



## Yearly Status Report - 2017-2018

### Part A

#### Data of the Institution

Part A	
<b>Data of the Institution</b>	
<b>1. Name of the Institution</b>	Dogra College of Education
Name of the head of the Institution	Dr. Vikesh Kumar Sharma
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01923220600
Mobile no.	9596734637
Registered Email	principal.dogracollege@gmail.com
Alternate Email	isodogradet@gmail.com
Address	Dogra College of Education, Maluk Bhawan, Bari Brahmana, Samba
City/Town	Bari Brahmana
State/UT	Jammu And Kashmir
Pincode	181133

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Co-education</b>
Location	<b>Semi-urban</b>
Financial Status	<b>Self financed</b>
Name of the IQAC co-ordinator/Director	<b>Dr. Shefali Sharma</b>
Phone no/Alternate Phone no.	<b>01923220600</b>
Mobile no.	<b>9086443670</b>
Registered Email	<b>principal.dogracollege@gmail.com</b>
Alternate Email	<b>isodogradet@gmail.com</b>

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="https://assessmentonline.naac.gov.in">https://assessmentonline.naac.gov.in</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes, whether it is uploaded in the institutional website: Weblink :	<a href="https://www.dograeducationaltrust.com/dogra_education/calendar.aspx?type=bed">https://www.dograeducationaltrust.com/dogra_education/calendar.aspx?type=bed</a>

<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
<b>1</b>	<b>C</b>	<b>1.78</b>	<b>2009</b>	<b>08-Mar-2009</b>	<b>07-Mar-2014</b>
<b>2</b>	<b>B</b>	<b>2.61</b>	<b>2015</b>	<b>16-Apr-2015</b>	<b>30-Apr-2020</b>

<b>6. Date of Establishment of IQAC</b>	<b>01-Nov-2007</b>
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<b>7. Internal Quality Assurance System</b>
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Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Swachta Pakhwada (Cleanilines Drive cum Slogan Writing Competition)	10-Aug-2017 03	64
Teacher's Day Celebration (Best Message Competition)	04-Sep-2017 01	20
Swachh Sanklap Se Swachh Siddhi (Essary Writing Competition)	09-Sep-2017 01	25
Plantation Drive	01-Oct-2017 01	77
Rangloli Making and Diwali Greeting Card Competition	17-Oct-2017 01	73
Swachh Bharat Abhiyan Drive	30-Oct-2017 01	163
On the Eve of Birth Anniversary of Sardar Vallabh Bhai Patel (Essay Writing Competition)	31-Oct-2017 01	25
Display Your Talent	14-Nov-2017 01	50
World Aids Day (Slogan Writing Competition)	29-Nov-2017 01	40
Seminar on B.R. Ambedkar Birthday	14-Apr-2018 01	10
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Departmen t/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2018 0	0
No Files Uploaded !!!				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	Yes
If yes, mention the amount	0
Year	2017

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

- Conduct of Extension Lectures • Publication of Brochure •
- Internal External Audits (ISO) • Conduct of Cleanliness Drive •
- Conduct of Orientation Lecture

[View File](#)

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
Seminar on B.R. Ambedkar Birthday	Conducted
World Aids Day (Slogan Writing Competition)	Conducted
Display Your Talent	Conducted
On the Eve of Birth Anniversary of Sardar Vallabh Bhai Patel (Essay Writing Competition)	Conducted
Swachh Bharat Abhiyan Drive	Conducted
Rangloli Making and Diwali Greeting Card Competition	Conducted
Plantation Drive	Conducted
Swachh Sanklap Se Swachh Siddhi (Essary Writing Competition)	Conducted
Teachers Day Celebration (Best Message Competition)	Conducted
Swachta Pakhwada (Cleanilines Drive cum Slogan Writing Competition)	Conducted
<a href="#">View File</a>	

**14. Whether AQAR was placed before statutory body ?**

No

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to**

Yes

assess the functioning ?	
Date of Visit	16-Apr-2015
<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2017
Date of Submission	30-Sep-2017
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Management Information System facilitates in maintaining and updating profiles of faculty and staff. It keeps the track of all details of employees and students. It helps to provide student's feedback for the teacher. Total number of enrollment of students is mentioned in management information system format and number of dropouts are also mentioned month wise in this format. Number of classes month wise are also mentioned. Debate, seminar, symposium organized monthwise are also mentioned and likewise participation of students in intercollegiate/university event is also mentioned in MIS report. Faculty enrichment programme organized is also written month wise. The complaints or suggestion received from students, parents or stakeholder is written in the report. Students and teachers use multimedia or overhead projector in the classes which is also mentioned in the MIS report. Frequency of meeting of different committees conducted in the college month wise is written in the report. Teachers conduct weekly test and analysis of tests of different teachers and their absentees of students in tests are also in written form. Total number of extension lectures organized month wise are also highlighted in the MIS report. The completion of research project (major or minor) by the students and teachers are also mentioned in the report. Every parameter has the performance target in MIS report.</p>

Part B

## CRITERION I – CURRICULAR ASPECTS

### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

As our institution is affiliated to University of Jammu. It is mandatory for us to follow curriculum development as prescribed by the said University. Curriculum provides a framework for the college. So, our academic calendar is based on the time frame provided by the University. Our Time-Table Committee formulates, finalizes and communicates the time- table of the institution to the faculty much prior to the commencement of the academic year. Because the activities to be carried out throughout the academic year. This enables the faculty members to plan their teaching schedule with greater flexibility and well in advance .During the year, the Heads of different committees conduct regular meetings to ensure smooth functioning of the college. All the staff members are encouraged to attend the seminars presented by the fellow staff members to brush up yourself. The faculty members are expected to undertake a thorough analysis of the prescribed syllabus and draw up a teaching plan to match the learning capacities of the students. There is a flexibility in the schedule and academic plan of the institution with ample scope for innovation and inclusion of need based activities i.e providing varied learning situations both at the institution level as well as on the field. Teaching practice is carried on under simulated conditions for third and fourth semester . It helps the students to develop their communication skills. In addition, they have to plan their lessons which help them to develop their writing skills. The students are also given opportunity to contribute articles/ writings etc. for the college magazine to help them to further develop their writing skills. At the commencement of each academic year, every faculty member provides the students with individual time plans and reading list for each course which are displayed in the syllabus copy provided to the students. These time plans are also preserved each year as documentation. The theoretical framework of the given curriculum in practical terms is provided through value - oriented education and community service programmes for inculcating ethical, social and aesthetic values. To serve all the things like seminars, workshops, extension lectures, orientation programmes, morning assembly, celebration of significant days, quiz competition and other techniques of higher learning are executed in the institution. Our college utilizes potential of available human and material resources through innovative techniques like team - teaching, cooperative teaching, project method, peer teaching, ICT based teaching, enquiry based instruction and blended teaching with the help of well- equipped classrooms, labs and playgrounds etc. The faculty members deliver their lectures using various teaching-learning methods, keeping in mind their teaching plan. At the commencement of each semester during discussion of syllabi with the students faculty encourages them to download the same from the University website to ensure transparency. The teacher incharge of each course regularly monitors the progress of the teaching programme using the digital formats and the institution plans to make the entire documentation process paperless soon. The online students feedback form has a provision for the assessment of the faculty's

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	NIL	NIL

### 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
<a href="#">View File</a>		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NIL	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

**1.3 – Curriculum Enrichment**

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nil	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	School Internship	167
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**1.4 – Feedback System**

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>he growth of any educational body rests on a well-structured organic feedback mechanism which in term depends upon 'holistic planning 'with distinct macro goals. The ultimate goal of the feedback strategy is to enhance the 'content value 'of the education system by providing teachers and students timely and appropriate information, thus equipping them to make effective decisions within a short period of time. Teachers can provide the suggestions to the students for development learning strategies and corrections for errors through feedback. The importance of constructive feedback is that it allows for many positive opportunities. This component also enhances a student's self efficiency and provides an avenue for motivation. Faculty meetings on a periodic basis are held for the same suitable suggestions are provided and</p>

implemented by the concerned teacher for productive outcomes. The alumni's feedback is very helpful in restructuring the curriculum as the alumni usually answer the question in regard to the materials learned in the college this is a good practice and a very important assessment tool. We, at Dogra College Of Education firmly believe that alumni survey can be designed to obtain information to establish the identity and focus on curriculum. Thus, Our institution organizes alumni meeting every year to tap this useful resource. Most importantly, we believe that alumni perceptions can be utilized for prioritizing certain topics. We use effective channels of communication and getting parents involved in decisions.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	Teacher Education	150	94	94
BEd	Teacher Education	150	80	73

[View File](#)

### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	167	Nil	10	Nil	Nil

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
10	10	24	3	3	6

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The process of mentoring is an individualized form of counseling and guidance activities. It addresses the needs of the students to have a friend, a counselor a confidant on the campus. The practice is aimed at fostering a better rapport between the students and the teachers at a personal level. Effective monitoring begins with the faculty and depends upon the healthy relationship between faculty and students. A group of 15-20 students is assigned to each staff member (Guardian Teacher) for collecting personal information from the ward without touching sensitive issues or forcing and information out of the wards then provides the needed counseling to the wards. Critical issues are brought in the notice of the Head of the Department. The teacher meets the wards informally outside class hours as well guides them regarding their career options. A Guardian teacher documented record of the mentoring process is maintained by the mentor teacher the Head of the Department



for reference purposes. And group of 20-25 teacher trainees is assigned to the each staff member who are attached for the entire teaching practice, field visits and writing of reflecting journal. The group incharge understands the teacher trainee behavioral emotional problem the socio economic conditions there involvement in curricular, co-curricular activity. On the other side students with low marks are indentifying and suggestions are given to them individually for their improvement. Mentoring of students thus, is an essential feature to render equitable service to the entire student having varied background. Student-mentorship has the following aim:- (a) To enhance a teacher – student contact hours. (b) To enhance students academic performance attendance. (c) To minimize student dropout rates. (d) To identify understand the status of slow learner encourage advanced learners. (e) To render equitable service to student. Types of Mentoring • Professional Guidance – regarding professional goals, selection of career, higher education. • Career advancement – regarding self-employment opportunities, morale, honesty, integrity required for career growth. • Course-specific – regarding attendance performance in the present semester and overall performance in the previous semester.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
167	10	1:17

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
16	10	6	3	1

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	Nil	Nil	Nil
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## 2.5 – Evaluation Process and Reforms

### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	BDE	IV (2016-18)	14/05/2018	03/07/2018
<a href="#">View File</a>				

### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As per the NCTE Regulations, the college strongly believes that Microteaching is a strong base to develop and strengthen the teaching competence of the entrants in the teaching profession i.e. the student teachers. The college follows a comprehensive mechanism of feedback which involves communicating of assignment/ evaluation outcomes and strategizing for improving the performance of students based on the same. As per University guidelines the Internal Assessment marks are not revealed to the students. However, the faculty guides students on how to improve their performance, and gives constructive feedback. The assessment outcomes of every activity is scrutinized during regular staff meetings with an objective to improve/modify the curriculum transaction such as integration of even more innovative and participatory learning strategies, blended learning, use of social media. The new strategies implemented are then

reviewed for its effectiveness in the subsequent staff meetings. Prepare for these examinations accordingly. A copy of the college calendar is displayed in the college staffroom to enable all staff members to plan for activities. This academic calendar also enumerates academic programmes and activities for quality enhancement to be held in the college. The college conducts twice the number of class tests. 1) Practical Examination (Viva-Voce): Evaluation of Practical Examination is done based on different parameters like school visits, Internships, sessional work, (related to different course code, project work. 2) Result Analysis: Result analysis is done by the subject teacher. Teacher Assessment: Subject teacher conduct various academic activities like surprise test, mock test, objective type test

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Institutional adheres to the academic calendar for the conduct of continuous Internal Evaluation and consult it with the academic Coordinator and Principal of the college. • In the beginning of the academic session the students are apprised of academic calendar and same is uploaded on college website and displayed on notice boards. • Only head of the Institution can incorporate minor changes in academic calendar which he may deem fit considering the unforeseen circumstances. • The schedule of all examination is given in academic calendar. • The course teachers announce the syllabus. • Assignments are submitted by students as per the dates given in academic calendar. • The examination schedule of these exams is announced and displayed well in advance in academic calendar.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[https://www.dograeducationaltrust.com/admin\\_panel/files/6201913048480.pdf](https://www.dograeducationaltrust.com/admin_panel/files/6201913048480.pdf)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BDE	BEd	Teacher Education	61	61	100

[View File](#)

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[https://www.dograeducationaltrust.com/dogra\\_education/notices.aspx](https://www.dograeducationaltrust.com/dogra_education/notices.aspx)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	Nil	0	0

No file uploaded.

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
WOMENS DAY	DOGRA COLLEGE OF EDUCATION	08/03/2018
NAI TALIM	DOGRA COLLEGE OF EDUCATION	26/09/2017

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	NIL
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
Nil	NIL	Nil	0
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
UG	Nil
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nil	0	NIL	Nil
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	Nil	Nil	NIL
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	5	Nil	Nil
<a href="#">View File</a>				

**3.4 – Extension Activities**

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
SWACHHTA PAKWADA	NSS UNIT OF DCE	10	150
SYMPOSIUM ON WOMEN DAY	NSS UNIT OF DCE	4	30
WORLD YOGA DAY	NSS UNIT OF DCE	10	80
RANGOLI AND MEHNDI COMPETITION	NSS UNIT OF DCE	2	20
PLANTATION DERIVE	ENVIRONMENT CLUB OF DCE	10	150
SARDAR VALLABHBHAI PATEL JAYANTI	LITERARY CLUB OF DCE	4	30
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nil
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
GENDER ISSUE	NSS	NUKKAD NATAK AT ADOPTED VILLAGE DHOLIAN	2	40
SWACHH BHARAT ABHIYAN	NSS	CAMP	3	120

AIDS AWARENESS PROGRAMME	NSS	SLOGAN WRITING AND NUKKAD NATAK	2	90
<a href="#">View File</a>				

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
FACULTY EXCHANGE WITH DDC	01	DOGRA COLLEGE OF EDUCATION	30
FACULTY EXCHANGE WITH DLC	01	DOGRA COLLEGE OF EDUCATION	30
<a href="#">View File</a>			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
SCHOOL INTERNSHIP	INTERNSHIP	JAWAHAR HIGH SCHOOL DOLIAN	11/09/2017	30/11/2017	23
SCHOOL INTERNSHIP	INTERNSHIP	NEW LEADERSHIP KANHAL	11/09/2017	30/11/2017	22
SCHOOL INTERNSHIP	INTERNSHIP	GOVT HR. SEC SCHOOL SMAILPUR	11/09/2017	30/11/2017	23
SCHOOL INTERNSHIP	INTERNSHIP	GOVT BOYS HIGH SCHOOL	11/09/2017	30/11/2017	23
SCHOOL INTERNSHIP	INTERNSHIP	GOVT GHS BARI- BRAHMANA	11/09/2017	30/11/2017	23
<a href="#">View File</a>					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	Nil
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
4073000	4372200

#### 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
<a href="#">View File</a>	

#### 4.2 – Library as a Learning Resource

##### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
LMS	Partially	2.1	2015

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5262	Nil	62	Nil	5324	Nil
Reference Books	614	Nil	Nil	Nil	614	Nil
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	15	Nil	Nil	Nil	15	Nil
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Weeding (hard & soft)	Nil	Nil	Nil	Nil	Nil	Nil
Others(s pecify)	Nil	Nil	Nil	Nil	Nil	Nil
<a href="#">View File</a>						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	24	1	2	3	0	2007	1	50	0
Added	0	0	0	1	0	0	0	0	0
<b>Total</b>	<b>24</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>2007</b>	<b>1</b>	<b>50</b>	<b>0</b>

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
DELNET	<a href="http://delnet.in/">http://delnet.in/</a>

#### 4.4 – Maintenance of Campus Infrastructure

##### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
250000	175898	4073000	4372200

##### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular Meetings of various committees constituted for this purpose. Library caters academic and co-curricular needs of the students and staff and helps its users to Locate, select and acquire the information needed. Staff Members and Students can access the Library facilities and can borrow books, Magazines, periodicals, CD\_ROM and other materials as per the rules for each category General Maintenance. The requirement and list of books is taken from the different Publishers. The finalized list of required books is duly approved and signed by the Principal. Every year in the beginning of session, students are motivated to Register them in library to use DELNET Services. The Library has special facility for the student's net surfing by setting up two special computers for Them. Suggestion box is installed inside the reading room to take users Feedback. Their continuous feedback helps a lot in introducing new ideas Regarding library enrichment. The proper account of visitors (students and staff) On daily basis is maintained. Other issues such as weeding out of old titles, schedule of issue/ return of books etc are chalked out / resolved by the library Committee. Up gradation of the computer systems is generally done

on need Basis. To fulfill the emergency demands, individual system up gradation is carried out keeping in mind the need for update, deployment and maintenance of the Computers in the institution. Hardware and Software maintenance of computers And accessories are done by IT vendors. The AMCs for website maintenance, CCTV, Biometric system is maintained by the vendors. The office maintains register(s) to record the complaints related to AC, furniture, fixtures, plumbing,Electrical work etc. Besides this, the nature of the complaints, the majority of They are resolved by the in-house staff. If required, the experts from outside Agencies are called. Annual Maintenance Contracts are signed for AC, Coolers amp other Electric Gadgets, Pest Control, Water Purification amp Fumigation Process. Indoor Auditorium and Outdoor Auditorium, Conference Hall amp Multipurpose Halls are available for college programs.

[https://www.dograeducationaltrust.com/dogra\\_education/facilities.aspx#8](https://www.dograeducationaltrust.com/dogra_education/facilities.aspx#8)

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Means Cum Merit Scholarship	0	32000
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b)International	Nil	Nil	Nil
<a href="#">View File</a>			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Tutorial coaching Session-2017-2019 Sem -IV	08/05/2018	63	FACULTY MEMBERS
Tutorial coaching Session -2016-2018 Sem-III	16/12/2017	63	FACULTY MEMBERS
Tutorial coaching a) Session-2017-2019 Sem -II	09/05/2018	90	FACULTY MEMBERS
Tutorial coaching a) Session-2017-2019 Sem -I	04/12/2017	90	FACULTY MEMBERS
Language Lab	04/09/2017	94	FACULTY MEMBERS
Content Enrichment Orientation Programme b) Session-2016-2018	22/01/2018	63	FACULTY MEMBERS



Sem -IV			
Content Enrichment Orientation Programme a) Session-2016-2018 Sem-III	04/08/2017	63	FACULTY MEMBERS
Content Enrichment Orientation Programme b) Session 2017-2019 Sem-II	25/01/2018	90	FACULTY MEMBERS
Content Enrichment Orientation Programme a) Session 2017-2019 Sem -I	04/09/2017	90	FACULTY MEMBERS
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	NIL	Nil	Nil	Nil	Nil
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	06	28	8
<a href="#">View File</a>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to

2018	Nil	NIL	NIL	NIL	NIL
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	Nil
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports Meet	Institutional Level	87
Display Your Talent	Institutional Level	50
Rangloli Making and Diwali Greeting Card Competition	Institutional Level	73
Celebration of Republic Day	Institutional Level	10
Celebration of Independence Day	Institutional Level	8
No file uploaded.		

### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NIL	National	Nil	Nil	NIL	NIL
2018	Nil	Internat ional	Nil	Nil	Nil	Nil
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college does not have a student council in existence. However, there are various committees in the college which look after various academics and non-academic aspects headed by faculty and in some cases have student members as well. List of the committees is given below:- 1. College Development Committee/IQAC 2. Admission Committee 3. Academic Affair Committee/Time Table Committee 4. Examination Committee 5. Games Sports Committee 6. Social Cultural Committee 7. Library Committee 8. Discipline Committee 9. Anti Ragging Cell / Grievances/Redressal Committee 10. Canteen / Refreshment Committee 11. Infrastructure / Physical Verification Committee. 12. Placement/Conselling Cell 13. Magazine / Prospectus / News Letter/Press Release Committee 14. NSS Committee 15. Website Committee 16. Alumni Committee

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

81

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Eminent alumni visited college from time to time and interacted with the teacher trainees to share their experience and guide them about various career prospects. During their stay in the college the feedback is analyzed to arrive at some strengths and weakness in the functioning of the college regarding various aspects with the purpose of bringing further improvement.

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Management of the institution is overall in charge. The principal leads the institution towards its goals, by planning the activities of the institution forming committees, motivating and encouraging the committees to excel in their tasks, monitoring the progress and evaluating the success of all the tasks and projects. The college recognizes the abilities of its faculty members and believes in decentralization of tasks and transparency. Apart from that the principal communicates all significant information to all the functions of the institution. Decisions about the budget, maintaining the accounts of all expenditure and preparing the audit report annually with the help of the accountant and the administrative staff is also accomplished by the principal. The faculty under the guidance of the Principal is responsible for the academic functioning of the college, by being part of a number of specialized committees that work with a high degree of efficiency with considerable autonomy initiative. The day to day functioning of each committee is handled by faculty members and consults the Principal for the actual execution of the activities. The faculty in charge of each committee has to submit to the Principal a term wise written report of the academic and non-academic activities conducted. The committee of the college have well defined objectives, standing advisory committee to guide them in improving the effectiveness of college functioning.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

### 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The College website, face book page, prospectus contain information about the institution and the programme offered. The prospectus that highlights the details of programme of the College is prepared every year prior to the commencement of admissions. The prospectus also gives details of eligibility norms for admission. It is

given to the applicants along with the application form.

Industry Interaction / Collaboration

College collaborates with different schools (Govt. and Non Govt.) For practice of teaching school internship program. On the other hand NSS wing of the college organizes various activities and social outreach program collaborate during the NSS Camp organized by the college.

Human Resource Management

Various practices and processes are adopted by the college that helps both employees and the organization to achieve their goal. Dogra College of Education organizes faculty development programmes to enhance their constant growth development. Both, the teaching and non-teaching staff are encouraged to participate in orientation program, workshop. Regular IQAC meetings are held to ensure the upliftment of staff and the organization. Clean and green campus, proper sitting arrangement, provision of electricity back up through power generators, clean drinking water (Aqua guard) are some of the physical facilities for the students. We have also grievances redressal cell for the students. Facilities like medical checkup in ESIC hospital, efforts are made to retain the quality of staff members. The college has providing facility to teachers by providing faculty knowledge sharing programme to enhance the knowledge of teachers.

Library, ICT and Physical Infrastructure / Instrumentation

Library is well equipped with new and latest books of different course code. Library is also providing easy access of National Digital Library mobile application to the teachers to read e-books and e-journal related to their subject. Library provides sitting for student and for teachers so that they can read more and more books and update themselves. Library also provides teaching subject books like Teaching of Hindi, Teaching of English, Teaching of Social Sciences, Teaching of Mathematics, Teaching of Physical Science and Teaching of Commerce etc. Library provides DELNET Services to students every staff member of the department, so that they can easily access its e-books e-journals. In our college there is Computer Lab where students know about the different

	<p>functions of computer. They also search different topics of different course code. Class Rooms, Seminar Hall Cum Examination Conference Hall are equipped with projector screen to facilitate teaching learning process.</p> <p>We also have well equipped with physical infrastructure for our students like Badminton Court, Sports Ground, Canteen, Library Shooting Range etc.</p>
Examination and Evaluation	<p>Examination and evaluation guidelines are set up by Academic and Executive Council, University of Jammu. It includes two Internal Assessment, Mock Test, Seminars, Project Work and Sessional Work is given to develop writing skills. Periodical observation is conducted to assess personal qualities like regularity hard work inventiveness, initiative originality etc.</p>
Teaching and Learning	<p>Our college adopted student centered approach as far as teaching learning is concerned. A well planned strategy for curriculum development and effective teaching and learning were made by the institution. The schedule of teaching and learning is decided in official meetings and is conveyed to the students verbally and through notice boards. The plan of the exams of each semester is prepared by the head of department according to academic calendar. The college provide the students to learn through the use of ICT in classrooms, use of WIFI campus so that they aware about the technology.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<p>1. Implemented what's App system, individual and group SMS services/emails for dissemination of information including regular notice to all stakeholders. 2. Setting up virtual learning system through Google meet, What's App.</p>
Administration	<p>1. AISHE i.e. All India Survey of Higher Education which is under the HRD Ministry, New Delhi. (Data of student teachers, academic progress, details of teaching as well as non-teaching staff, accounts, all this is to be updated every year) (URL- <a href="http://aishe.nic.in">http://aishe.nic.in</a>)</p>

	<p>2. MIS - Management Information System which is applicable to all the colleges working under Dogra Educational Trust.</p> <p>3. College profile uploaded on the college website. 4. Students enrolled in the college through online mode which is prescribed by the University of Jammu. 5. Enrollment and Eligibility forms are filled by the student teachers in the administrative office of the college.</p>
Finance and Accounts	Yes the college has been mechanism to for regular external internal audits by statutory auditors. The Principal of the college is interested with the task of monitoring all financial transaction of the college and periodically reviews the expenditure incurred in the college. A statutory and certified Chartered Accountants conducted annual financial audits of the college.
Student Admission and Support	Online admission process helps the students to get enrolled easily. It also provides all the necessary information which is required by the students. All the necessary information is available on the website of our college and in case of any information about admission is required by the students they can also contact the college.
Examination	Semester wise examination was conducted by the University of Jammu. College conducts only two Internal Assessment Test. It also include sessional work, In-house activity, Teaching Practice, Internship, visits to different places of different course code.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NIL	NIL	NIL	Nill
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development	Title of the administrative training	From date	To Date	Number of participants (Teaching)	Number of participants (non-teaching)
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	programme organised for teaching staff	programme organised for non-teaching staff			staff)	staff)
2017	Extension Lecture on "Mental Health"	Extension Lecture on "Mental Health"	28/12/2018	28/12/2018	6	12
2018	Guest Lecture on, "Memory Forgetting" "Theories of Intelligence"	Guest Lecture on, "Memory Forgetting" "Theories of Intelligence"	09/01/2018	11/01/2018	6	12
<a href="#">View File</a>						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Knowledge Sharing Program on, "Changing Teaching Methodology- Experiential Learning and case Study"	2	26/07/2017	26/07/2018	01
National Seminar on, "Social Exclusion Marginal Communities"	1	25/05/2018	26/05/2018	02
National Seminar on, "Quality initiative in Teacher Education"	4	12/04/2018	12/04/2018	01
National Seminar on, "Diversity and inclusive Education in Indian Scenario: Issues, Challenges Prospects"	1	16/02/2018	16/02/2018	01

Orientation Lecture on, "Inclusive Education"	12	27/10/2017	27/10/2017	01
Orientation Lecture on, "Seven Wings of DIET"	12	25/09/2017	25/09/2017	01
Workshop on, " Academic Writing Skill"	1	14/06/2018	15/06/2018	02
Workshop on, "Plagiarism"	1	08/06/2017	08/06/2017	01
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	15	1	11

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
EPF, ESIC (Facility)	EPF, ESIC (Facility)	Scholarship on Merit Basis Rs. 5000/- Scholarship for SC/ST/OBC Students

**6.4 – Financial Management and Resource Mobilization**

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

<p>The Institute has a mechanism for Internal External Audit. We have our own internal audit mechanism which is repeat after six months in each financial year to verify and certify the entire Income and Expenditure and the Capital Expenditure of the Institute. Internal audit is done by a team of staff members to check and verify all the Transactions that are carried out in each financial year. External Audit is also carried out elaborately by external team on yearly basis.</p>
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
No file uploaded.		

6.4.3 – Total corpus fund generated

333800.00
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**6.5 – Internal Quality Assurance System**

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority



Academic	Yes	ISO	Yes	COLLEGE FACULTY
Administrative	Yes	ISO	Yes	COLLEGE FACULTY

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Our College arranges Parent Teacher meetings in their department in such meetings parents are made aware about the facilities activities of the department. Feedback is taken from the parents. Interaction between parents teachers is facilitated. Based on the feedback of the parents possible actions are initiated.

6.5.3 – Development programmes for support staff (at least three)

- Yoga Meditation Sessions.
- Awareness on Health Hygiene.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

- College Library is upgraded with new books of teacher training programs.
- ICT Enabled Classrooms.
- Computer Lab is upgraded with new computers.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	Yes
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Extension Lecture on "Mental Health"	28/12/2018	28/12/2018	28/12/2018	12
2017	Guest Lecture on, "Memory Forgetting" "Theories of Intelligence "	09/01/2018	09/01/2018	11/01/2018	12
2017	Experiential Learning and case Study"	Nil	26/07/2018	26/07/2018	12

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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants
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			Female	Male
International Womens Day Celebration On Topic Talk-Cum Presentation on Lives of Women Bharat Ratna Awardees.	08/03/2017	08/03/2017	78	2
Extension Lecture on DIET(District Institute Of Education and Training)	26/09/2017	26/09/2018	85	2

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<ul style="list-style-type: none"> <li>• Plantation drive • Swachhta Pakhwada-cleanliness drive • Framing of Ecoclub that organizes many activities related to environmental consciousness. • Dustbins are installed at various positions and cleanliness is maintained . • Conscious efforts are made to switch off lights and fans when not in use,to save energy.</li> </ul>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	No	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	No	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	1	17/04/2017	07	NSS CAMP	Literacy Survey, P	93

						lantation Drive, Cleanliness Drive, Awareness Regarding Health Issues, Yoga Asnas Campaign on Female Feticide Pulse Polio Campaign	
2017	1	1	30/10/2017	01	Rally on Swachh Bharat Abhiyaan	Consciousness among general masses about the importance of Swachh Bharat Abhiyaan	96
<a href="#">View File</a>							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Newsletter	05/02/2017	Information regarding the various programmes, and events of the college.
Prospectus Publication of College Magazine	15/05/2017	Available Courses and Admission Process of the College.
Prospectus Publication of College Magazine	16/10/2017	Various activities regarding the college.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Republic day celebration	26/01/2017	26/01/2017	20
International women's day celebration	08/03/2017	08/03/2017	90
Essay writing competition on topic "What can I do for a clean india."	10/09/2017	10/09/2017	25

Symposium on Birth Anniversary of Maharaja Harisingh ji	23/09/2017	23/09/2017	85
Swacch Bharat Abhiyan	30/10/2017	30/10/2017	90
<a href="#">View File</a>			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1) Plantation Drive 2) Swachta Pakhwada 3) No Plastic campus 4) Save water ,Save Bird Campagin 5) Place Dustbins inside the college for waste disposal. 6) Making of Green landscaping of plants trees inside the campus.

## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. The college has a feedback mechanism for enhancing quality and excellence in various services being provided. The feedback includes self-appraisal, student assessment of teachers, and feedback from academic peers, faculty and other stakeholders. The institution uses feedback to improve the teaching learning process and college functioning. The emphasis of the programme is developmental, aimed at assisting and motivating individuals to attain their maximum potential so as to increase efficacy of the educational system. Each appraiser ensures that the evaluation process is conducted objectively and implemented for the further improvement. 2. To enrich the creative talent among the students quiz competitions, group discussions, symposium and seminars are being held from time to time. 3. Strengthening the values of secularism among the students by celebrating different religious and national festivals. 4. The college makes extensive use of ICT for preparing academic teaching plans and updating the teaching content. Besides, the use of ICT in the college is also made in the curriculum transaction. ICT usage is emphasized in the curriculum to an extent where its usage becomes a habit for students and faculty members in their daily routines.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

[http://dograeducationaltrust.com/dogra\\_education/gallery.aspx](http://dograeducationaltrust.com/dogra_education/gallery.aspx)

## 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Dogra College of Education is driven on the ideals of holistic education which emphasis on character building to create good citizen who can contribute effectively towards nation building. Dogra College of Education follows transparent administrative practices, in all its transactions with students, faculty and all others concerned. College endeavours to inculcate a strong sense of discipline in its functioning to ensure students build high levels of commitments. Discipline is implemented by Principal, Anti Ragging Cell and discipline and abiding by dress code. An inclusive education policy is followed that ensures education to all without any discrimination. Inclusive education is worked through Remedial Courses, Certificate Courses and enrichment lectures that helps the students from socially marginalized groups, vernacular medium students and academically weaker section of students to cope with their academics. Collaborative and participative functioning is our strength wherein policy decision right from the management are taken after deliberations and brainstorming session with the heads at different levels. ERP Software is being

used by the college for maintaining the records. Academic Committee and Administrative audits are conducted annually. Impartial administrative practices generate trust in the minds of staff leading to stability, security and a sense of belongingness to the institution. Academics Calendar and planning teachers' diary reviewed monthly by HODs and semester wise by the Principal, monitoring of lectures taken. Being the main stakeholders, students are allowed to participate at various levels to groom them to become future leaders. There are various committees set up for the academics and administrative purpose where students representatives and opted. There activities enhance their leadership qualities, communication skills and personality college abides strictly by all the rules and regulations of governing authorities such as UGC, NCTE. College has received letters of appreciation from government authorities in this regard. The college has Computer Lab, Educational Technology Lab, Psychology Lab, Science Lab, and Language Lab that are equipped for the development of teaching skills of the teachers trainees.

Provide the weblink of the institution

<http://www.dogracollegeofeducation.com/>

### **8.Future Plans of Actions for Next Academic Year**

The College has achieved new heights in its academic performance and quality of Education during previous years. The college will organize the Faculty Exchange Programme. The college will increase the frequency of Extension lectures. Seminar and workshop will be conducted at National Level. Better physical infrastructure and academic facilities to facilitate research and innovation. Encourage faculty members to enhance their educational qualifications and also undertake research work from time to time. The college will organize the programmes in collaboration with social, Rural and Education Departments. For college development, Auditorium will be fully air conditioned. Staff room will be fully air conditioned and to create a separate cyber library section in the college library. The Dogra College of Education has been established with the objective to develop digital educational collaborations at all the levels of education. This initiative has been taken to train teachers and students to integrate technology and Pedagogy. College of Education is working towards developing and launching need based E-learning courses for in service teachers and pre-service teachers. College is also plan for publishing research papers on various topics in the field of education by all the staff members and organize conference at national and international level. To start integrated B.Ed and M.Ed programme is introduced in up comings session. To formalize and carry out the academic audit with the help of digital technology. To enhance the research capacity building for faculty in order to give awareness and knowledge in the field of education. The college will continuously endeavours to innovate and implement process that enhance teaching/learning and evaluation on campus. The college also tie-up with more professional and institutional bodies. To improve student internship programme. College also works for the effective involvement of alumni in various college activities. Up-gradation of ET Lab and language lab so that students are well versed with the latest technology and apply it in the field of education. College mainly focus on awareness campaign and counseling session for the under privileged students. Orientation workshop for teachers in the beginning of the session so that teachers are aware about the new policies and techniques related to the curriculum. College will also installing solar energy efficient system for combating the power crisis and provide energy efficient lighting. College also updates college website to ensure active participation by students in various activities through whatsapp group, through suggestion box. Improvement in the placement opportunities for the students continuation of efforts towards eco-friendly practices.

