms are provided to students to assess the Teachers quality 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 ANNUAL YEAR 2017

The IQAC has planned the following activities which were accomplished during The annual year in order to augment the quality of College Academics and Co- Curricular activities

1..COMPUTER LITERACY WORK SHOP: One day workshop on Computer Literacy was organized in the IT Lab on **25th November 2017**, Virender Jamwal, IT In-charge of Dogra College of Education was the resource person. The workshop was attended by all the Students of the Dogra College of Education.

2. USE OF OHP AND POWER POINT PRESENTATION: Teacher Trainees were encouraged to prepare the power point presentations and transparencies for delivering their lesson during internal and external practical.

3. EXTENSION LECTURE ON POETRY, HOMOUR, CREATIVE MOVEMENTS AND AESTHETICS REPRESENTATION AS FORMS OF SELF EXPRESSION: A lecture was organised on **11th February 2017** on the topic ***“Poetry, humor, creative movements, aesthetics representation as form of self expression”*** for Semester II and IV in the Conference Hall. Dr. Rita Jitender, former Principal of Government College for Women, Parade, was the resource person on the occasion. Lecture was attended by all the Faculty Members and the students of the Dogra College of Education.

4. EXTENSION LECTURE ON CONSTRUCTIVE APPROACH: A lecture on ***“Constructive Approach”*** on **13th February 2017** for Semester II and IV was organized in the college Auditorium. The resource person on the occasion was Dr. Jaspal Singh, Assistant Professor in the Department of Distance Education, University of Jammu. Lecture was attended by all the Faculty Members and the students of the Dogra College of Education.

5. EXTENSION LECTURE ON INCLUSIVE EDUCATION: On 17th October, 2017, a lecture on “**Inclusive Education**” for Semester I was organized in the Conference Hall. Mrs. Bela Thakur, Principal, Dogra Degree College was the resource person of the occasion. Lecture was attended by all the Faculty Members and the students of the Dogra College of Education.

6. EXTENSION LECTURE: A Lecture on the topic “**SEVEN WINGS OF DIET**” was held on 25th September, 2017 in the Conference Hall. Mr. Krishan Gopal Sharma, Retd. Head of the Department, District Institute of Education and Technology was the resource person on the occasion. The lecture was attended by all the Faculty members and Students of the 1st Semester of the Dogra College of Education.

7. EXTENSION LECTURE ON MENTAL HEALTH: An Extension Lecture on the topic “**Mental Health**” was held on 20th December, 2017 in the Conference Hall of College premises. Dr. Manu Arora, Head of the Department of Psychiatry, Government Medical College was the recourse person on the occasion. The lecture was attended by all the Faculty members and Students of Semester 1st and Semester 3rd of the Dogra College of Education.

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 our Institutions.

- On 17th of February 2017, **Mrs. Shefali Sharma**, Senior Lecturer of Dogra College of Education, presented a paper in the topic “**Constructive Approach in teaching**” in a National Seminar on ‘Innovative Curriculum Development Practices in Teacher Education’ organized by P.G Dept. of Education, University of Jammu.
- On 17th of February 2017, **Mrs. Bela Thakur**, Lecturer in Science presented a paper in the topic “**Inclusive Education**” participated in a National Seminar on ‘Innovative Curriculum Development Practices in Teacher Education’ organized by P.G Dept. of Education, University of Jammu.
- On 17th of February 2017, **Mrs. Vintee Kumari**, Lecturer in Education presented a paper in the topic “**Constructivist Approach in Teaching**” in a

National Seminar presented a paper in the topic “on ‘Innovative Curriculum Development Practices in Teacher Education’ organized by P.G Dept. of Education, University of Jammu.

- From 1st May to 7th May 2017, **Mrs. Shefali Sharma**, Senior Lecturer of Dogra College of Education, participated in National Workshop on “ Research Methodology” , organized by P.G Department of Education, University of Jammu under UGC- SAP DRS-II.
- On 8th of June 2017, **Mrs. Shefali Sharma**, Senior Lecturer of Dogra College of Education participated in a workshop on “Plagiarism”, organized by P.G Dept. of Education,, University of Jammu under UGC- SAP DRS-II.
- From 14th to 15th of June 2017, **Mrs. Shefali Sharma**, Senior Lecturer of Dogra College of Education, participated in two days’ workshop on “Academic Writing Skill” organized by P.G Dept. of Education,, University of Jammu under UGC- SAP DRS-II.

Paper Publications

- Management Committee of Dogra College of Education releases **newsletter** of Dogra College of Education.
- College magazine **Shikshak**- Volume 11 was released.
- Mrs. Shefali Sharma , Senior Lecturer of Dogra College of Education, Dogra College of Education published an article on “**Innovation Practices in teacher Education**” in an International Research Journal “Parisheelan”
- Mrs. Shefali Sharma, Senior Lecturer of Dogra College of Education published a paper titled, “**Differences in Deviant Behaviour among the students of Jammu City**, Volume 6 in an International Journal of Research in Social Sciences.

- Mrs. Indu Puri, Lecturer of Dogra College of Education, published an article in the renowned newspaper Dogra Herald, titled “**Professionalization in Teacher Education**”
- Mrs Shefali Sharma, Senior Lecturer of Dogra College of Education, published a paper titled “Historical Perspective Women Education in Jammu in an International Journal “Hindu”.

Mrs Shefali Sharma , Senior Lecturer of Dogra College of Education, published a paper “ Women Education- Issue and Challenges in an International Research Journal Arya. “

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

JOURNALS = (National)

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|--------------------------------------------------------------------|-----------------|
| 1. School-Unique Education Journal | - (Monthly) |
| 2. University News | - (Weekly) |
| 3. All India Association for Educational Research | - (Quarterly) |
| 4. Resonance- Journal of Science Education | - (Monthly) |
| 5. MIER journals of Education Studies, Trends and Practices | -(Half Yearly) |
| 6. Anweshika Indian Journal of Teacher Education | - (Half Yearly) |
| 7. Manual for Teacher Education: Institution and Teacher Educators | - (Half Yearly) |
| 8. Teacher Support | |
| 9. Teacher Education: Reflection towards policy Formulation | |
| 10. Shikshan Anweshika | - (Half Yearly) |
| 11. Quest: The Journal of UGC-ASC | - (Quarterly) |
| 12. Journal of Bio-Sciences | (Thrice Year) |

JOURNALS: (International)

1. Education Quest: An International Journal of Education and Applied Social Science. (Quarterly)
2. Learning Community: An International Journal of Educational and Social Development. (Quarterly)
3. Technolearn: An International Journal of Education Technology.

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) Invention intelligence

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) Dogra Herald
- 9) Danik Savera

Total No. of books in Library	5220
No. of reference & Book Bank Books	598
No. of books in compulsory papers	2171
No. of books in Optional papers	879
No. of Teaching Subjects	1502
No. of Foreign Author Books	70

No. of Encyclopedia = 6 Namely

1. Education for 21st century (40 Volumes)
2. Encyclopedia of Philosophy of Education (2 Vols.)
3. Encyclopedia of Statistics, Psychology & Education (4 Vols.)
4. Encyclopedia of Environment Science.
5. Encyclopedia of Britannica ready references.
6. Encyclopedia of Educational Technology and ICT
7. Handbook Of Special Education (2 vols.)

DEVELOPMENTS IN THE COLLEGE DURING THE ANNUAL YEAR 2017.

- ❖ Additional Display Boards are installed in the college premises for displaying the Notices and Photographs.
- ❖ Computer lab of the college provides quick internet facility to the students and teachers.
- ❖ The Computer lab is equipped with 26 computers, one printer and battery backup facility.
- ❖ The Language lab software provides best opportunities to develop their Language skills. we have two language lab softwares:-
 - a) Sanako Language Lab Software
 - b) ETNL Language Lab Software
- ❖ The Language lab is equipped with 11 computers, 11 head phones, one Recorder, two microphones and battery backup facility.
- ❖ The website of the college is functioning properly and is being updated regularly.
- ❖ The college canteen rates have been rationalized by the canteen committee members from time to time.
- ❖ All the labs namely computer lab, educational technology lab, psychology lab, science lab, language lab are properly equipped for the development of teaching skills of the teacher trainees.
- ❖ Computerization of library with standard digital software. Access information from anywhere in the world by using internet facility. DELNET services are also being provided by the College Library.

- ❖ Digitalization of the library with the National Digital Library where the students and the staff will have an access to the online books.
- ❖ A world class 10 m Shooting Range, fully air conditioned and well equipped according to the international standard is an added feature.

BEST PRACTICES OF THE INSTITUTION

- ❖ To inculcate the moral values among the teacher trainees, moral talks 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 about the courses.
- ❖ 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, Group Discussions, symposium and seminars are being held from time to time.
- ❖ To provide closer interaction between the teachers and the Taught, group discussions are being organized.
- ❖ To simplify the complexity 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 readdressed the grievances, of the students.
- ❖ Academic Performance of the Faculty members are monitored through student feedback forms.
- ❖ All the activities planned by the college are successfully accomplished with the active cooperation of the management.
- ❖ Extensive use of technology for seminars/workshop and other academic activities.

AWARDS AND REWARDS:

- ❖ There is a tradition of awarding and rewarding the Students who secured **1st, 2nd and 3rd Positions** in the College. Such Students are awarded with Cash Prizes, Scholarships and Certificates of Merit in the Annual Function Celebrations.
- ❖ Awards are given to the students who participate in co-curricular activities.
- ❖ Students who secured 75% and above marks in the qualifying exam are granted Rs. 5,000/- on yearly basis, if they continue to score 75% and above in their subsequent exams every year in the every semester.
- ❖ Students who secured 60% or above but less than 75% marks in the qualifying exam are entitled for the scholarship of Rs. 5,000/- for the 1st year of the course only.

PART-C

The College has following plans for the annual year 2018.

- ❖ To organize the Faculty Exchange Programme.
- ❖ To increasing the frequency of Extension Lectures.
- ❖ To conduct the Seminars and Workshops at National Level.
- ❖ To provide better physical infrastructure and academic facilities to facilitating the research and innovation.
- ❖ To encourage faculty members to enhance their educational qualifications and also undertaking research work from time to time.
- ❖ To Organize the Programmes in collaboration with Social, Rural and Educational Departments.
- ❖ For further strengthening the best practices, suggestions from the Alumni- association are being sought from time to time.

FUTURE PLANS FOR COLLEGE DEVELOPMENT

- ❖ Auditorium will be fully Air Conditioned.
- ❖ Staff Room will be fully Air Conditioned.
- ❖ To create a separate Cyber Library Section in the College Library.

Name and Signature of the
Coordinator, IQAC

Name and signature of the
Chairperson , IQAC