



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		DOGRA COLLEGE OF EDUCATION
• Name of the Head of the institution	DR. VIKESH KUMAR SHARMA	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	01923295246	
• Mobile No:	9596734637	
• Registered e-mail	principal.dogracollege@gmail.com	
• Alternate e-mail	isodogradet@gmail.com	
• Address	Dogra College of Education, Maluk Bhawan, Bari Brahmana Samba (J&K)	
• City/Town	Bassi Kalan, Bari Brahmana Samba	
• State/UT	Jammu And Kashmir	
• Pin Code	181133	
2.Institutional status		
• Type of Institution	Co-education	
• Location	Semi-Urban	
• Financial Status	Self-financing	

• Name of the Affiliating University	University of Jammu				
• Name of the IQAC Coordinator	DR. SHEFALI SHARMA				
• Phone No.	01923295246				
• Alternate phone No.	019232220600				
• Mobile	9086443670				
• IQAC e-mail address	isodogradet@gmail.com				
• Alternate e-mail address	principal.dogracollege@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.dogracollegeofeducation.com/admin_panel/files/12202128058251.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://dogracollegeofeducation.com/dogra_education/calendar.aspx?type=bed				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.78	2009	08/03/2009	07/03/2014
Cycle 2	B	2.61	2015	16/04/2015	30/04/2020
6.Date of Establishment of IQAC			01/11/2007		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	2	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
1. Audits (Academics & Administrative) 2. Conduct Extension/Orientation Lectures (Staff & Students). 3. Publication of Brochure & Magazine. 4. Computer literacy Workshop (Staff & Students). 5. Feedback system (Students, Teachers, Parents, Practice teaching schools, Orientation, Extension Lectures & Annual Students Satisfaction Survey)		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
Audits (Academics & Administrative)	Conducted
Conduct Extension/Orientation Lectures (Staff & Students).	Conducted
Publication of Brochure & Magazine.	Conducted
Computer literacy Workshop (Staff & Students).	Conducted
Feedback system (Students, Teachers, Parents, Practice teaching schools, Orientation, Extension Lectures & Annual Students Satisfaction Survey)	Conducted
Orientations/Training's/Workshops/Seminars/Webinars for teachers and students	Conducted
Submission of AQAR for the academic year	Successfully Submitted
Debate/Symposium/Workshop/Webinar (Students)	Conducted
Subject seminars for students	Conducted
Internal Assessment Test (Semester wise)	Conducted
ACC/Viva Voce test (University of Jammu)	Conducted
Managing Committee Meeting	Conducted
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Managing Committee Meeting	09/12/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	28/02/2022

Extended Profile**1. Programme**

1.1	1
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	159
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	0
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	89
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	16
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Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2		16
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1		9
Total number of Classrooms and Seminar halls		
4.2		19.47
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		28
Total number of computers on campus for academic purposes		

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Dogra College of Education is affiliated to University of Jammu and follows the curriculum designed by the University of Jammu. In the process of curriculum planning and implementation, major decisions have been taken by various academic bodies of the university and these have been expected to be in consent with the broad policy decisions taken by the subject panels of the UGC on one hand and corresponding higher level bodies for Teacher Education on the other. The core activity in the curriculum planning process is working out the details of content items that would help to achieve the specific objectives set up for a particular course. It's a recurring phenomenon that closely corresponds to the changes in the frontiers of knowledge as well as to the changing social needs and expectations. The Board of studies normally consists of teachers and

experts with specific subject specializations. The curriculum for the B.Ed. course (two years) in the University of Jammu has been developed by the Board of Studies in teacher education. In planning the curriculum for the B.Ed. course, the decision regarding the different aspects of curriculum planning had been taken at different levels starting from the University of Jammu (Education Department) and the Board of studies in Teacher Education, Academic Council, University Syndicate and University Council of the University of Jammu. There was 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 in the field work. Because of Covid-19, teaching practice had been carried on under simulated conditions for the Third and Fourth semester. In addition to that student teachers have to plan their lessons which help them to develop their lesson writing skills. The students have been given the opportunity to contribute articles/ writings etc. for the college magazine, which will helps them to further develop their writing skills. At the commencement of each academic year, faculty members provide the students with individual time plans and reading lists for each course which are displayed in the syllabus copy provided to the students. These academic plans are adhered to so that the student is able to gauge with degree of clarity, what portion of the curriculum would be delivered within the stipulated time frame. These time plans are also preserved each year as documents. Besides traditional lectures and seminars, infrastructure for the use of ICT in classrooms, like power point presentations and audio- visual support all are available to make the delivery of the curriculum. Tutorials and brainstorming sessions were held by the teachers with the students and mentoring and participative learning was encouraged. Internal assessments have been done transparently. Evaluated scripts with constructive feedback written by the teacher educators were shown to the students. Interpersonal skills are enhanced through varied workshops organized by the college.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution adheres to the academic calendar including for the

conduct of Continuous Internal Evaluation (CIE). Dogra College of Education is affiliated to the University of Jammu and college calendar of events is prepared in line with the university calendar of events by including working days, internal assessment dates, practical exam dates and visit dates. Academic calendar is the backbone of various teaching- learning plans which is framed at the beginning of every semester. It is displayed on notice boards of the college, library and examination cell. Subject allocation for the faculty members are done well in advance, so that they can make lessons plans for courses. Teaching plan includes lecture hours, unit number, content of syllabus to be covered, methods of delivery etc.

Approved calendar of events is circulated to all the staff & students and also uploaded in the college website for information & compliance. Lesson plans and Class time table are then prepared based on the academic calendar and distributed to the students. College also takes care of curriculum plans, activities like internship, school visits, community activities by cells and clubs, besides continuous internal evaluation strategies like tests, assignments, quiz, presentations etc. The Principal of the college issues circulars to all the faculty members concerning internal examinations and other administrative work. The Principal through the academic committee meetings frequently reviews the semester's progress and provides suitable suggestions.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs

Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

Assessment /evaluation process of the affiliating University

D. Any 1 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

0

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Dogra college of education strongly believes in integrating cross cutting issues relevant to professional ethics, gender, human values, environment and sustainability with a view to ensure holistic development of the students. The students must become empowered professional and contribute to the economic and social development of the nation, besides acquiring skills for logical reasoning and decisions in times of crisis. During past decades, the college has made efforts towards developing values-based education with a vision to promote values to be better citizens. Regarding environment and sustainability-related issues, various practices and programs are conducted under NSS in order to inculcate values related to environment and sustainability among students. Additionally, our institution organized special programs on gender equality and sensitization. The course code 303 (Environmental Education and Sustainable Development) prescribed by the University of Jammu is studied by the students of B.Ed. 3rd semester students.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

16

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

159

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

150

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

26

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college admits students from various socio-economic backgrounds. The college conducts every possible measure to assess the learning levels of its students. The students are counselled, guided and oriented at the time of admission to make them aware of the course,

mode of internal assessment, external assessment, curricular and co-curricular activities, rules and regulations of the institution as well as facilities available in the college. The list of courses, curricular and co-curricular activities, rules and regulations, facilities are also published in the college prospectus which is provided to the students before the beginning of academic session. At the beginning of each course, teachers assess the learning levels of the students in the class, their knowledge about the course and accordingly special programmes for advanced learners and slow learners are planned. Student Mentoring, Team Teaching and Extra Classes are conducted for advanced and slow learners. After the completion of the syllabus, subject classes are also repeated for slow learners. Students are required to select course subjects based on their core competence, aptitude and skills. The teachers counsel the students regarding the scope of different optional subjects being offered as well as a guide the students to choose optional and teaching subjects according to their interest. Teachers remain available in the college to clear the doubts and counsel the students even on one to one basis. Advanced learners are encouraged to become class mentors.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
159	15

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college is envisioned to be student centric and therefore teaching learning methods include experiential learning, participative learning and problem solving methods. Student centric teaching methods are reflected in project work, field visits, guest

lectures, role plays, team work, debates, seminars, quizzes. Presentations are employed to make teaching and learning more effective.

1. Experiential learning

a) Project work

- Project work is an essential element of B.Ed. programme.
- In the final semester the student has to compile project work.

b) Participation in competition at various levels

- For real time exposure students participate in various competitions at college level or University level. The students participate in debates, seminars, symposiums, quizzes at inter college level, intra college level and University level.

c) Field Visits

- Students have to go for visits in different areas e.g. visit to aganwadis, visit to DIET, visit to Nursery, primary, high school, middle school, higher secondary school, visit to SIE, visit to innovative centers for their internship.

d) Guest lectures

- The college organize guest lectures by eminent experts so that there is enhancement of knowledge in students and teachers.

2. Participative learning

a) Team work

- The college organizes different activities in which students participate. Organization of these events promote leadership qualities along with the spirit of team work.
- The activities in NSS camp helps the students to learn the art of working in a team for social or working in a team for social or community welfare.

b) Debates and Seminars

1. Students under the supervision of faculty organize group

discussions, debates, seminars where they explore the nuances of the topic and share their learning with the whole class.

c) Group work

1. Practical, teaching practice and workshops involve individual as well as group work under the guidance of the teacher.

d) Presentations:-

1. Power pt. presentations on relevant topics make the teaching process interesting and student centered.

3. Online mode:-

1. Last academic year i.e. 2019-20 during pandemic, the college imparts the knowledge to students by different online modes i.e. whatsapp, Google meet, Zoom classes, wiseapp. The teachers provide study material and ppt to the students through online mode. The internal assessments are also taken by the teachers through online mode.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Faculty members of the college use ICT to improve the teaching and learning process. LCD, projectors, computer/laptops are used in the classrooms. YouTube, Emails, WhatsApp Group, Zoom and Google Meet, WISE App and College website are used as platforms to teach, communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information. These applications are also used to provide online education during the covid-19 situation. BSNL Fibre and WiFi Facility is also available on the campus for the students and staff. The library also provides free access to online journals available in the public domain. Xeroxing facility is also available in the library.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

15

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

15

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

2

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

81

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The assessment of the student teachers has been done continuously through out the stay in the college with transparent mechanism. Internal assessment marks are 40. The 5 marks are to be awarded for the attendance percentage which student teacher has earned in proportion to the number of the classes attended for each subject. The attendance record is maintained on daily basis. The other 5 marks has to be objectively awarded on the basis of the observations which a teacher educator does for student teacher behaviour as per the curriculum of the B.Ed Program. Besides to it, 20 marks are meant for the Internals. The internals includes Tests/ Tutorial/ Seminar/ On spot questions/ group discussion/ group presentation etc. The tests are to be conducted twice in one semester with 5 marks each. The teacher educator maintains the record of the performance of the students. The students are given feedback on their performance. There is chance to improve upon the score. The other 10 marks are for sessional work. Internship cum teaching practice at the end of every semester, is to be evaluated on the

value points. The teacher incharge/ teacher educator observe the lesson very keenly and gives the remarks for further improvements. Teacher Educator conducts the internship/ visits in every semester as per schedule.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Most of the grievances related to the examination are received by the examination committee of the college. The errors in their results like marks of the internal assessment, attendance sheets, error in the bio-data etc. are immediately addressed, corrected by convener examination committee and grivances & redressal cell. Each and every staff member concerned are instructed for due care and cooperation for the quick disposal of student grievances. The close and continuous communication is maintained by the convener examination with the sectional authorities for speedy disposal of queries and doubts if any.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

PROGRAMME OUTCOMES FOR B.ED. (2-YEARS)

On successful completion of the two-year B.Ed. programme, pupil teachers will be able to develop

1. Teaching competency: Know, select and use of learner-centered teaching methods, understanding of paradigm shift in conceptualizing disciplinary knowledge in school curriculum, necessary competencies for organizing learning experiences, select and use of appropriate assessment strategies for facilitating learning.

2. Pedagogical skills: Applying teaching skills and dealing with classroom problems.

3. Teaching through Non-conventional Modes: Evolving a system of education which enhances the potential of every learner to acquire, retain and transform knowledge leading to wisdom society through creative, experiential and joyful modes of learning.

4. Critical Thinking: Analysis of Curriculum, construction of blue print, selecting appropriate teaching strategies according to needs of students and conducting action research to solve classroom problems.

5. Effective Communication: Presenting seminar before peer students and teachers and practicing communication skills through various linguistic activities and applying it for better classroom communication.

6. Sensitivity towards Inclusion: Identifying the diversities and dealing it in inclusive classrooms environment, guidance and counseling programmes for disabled students.

7. Effective Citizen Ethics: Understand different values, morality, social service and accept responsibility for the society.

8. Self-directed Learning: Preparing scripts for seminars, lesson plans and online content.

9. Social Resilience: Understand about social entities and enable to cope with adverse conditions of life.

10. Physical Development: Practice yoga, physical education and games and sports.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Assessment for attainment of programme learning outcomes and course

learning outcomes is the process carried out by the institution that identify, collect and prepare data to evaluate the achievement of programme learning outcomes and course learning outcomes .It is done by direct method. This method displays the student's knowledge and skills from their performance in the continuous Internal Assessment Tests, activities such as seminars, sessional work, group discussion, project work, internship etc. Assessment for course learning outcomes is the ratio of 40:60. Out of 100 marks in each course code 40 marks are for internal assessment and 60 marks are for external assessment by the university. The college has a systematic process of collecting and evaluating data on programme learning outcomes and course learning outcomes for which the assessment of the course-level is done via continuous assessment having a particular weight age depending upon course objectives, learning outcomes and pedagogy. The evaluation is rigorous. In each course code two Internal Assessment tests (10marks), sessional work (10 marks), on spot questioning (5 marks) and group discussions (5 marks), attendance (5 marks)and pupil teacher behavior (5 marks) is evaluated by the incharge teacher. The college make use of evaluation from learning outcomes by subject wise analysis of result of the student. The feedback from the teacher trainees is also obtained to analysis the effectiveness of programme. Reflective journalof the student also analysed to see the development of knowledge, skills, values and attitudeamong the teacher trainees.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://dogracollegeofeducation.com/admin_panel/files/420223006644.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

5

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

1

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The College regularly conducts the extension activities in the village Dollian (Chak Jarala) and in slum area of Qasim Nagar. These programmes aim to connect the Educational Institution with the society. This will transform the outlook of the students and inculcate leadership qualities among youth. These programs inculcate the qualities of good administrators, good humans with good moral behaviour and responsible citizens among the student teachers. Such citizens help in nation building. At the same time the needs of the society and the needs of the downtrodden sections are fulfilled. The NSS units could not conduct the activities as were planned, due to Covid-19 pandemic. The volunteers of the college NSS Unit disseminated awareness regarding the Covid-19 pandemic in the respective neighbourhood. Posters were pasted on public places and on social media where people were given information related to SOPs, use of masks etc. Our volunteers distributed the masks in the neighbourhood to motivate and encourage them for following the Covid protocol.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

11

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

11

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

13

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Dogra college of Education has an aesthetic architecture, eco-friendly environment, spacious classrooms, well-equipped laboratories, and good infrastructure spread over 8 kanals, 2 marlas. The institute ensures adequate availability and optimal utilization of physical infrastructure in order to create an environment of excellence in education through technology. Regular workshops/awareness programs are conducted. The college ensures

optimal utilization of the resources by encouraging innovative teaching learning practices like use of power point presentations and LCD projectors. College is provided following infrastructure facilities:-

Classrooms

The institution has well-furnished, spacious, and well-ventilated classrooms which are also well illuminated. Classrooms are maintained as per norms for proper visibility and audibility. The classrooms are equipped with adequate furniture, blackboards, projectors, fans, lights, and power backup.

Laboratories

The institution has domain-centric laboratories like Language Lab, Science Lab, Mathematics Lab, Social-Science Lab, Art & Craft Lab, Resource Center etc.. Adequate and well-maintained equipment to conduct experiments is provided. The laboratories are kept open beyond the working hours depending on the need of the students. Sufficient safety measures have been installed in the college.

Computing Equipment

The institution has 28 computers. The college has separate computer lab for conducting programmes & simulation experiments to enhance the skills of the students. The teaching staff is provided with a desktop having internet connectivity.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution utilizes its resources to provide an environment to its students where they are encouraged to participate in sports and co-curricular activities. This ensures a holistic development of the personality. The college believes in the all-around development of its students. The college constantly encourages them to take part in co-curricular activities to spark their interests and cultivate leadership qualities as well as team spirit. Yoga Day is celebrated

every year and this year one-day yoga awareness Programme was conducted online for the faculty and students by expert yoga teacher. Every year the college conducts cultural programmes and sports meet for students. An indoor and outdoor auditorium is used for conducting different types of cultural programmes.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

19.47

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is semi automated using Integrated Library Management System namely- ERP software. Library has a huge collection of Text books, Reference books and others books with foreign authors, peer-reviewed journals and bound volumes of journals. The reading room is well furnished to accommodate 60 students at a time and provides conducive environment for study. A visitor record is maintained for students and faculty members. New Arrivals of books and journals are display board. The library has closed circuit television (CCTV) surveillance Cameras. Internet and reprography facility with computer system, barcode scanner, printer with BSNL Fibre connection is available in the library. ERP software is installed in the library for issue and return of books. The library subscribed two e-resource services i.e. DELNET and NDLI for periodicals packages. In addition to that, link to scholarly open access Journals/ database is also available on the library webpage. IP address based students can access the e-resources from anywhere in the campus.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **B. Any 3 of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.61542

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

855

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

A well equipped computer lab is also functioning in the college for use of students and faculty of the college. The library has Wi-Fi connectivity. There is open access of Wi-Fi connectivity to all students and the staff members of the college. The different educational sites are shown to the students with the help of digital

device. Most of the official work is being done with the help of ICT. The college regularly maintains the IT facilities. The backup of the computers is taken on regular basis. Anti-virus is installed in the computers from time to time. Wi-Fi connectivity is available in Principal chamber, Section Office-room, IQAC room. Staff Room, Conference Hall, Classrooms and IT Lab etc.. CCTV is installed in every classroom and college premises also. Website is developed and maintained by IDEOGRAM Technology Solutions Pvt. Ltd.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

20

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

21.82

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities such as laboratory, sports complex, computer, classroom etc. in the college. The college ensures optimal allocation and utilization of the financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for the Library, academic and co-curricular needs of the students and helps its users to locate, select and acquire the information needed. Members and students can access the Library facilities and can borrow Magazines, periodicals and other materials. The list of books is taken from the different publishers. The finalized list of required books is approved and signed by the Principal and the library committee members. Every year in the beginning students are motivated to register themselves in the library to use DELNET, NDLI services. The Library has a special facility for the students' net surfing. Two computers have been installed exclusively for the students' net surfing. Suggestion box is installed in the reading room to take users feedback. Their continuous feedback helps in introducing new ideas regarding library enrichment. Other issue such as weeding out of old titles, schedule of issue/return of books etc. is resolved by the library committee. Updation of the system is generally done on need basis. Hardware and Software maintenance of computers and accessories are done by vendors. The office maintains a register to record complaints related to furniture, fixtures, plumbing, electrical work, CCTV, biometric systems, coolers other e-gadgets, pest control, water purification, fumigation process. Indoor auditorium and outdoor auditorium, conference hall, multi-purpose hall are available for college programs. Dead stock verification (Physical Verification) is carried out to verify working/ nonworking/ missing equipments etc... Preventive maintenance and performance monitoring is carried out during the year by the physical verification committee of the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dogracollegeofeducation.com/dogra_education/facilities.aspx#8

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

13

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

6

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

3

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

10

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college does not have a student council in existence. However, various committees in the college look after various academics and non-academic aspects headed by faculty and in some cases have student members as well. A list of the committee is given below:-

1. College Development Committee, IQAC, Academic Affairs and ISO Committee
2. Grievances & Redressal, Anti Ragging and Placement Committee
3. Admission, Examination and Result Analysis Committee
4. Games and Sports and Discipline Committee
5. Website Update and Alumni Committee
6. Magazine, Prospectus & Time Table Committee
7. Canteen and Refreshment Committee
8. Physical Verification Committee
9. NSS Committee
10. Library Committee
11. Media, Press Release and Notice Board Committee
12. Social and Cultural Committee
13. Literary Club
14. Population Club
15. Environmental Club

File Description	Documents
Paste link for additional information	https://www.dogracollegeofeducation.com/dogra_education/management.aspx
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

10

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The College has functional alumni Association. The alumni of the institution are getting enrolled through offline and online portal which is placed on the college website. The committee sits and discusses all the parameters under the headship of Principal of college regarding the alumni meet. The Alumni committee members of the institution are always in touch with the ex-students of the college and invite them to college for lecture and interaction with students when possible. The passout students also actively interact with the college alumni committee in guiding the students. The Alumni involve themselves not only in academic growth of the students but also in the infrastructural development and providing exposure to students through various activities pertaining to cultural & NSS activities. Their encouragement is always admirable

by the students. The students also actively interact with the alumni of the college regarding their career as well as future prospects. Some Alumni hold good position as assistant professor, lecturer, teachers, accountant etc and work toward shaping the future of the students. They also come to college campus whenever they are called in order to have healthy interaction with students so that they can guide them regarding their career aspect in respective fields. Moreover, the Alumni community also remains in constant touch with the college and responds in a positive way as and when contacted by the college alumni committee to grace the important events organized in the college. The feedback and suggestions of college alumni are also being taken on regular basis to improve the growth and development of college. The feedback obtained from them is also analyzed by IQAC members and college alumni committee so that principal can take necessary action to implement these suggestions and enhance the performance of the college. Somewhere these alumni also play the role of mentor for students in shaping their future careers. They also counsel the students whenever required regarding their issues. The college alumni always contribute to the growth of the college with their expertise and skills in different areas. Beside alumni the college also invites former faculty members in all functions and celebration of college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Dogra College of Education has a stated vision, mission, values, and objectives. The vision, mission, values, and objectives of the institution are in tune with the objectives of the higher education

policy of the country. The management of Dogra College of Education is proactive and dynamic. Hence, the vision, mission, values, and objectives of the founder are extended to make Dogra College of Education one of the most admired academic institutions.

Assimilating the special features of the New Education Policy 2020 is also underway. The vision, mission, values, and objectives of Dogra College of education are committed to transforming it into reality in its everyday governance, policies, and actions.

Vision:- Our Vision is to be socially responsible through developing "Centre of Excellence" in the professional Education system enabling young aspirants to add value to the society at large with their personal and professional acumen.

Mission:- Our stated mission shall guide us to strengthen the professional academic delivery system through focused and innovative methods of teaching practice ensuring best student output supported by excellent operational administration system.

Values:- Thought Leadership, Transparency, Knowledge, Sharing, Justice, Humility.

Objectives:-

1. To Spread Knowledge through professional academic programmes of contemporary education system supported by the best administration practices.
2. To promote a quality education through continuous efforts, conviction & commitment.
3. To lead as the most reliable institution providing most competitive education delivery system using AV Aids.
4. To ensure better attendance percentage throughout the session.
5. To guide, conserve and develop precious human resources and values in multifarious spheres of activity so that the students develop as responsible citizens.
6. To act as an experimental institution for which emphasis is to be laid on experimentation so as to make the teaching-learning process more effective and also inculcate scientific attitude in students.
7. To improve the result of the college by providing extra guidance, arranging tutorials, giving tests, arranging special classes for

weak students and by providing the students the best books in the library.

8. To empower women and to help children of the deprived sections of the society.

The principal is involved in coordinating the functions of the college to its logical end. Various committees comprising members of the teaching and non-teaching faculty are involved in curricular and co-curricular affairs and administrative functions of the institution. The administration encourages and supports them at all levels. An environment of equity and democracy is set up to conduct affairs smoothly and satisfactorily. The governance of the institution functions in a way to generate a useful and competent human resource that will work righteously and judiciously resulting in the overall development not just of themselves but also of the country and society. It aims at providing an unbiased education to its students that will not only provide the knowledge and training to earn their livelihood but will also generate in them useful life skills, side by side making them morally upright and full of civic sense. This value-based and quality education that leads to the all-around development of students is provided without any distinction based on gender, caste, creed, region, religion, or nationality, to create universally competent and responsible citizens of India contributing to the development of the society.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution believes that efficiency comes through the decentralization of administration. The management of the college takes the responsibility to ensure that its mission, vision, values, and objectives are realized through the activities of the institution. The efficiency in the institution comes through the decentralization of administration. The administration is decentralized except for finance matters. The trust ensures that the development plans of the college do not suffer due to the paucity of funds. The trust monitors the functioning of the institution from time to time. The administration is decentralized and each level of

administration functions as per its duties and responsibilities ascertained by the chairman and principal of the college. The institution has a policy of participative management and it is ensured through several strategies. Various committees have been formed for the proper functioning and management of institutional processes. The conveners of these committees are given autonomy to organize their activities according to the requirement. The Principal coordinates the functioning of various committees. Significant decisions regarding the smooth functioning of the institution (required for regular improvement in the quality of its educational provisions) are taken in consultation with the principal, senior staff members, and conveners of various committees.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic / Perspective plan is effectively deployed

Core Values of our Institution in Teaching and Learning Process.

? Excellence in Teaching and Learning

? Involvement of all Stakeholders of the Institution in Decision-making

? Community Engagement

? Respect and Commitment

? Holistic Development of Students

Objectives of Perspective Plan

While preparing the present perspective plan, the IQAC has considered the following main Core values of NAAC.

- Contributing to National Development

- Fostering Global competencies amongst students of the college
- Inculcating a Value System among the Students
- ICT-based teaching and learning.
- Quest for Excellence

Perspective Plan of the college:

- To maintain continuously good academic performance
- To develop and execute an effective teaching-learning process
- To encourage research culture in faculty and students
- To develop a comprehensive system of student mentoring and student support and ensure transparency in the evaluation process of students
- To empower faculty about emerging trends in their profession for academic advancement
- To facilitate a friendly, efficient, and flawless administrative set up ensuring a smooth day to day functioning

The focus of the Strategic Plan

To make students more employable

- Periodic interaction with distinguished guests who have excelled in their field.
- Field visits to various organizations/institutions
- Conducting basic computer courses for faculty and students so that there is a seamless transformation from academic to professional life
- Increasing students' engagement in learning
- Increasing students' responsibility toward learning
- Motivating students by periodic interaction with distinguished guests

To develop and execute an effective teaching-learning process

- ICT-based teaching
- Encourage teachers to participate in Seminars and Conferences

- Encouraging the teachers to participate in Orientation Programs, Refresher Courses, Short Term Courses, etc.
- Encourage students to participate in Seminars, Conferences, and workshops.

To encourage research culture among faculty and students

- Encourage teachers to present research papers in seminars and conferences.
- Organize Seminars and Conferences to promote research culture.

To develop a comprehensive system of student mentoring and student support and ensure transparency in the evaluation process of students'

- Provide mentor Teacher for every class
- Provide Remedial Coaching to Slow Learners
- Identification of Fast Learners and help them to achieve their potential
- Continuous tracking of Attendance of the students

To empower faculty about emerging trends in their profession for academic advancement

- Encouraging the teachers to participate in Orientation Programs, Refresher Courses, Short Term Courses, etc.
- Encourage teachers to participate in Seminars and Conferences
- Provide Internet Facility to Faculty Members
- Upgrade Books in Library every year by making provisions in the Budget

To facilitate a friendly, efficient, and flawless administrative set up ensuring a smooth day to day functioning

- Delegate authorities and responsibilities to Principal, Academic Coordinator, Faculty Members, and Administrative Staff

- Conduct periodic and need-based meetings
- Promote team spirit and healthy relations amongst staff members of the institution

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

ADMINISTRATIVE SETUP:

With the hands-on experience of the management, the Institutional Management is designed scientifically with transparency to get the optimum results out of it. A hierarchical setup is established from the top to the down level demarking the Duties, Responsibilities, Accountability, and Authorities at every stage.

Functions of Key Administrative Positions

POSITION FUNCTION

POSITION FUNCTION

GOVERNING BODY

1. Review academic and other related activities of the College
2. Consider recommendations of the Principal regarding Promotions
3. Ratify Selections / appointments /medals and prizes
4. Pass Annual Budget of the College

SECRETARY

1. Looks after the Administration, development of education, growth & expansion of the institution.
2. He can cause any action to be initiated which is required in his opinion for the promotion of the above subject matter to ratification by the Governing Body.
3. He coordinates between the sponsoring Society, College

Management, and the other systems of the college.

PRINCIPAL

1. To prepare all the agenda items, coordinate the conduct of meetings, and arrange to follow up on all actions required.
2. To provide leadership, guidance, help implement and monitor all the academic activities in compliance with the affiliated university
3. To conduct internal examinations. To initiate all the developmental activities, monitor the progress, and report to the Governing Body
4. To ensure and receive all departmental budgets in the prescribed form for every calendar year & the next academic year.
5. To ensure the preparation of reports on various activities.
6. To become responsible for the general amenities and arrangements for students and employees of Dogra College of Education

COMMITTEES

1. Every committee constituted at the college level has a faculty member as convener with two or more faculty and students as committee members.
2. Committee convener will look after the committee's program and operation.
3. These committees at the college level assist the academic coordinator in the smooth functioning of the college.
4. Every committee has well-defined roles and responsibilities. Each activity conducted by the committee is as per the standard operating procedures laid down by the management.

ACADEMIC COORDINATOR

1. Approve the institute's Academic Calendar with reference to the university's prescribed academic calendar.
2. Approve the schedules and activities proposed by the member Committee i.e, enrollment, examination, placement, extracurricular activities, games & sports.
3. Maintain uniformity in scheduling and implementing various activities as per the academic calendar.

IQAC

1. IQAC is responsible for fixing quality parameters for various

academic and administrative activities

2. Monitoring the organization of classwork and related academic activities.
3. Conducting Internal Quality Audits periodically to verify the effectiveness of measures taken in reaching the quality parameters.
4. Documenting various programs / academic activities leading to quality improvement and reviewing their effectiveness in quality improvement/ sustenance.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.dogracollegeofeducation.com/admin_panel/files/3202224031897.jpg
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

WELFARE MEASURES FOR TEACHING & NON TEACHING MEMBERS:

- Medical facilities in the form of ESIC are provided to the

employee.

- Many staff quarters within the college premises provide accommodation to teaching & non-teaching staff.
- EPF for the employees of the institution including teaching & non-teaching.
- A transport facility is also available in the college.
- A well-equipped reading room equipped with Wi-Fi enabled computers & printer facilities is available in the library to access e-resources. The teaching staff is also entitled to the issuance of 6 books at a time and the Non-Teaching staff is entitled to the issuance of 2 books.
- Seminars, conferences, and training programs are organized by our college at the national & international levels for faculty enrichment purposes and for nurturing a competitive & thriving academic environment.
- The staff can avail of the 15 casual leaves as and where needed to meet any personal engagement or emergency during one calendar year.
- Hygienically well-maintained washrooms.
- Well -furnished staffroom with the provision for almirahs & lockers.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the

institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

13

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

To ensure quality sustenance and quality enhancement for the professional growth of the teaching and non-teaching staff, the institution has introduced the performance appraisal system. Teaching and Non-teaching employees are required to submit their annual Performance Reports every year. However, the parameters of the performance appraisal of non-teaching are different from that of the teaching staff. The Performance Evaluation is based on work knowledge, work quality & productivity, work consistency, goal achievement, work relations, cooperation/teamwork, punctuality, attendance, and dependability. The self-appraisal enables the teaching and non-teaching staff members to evaluate their work on the basis of their performance. The Principal directly monitors the teaching and non-teaching staff and regularly conducts meetings accordingly. At the end of every month, student feedback is taken to assess the performance of the faculty which is evaluated by the principal of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution has established a mechanism for conducting internal and external audits on financial transactions to ensure financial compliance. Internal and external audits both are done to ensure proper, justified, and valid use of funds. An internal audit is conducted quarterly by the internal financial accountant of the institution. The accountant of the Dogra Educational Trust cross-checks and verifies the transactions carried out in the financial year. Audited financial statement includes income and expenditure account and balance sheet. The external audit is conducted once in a year by the external agency i.e. authorized chartered accountant (R.C. Gupta & Co. FRN-001198N Jammu). At the end of the financial year, the audited statement is duly signed by the chartered accountant (External Agency). All these mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the institution at all levels. The audited statement is duly signed

by the chartered accountant.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Institute maintains & follows a well-planned process for the mobilization of funds and resources. Account Officer is appointed to monitor the optimum utilization of funds for various recurring and non-recurring expenses. The accounts section seeks quotations from vendors for the purchase of equipments and computers etc. Accounts officer and Principal of the college prepare the budget and ensure that the expenditure lies within the allotted budget. The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs. It includes planned expenses such as lab equipment purchases, furniture, and other development Expenses. The budget is scrutinized and approved by the top management.

A) Mobilization of funds:-The major sources of revenue are:

- Fees collection
- Hostel and Transport charges.

B) Optimal utilization of Resources

Infrastructural Resources

- Computer lab, language lab, Examination Hall, Auditorium , Library, Reading Room, classrooms and conference Hall with internet & multimedia facility.

Human Resources

- Director, Principal, IQAC Coordinator and ISO Nodal Officer.
- Experienced and dedicated teaching and non-teaching staff.
- Teachers are involved in various committees and administrative work.

File Description	Documents
Paste link for additional information	https://dogracollegeofeducation.com/dogra_education/facilities.aspx#9
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC Cell of the college works toward improving and maintaining the quality of education, identifying and suggesting new ways of using teaching aids, developing suitable infrastructure, and offering suggestions for the new initiatives. IQAC is an effective and efficient internal coordinating and monitoring mechanism. The IQAC plays a vital role in maintaining and enhancing the quality of the institution and suggests quality enhancement measures to be adopted. The IQAC strives to spread quality culture through quality enhancement initiatives and best practices. The IQAC acts as a monitoring agency working for quality assurance in institutional activities. It monitors the efforts of the college towards excellence in different fields. Measures and strategies to be implemented for quality assurance are regularly discussed in the IQAC meetings under the supervision of the IQAC coordinator and principal. The college always tries to initiate practices that are conducive and contributive to the teaching-learning process and student support.

Strategic planning of key areas of IQAC-

1. Academic results
2. Student training
3. Student soft skills development
4. Faculty development programs
5. Interaction with teaching practice Schools
6. SWAYAM ARPIT Online Course
7. Committees & Clubs

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching-learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities.

IQAC being the central body within the college monitors and review the teaching-learning process regularly. Based on feedback various innovative activities and reforms were introduced. The improvements based on feedback implemented are:

1. IQAC periodically reviews the teaching-learning process, structures & methodologies of operations, and learning outcomes:

The standard methods of teaching, learning, and evaluation which are proven over the years are being followed.

Academic Calendar: Based on the University Academic Calendar the Institute schedules the academic calendar well in advance at the

start of the year with ample time frame for not only the regular teaching-learning process but also to accommodate the various events like seminar/ guest lecture/ workshops/ FDP's/ Hands-on-series and many more.

Preparation of lesson plan for 3rd & 4th Semester: The lesson plan is prepared by the faculty members for all the teaching subjects they teach in that particular semester. Enriching the curriculum with guest lectures, visits and Internships

Evaluation of teachers by students: The institution has a feedback system to evaluate the teachers by students. The regular evaluation of the teachers by the students, feedback on teaching methodologies, course delivery, attitude, strengths and weaknesses, difficulties faced in the subject give a clear idea about the problems faced by the students. Principal and IQAC Coordinator also monitor the feedback system and takes appropriate corrective actions.

Student learning outcomes: The institute monitors the performance of the students regularly. It has specified procedure to collect and analyse data on student learning outcomes,

The following points are adopted by the institute in this context:

- Regular class tests and interactions
- Continuous evaluation comprising of internal tests, assignments, group discussions, and seminar presentations.
- Semester system of examination.
- Providing Question bank of various subjects to the students.
- Providing Lecture notes
- Timely Redressal of students' grievances.
- At least 80% Attendance is compulsory in each semester.
- Tutorial classes for weak students to solve their problems.

Effective internal examination and evaluation systems: College maintains an effective internal examination and evaluation system.

Students' result analysis: College has the provision of analysis of students' performance after the announcement of their semester results. If the result of the students, in a subject, is not found up to the mark, necessary steps are taken to find out the reasons and the concerned faculty members are counselled and motivated to work towards improvement in the performance of the students through remedial classes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The sensitivity towards the girl students at this institute is carried as follows:

The college believes in gender equality and makes effort towards Gender sensitization. It believes that educated girls are an asset not only for the college and family but also for the whole society. The institution promotes gender sensitization through co-curricular activities. The college constituted the following committees as per norms. Grievance Redressal Committee, Anti-Ragging, Students' Disciplinary Committee. The list of these committees are displayed on the website of the institution and information is being disseminated

to the students through orientation and induction programs. Safety of girls is a top priority at every college campus. Now a days, safe and supportive Campus Community is both an obligation and a challenge for college administrators and students. Institution provides a comprehensive range of security amenities especially for girls within the premises, through a dedicated team of security personal. The institution provides safety and security facilities for the staffs and students such as CCTV Surveillance throughout the campus and security arrangement. Students wear ID cards at all times and outsiders are checked by security staff before allotting visitor IDs. For security of the girls in the college campus and to restrict unwanted entry, proper boundary wall with fencing have been constructed. Signboards have been placed outside the hostels to ensure restricted entry. Girls hostels have only female wardens and supervisors. Duties of supervisors are arranged in such a manner that supervisors remain there continuously for 24x7 hrs. Hostel warden also reside within the hostel premises. The college has a common room where first aid facility is provided free of cost.

The institution has a good mentoring system for the students to take care of their academic, emotional, social and cognitive development. Personal Counselling is provided to the students at different levels. There are separate washroom facilities for girls and boys.

File Description	Documents
Annual gender sensitization action plan	https://dogracollegeofeducation.com/dogra_education/gallery.aspx?subcatid=28&subcat=International%20Women
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://dogracollegeofeducation.com/admin_panel/files/5202011028864.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste Management:

The following initiatives under taken by the college towards the management of solid waste.

- Dust bins are provided at the corners of each room and corridors to collect solid waste.
- Display boards regarding the provision of dust bins
- Students are educated to throw solid waste strictly in dustbins.
- Display of slogans and thoughts at the appropriate places.

Liquid waste management:

Proper sewage system is present in all the washrooms of the college, appropriate care is taken to see that there is no water stagnation to discourage mosquito breeding. The Liquid Waste from the various sources is sent out through the sewage system without any danger of hazardous effects on environment. The rain water from the terrace of the college is directed towards the ground through pipes where other trees and rain water harvesting pits are located. The waste water generated by RO Plants is being channelized into college garden.

E-waste management

Though not much e-waste is generated in the institution on a daily basis, the electronic waste in the college includes discarded electrical or electronic devices such as used electronic parts, burned electric bulbs, wires, computer peripherals certified broken or unusable.

The items like printer cartridges are refilled and used and the unusable items are disposed.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.dogracollegeofeducation.com/admin_panel/files/320221705917.pdf
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

- 1.Restricted entry of automobiles
- 2.Use of Bicycles/ Battery powered vehicles
- 3.Pedestrian Friendly pathways
- 4.Ban on use of Plastic
- 5.landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

D. Any 1 of the above

following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Institution provides an inclusive environment for everyone with

tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like Women's day, Yoga day also promote tolerance and harmony. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which have to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities. A well defined mentor / mentee system is in place. Seminars are conducted from time to time to create awareness and tolerance among the students about diversities in the society.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

S. No Title of the programme/Activity Duration Number of Participants

1. Celebration of 72 Republic day 26.01.2021 72
2. Online Inter-college essay writing competition on "Water & Climate Change" on the eve of World Water Day 23.03.2021 50
3. Celebration of Yoga Day 21.06.2021 130
4. Celebration 75th Independence day 15.08.2021 63
5. Orientation Lecture on Teacher Education and National Educational Policy 2020 08.12.2021 63
6. Plantation drive 17.12.2021 69
7. Swachh Bharat Abhiyan 22.12.2021 69

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website

D. Any 1 of the above

a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

S. No

Title of the programme/Activity

Duration

Number of Participants

1.

Lohri Celebration

12.01.2021

69

2.

Celebration of 72nd Republic day

26.01.2021

72

3.

Online Inter-college essay writing competition on "Water & Climate Change" on World Water Day

22.03.2021

50

4.

Celebration of International Yoga Day

21.06.2021

130

5.

Celebration 75th Independence day

15.08.2021

63

6. International Women's Day 08.03.2021 63 7. Gandhi Jayanti 02.10.2021 63 8. Prakram Divas 23.01.2021 63

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Title of the Practice: Mentoring System For Students

Objectives of the Practice:

To minimize dropouts, improve performance and reduce stress of the students through personal counseling.

The Context

Students undergo various problems of stress- personal, academic, physical, mental. Students are new to professional college life. It creates a lot of stress, especially to hostel students who are away from family for the first time. Students from educationally weak background feel stressed and hesitations in class and are unable to perform well due to inhibitions. Statistics reveal increasing number of suicides and dropouts. Considering the student-teacher ratio in classrooms, it is difficult at times to give personal attention to students in class. One solution therefore is a 'Mentor' who can form the bond with students in the true sense. Mentoring is required for students to achieve emotional stability and to promote clarity in thinking and decision making for overall progress.

The Practice

- Each teacher is assigned around 15-18 students for the complete duration of their study.
- They meet at least once a month to discuss, clarify and share various problems which may be personal or academic etc..
- The mentors encourage the students to participate in co-curricular and extracurricular activities and sports.
- Their academic performance and other activities are all recorded.
- The mentors also keep in touch with the parents on their attendance, test performance, fee payment, examinations etc.
- The mentors also counsel the students in need of emotional problems.
- When the students have any problem in the college either with the staff or with work completion the mentors speak with the respective staff and sorts out the problem.
- Mentors take special care of weak students, who are given advice on how to study, prepare a time table for study and clarify the doubts and also given notes to study.
- Students problems are discussed with the Academic Coordinator &

Principal, other faculties and necessary action taken to solve it.

Evidence of Success

Evidence of success of the practice includes university ranks, better results in the examinations, improved attendance, less drop outs, increased participation in co-curricular and extracurricular activities, better discipline on campus and respectful relationship between teachers and students. The students are more relaxed and have a healthy relationship with the staffs.

Problems Encountered and Resources Required

This practice requires committed teaching staff that has the desire to help students beyond teaching hours. There are no limitations or constraints faced during implementing the program.

2. Title of Best Practice - Teaching - Learning Process

Goal

- To ensure the completion of syllabus according to the academic calendar of University / College
- To encourage teachers to adapt to advance pedagogical methods including ICT adoption in class room teaching
- To improve pass percentage, average marks in each semester and enhance the number of ranks bagged by the college at the university level examinations
- To increase the placement of college as quality of students would be improved

The context

Different teachers use different methods to teach in class. They teach at different paces. It was observed that syllabus coverage remains a challenge when there is need of uniformity. The teachers find it difficult to keep pace with the techno - savvy student learners. There was a need of uniformity and standard setting so that everyone is able to meet the objective of best teaching practices. It has become essential for teachers to adapt to the latest pedagogic styles and include ICT in class room teaching. The mismatch between the student learner and the teacher in the use and comfort of handling varieties of tools available for teaching -

learning needs to be bridged.

The practice

- Academic calendar is planned by the respective department under the instructions of Director and Dean.
- Academic calendar is uploaded on the website for information to students, teachers and others.
- On the basis of that, every faculty prepares the academic planner in the form of course file which is audited by the department head.
- Timely Feedback is obtained from students regarding the content delivery by different teachers.
- Assignments, tests and evaluation are conducted at scheduled dates to improve performance in the semester - end examinations.
- Timeline of Assignments, syllabus coverage is monitored by the Academic Coordinator at regular intervals
- All the class rooms are ICT ready and all the departments adapted their class room teaching with the help of ICT.

Evidence of Success

- All teachers have adopted modern pedagogic styles and ICT in their classes.
- Appropriately paced and timely completion of syllabus
- Increased attendance in the classes
- Improvement in results.
- Every year we have College toppers and university toppers.

Problems encountered and Resources required.

This practice requires a monitoring system which can show the progress and gaps at each point of time. The institute ERP is serving the purpose but it needs upgradations as the time changes.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Institutional Distinctiveness:-

The society should sincerely serve the cause of the education for the needs of the common man of this cosmopolitan city. We believe that college life is not all about academics, games, friends, and fun. It is also about learning to interact with other people, being aware of social, environmental and gender issues, and inequalities in the society. We provide an opportunity to every student to contribute to make the society in which they live a better place and to grow as better individuals. The Dogra College of Education has committed itself to the task of inculcating social values and responsibilities in its students. In line with its vision of working towards the socio-economic development of the country, the college has taken utmost care to give back to the community. The various programs give the freshmen an insight into the institute's values and vision. Along with other sports, cultural and technical activities, the NSS unit plans activities like tree plantation and field visits to expose the students to the pressing issues in our society. As a special thrust, societal development is also instilled on a large scale into the students through the active NSS unit which undertakes various services to inculcate social values. Throughout the year, the NSS unit undertakes a plethora of events ranging from cleanliness drives, tree plantation drives, waste management drives, gender equity, field visits and many more. ERP Software is being used by the college for maintaining the records. Academic and Administrative audits are conducted quarterly. Various activities enhance student leadership qualities, communication skills and Personality. College abides strictly by all the rules and regulations of governing authorities.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Dogra College of Education is affiliated to University of Jammu and follows the curriculum designed by the University of Jammu. In the process of curriculum planning and implementation, major decisions have been taken by various academic bodies of the university and these have been expected to be in consent with the broad policy decisions taken by the subject panels of the UGC on one hand and corresponding higher level bodies for Teacher Education on the other. The core activity in the curriculum planning process is working out the details of content items that would help to achieve the specific objectives set up for a particular course. It's a recurring phenomenon that closely corresponds to the changes in the frontiers of knowledge as well as to the changing social needs and expectations. The Board of studies normally consists of teachers and experts with specific subject specializations. The curriculum for the B.Ed. course (two years) in the University of Jammu has been developed by the Board of Studies in teacher education. In planning the curriculum for the B.Ed. course, the decision regarding the different aspects of curriculum planning had been taken at different levels starting from the University of Jammu (Education Department) and the Board of studies in Teacher Education, Academic Council, University Syndicate and University Council of the University of Jammu. There was 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 in the field work. Because of Covid-19, teaching practice had been carried on under simulated conditions for the Third and Fourth semester. In addition to that student teachers have to plan their lessons which help them to develop their lesson writing skills. The students have been given the opportunity to contribute articles/ writings etc. for the college magazine, which will helps them to further develop their writing skills. At the commencement of each academic year, faculty members provide the students with individual time plans and reading lists for each course which are displayed in the syllabus copy provided to the students. These academic plans are adhered to so that the student is able to gauge with degree of clarity, what portion of the curriculum would be delivered within

the stipulated time frame. These time plans are also preserved each year as documents. Besides traditional lectures and seminars, infrastructure for the use of ICT in classrooms, like power point presentations and audio- visual support all are available to make the delivery of the curriculum. Tutorials and brainstorming sessions were held by the teachers with the students and mentoring and participative learning was encouraged. Internal assessments have been done transparently. Evaluated scripts with constructive feedback written by the teacher educators were shown to the students. Interpersonal skills are enhanced through varied workshops organized by the college.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE). Dogra College of Education is affiliated to the University of Jammu and college calendar of events is prepared in line with the university calendar of events by including working days, internal assessment dates, practical exam dates and visit dates. Academic calendar is the backbone of various teaching- learning plans which is framed at the beginning of every semester. It is displayed on notice boards of the college, library and examination cell. Subject allocation for the faculty members are done well in advance, so that they can make lessons plans for courses. Teaching plan includes lecture hours, unit number, content of syllabus to be covered, methods of delivery etc.

Approved calendar of events is circulated to all the staff & students and also uploaded in the college website for information & compliance. Lesson plans and Class time table are then prepared based on the academic calendar and distributed to the students. College also takes care of curriculum plans, activities like internship, school visits, community activities by cells and clubs, besides continuous internal evaluation strategies like tests, assignments, quiz, presentations etc. The Principal of the college issues circulars to all the faculty members concerning internal examinations and other administrative work. The

Principal through the academic committee meetings frequently reviews the semester's progress and provides suitable suggestions.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

D. Any 1 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

0

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

Dogra college of education strongly believes in integrating cross cutting issues relevant to professional ethics, gender, human values, environment and sustainability with a view to ensure holistic development of the students. The students must become empowered professional and contribute to the economic and social development of the nation, besides acquiring skills for logical reasoning and decisions in times of crisis. During past decades, the college has made efforts towards developing values-based education with a vision to promote values to be better citizens. Regarding environment and sustainability-related issues, various

practices and programs are conducted under NSS in order to inculcate values related to environment and sustainability among students. Additionally, our institution organized special programs on gender equality and sensitization. The course code 303 (Environmental Education and Sustainable Development) prescribed by the University of Jammu is studied by the students of B.Ed. 3rd semester students.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

16

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

159

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

150

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

26

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college admits students from various socio-economic backgrounds. The college conducts every possible measure to assess the learning levels of its students. The students are counselled, guided and oriented at the time of admission to make them aware of the course, mode of internal assessment, external assessment, curricular and co-curricular activities, rules and regulations of the institution as well as facilities available in the college. The list of courses, curricular and co-curricular activities, rules and regulations, facilities are also published in the college prospectus which is provided to the students before the beginning of academic session. At the beginning of each course, teachers assess the learning levels of the students in the class, their knowledge about the course and accordingly special programmes for advanced learners and slow learners are planned. Student Mentoring, Team Teaching and Extra Classes are conducted for advanced and slow learners. After the completion of the syllabus, subject classes are also repeated for slow learners. Students are required to select course subjects based on their core competence, aptitude and skills. The teachers counsel the students regarding the scope of different optional subjects being offered as well as a guide the students to choose optional and teaching subjects according to their interest.

Teachers remain available in the college to clear the doubts and counsel the students even on one to one basis. Advanced learners are encouraged to become class mentors.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
159	15

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college is envisioned to be student centric and therefore teaching learning methods include experiential learning, participative learning and problem solving methods. Student centric teaching methods are reflected in project work, field visits, guest lectures, role plays, team work, debates, seminars, quizzes. Presentations are employed to make teaching and learning more effective.

1. Experiential learning

a) Project work

- Project work is an essential element of B.Ed. programme.
- In the final semester the student has to compile project work.

b) Participation in competition at various levels

- For real time exposure students participate in various competitions at college level or University level. The

students participate in debates, seminars, symposiums, quizzes at inter college level, intra college level and University level.

c) Field Visits

- Students have to go for visits in different areas e.g. visit to aganwadis, visit to DIET, visit to Nursery, primary, high school, middle school, higher secondary school, visit to SIE, visit to innovative centers for their internship.

d) Guest lectures

- The college organize guest lectures by eminent experts so that there is enhancement of knowledge in students and teachers.

2. Participative learning

a) Team work

- The college organizes different activities in which students participate. Organization of these events promote leadership qualities along with the spirit of team work.
- The activities in NSS camp helps the students to learn the art of working in a team for social or working in a team for social or community welfare.

b) Debates and Seminars

1. Students under the supervision of faculty organize group discussions, debates, seminars where they explore the nuances of the topic and share their learning with the whole class.

c) Group work

1. Practical, teaching practice and workshops involve individual as well as group work under the guidance of the teacher.

d) Presentations:-

1. Power pt. presentations on relevant topics make the teaching process interesting and student centered.

3. Online mode:-

1. Last academic year i.e. 2019-20 during pandemic, the college imparts the knowledge to students by different online modes i.e. whatsapp, Google meet, Zoom classes, wiseapp. The teachers provide study material and ppt to the students through online mode. The internal assessments are also taken by the teachers through online mode.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Faculty members of the college use ICT to improve the teaching and learning process. LCD, projectors, computer/laptops are used in the classrooms. YouTube, Emails, WhatsApp Group, Zoom and Google Meet, WISE App and College website are used as platforms to teach, communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information. These applications are also used to provide online education during the covid-19 situation. BSNL Fibre and WiFi Facility is also available on the campus for the students and staff. The library also provides free access to online journals available in the public domain. Xeroxing facility is also available in the library.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

15

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

15

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

2

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

81

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The assessment of the student teachers has been done continuously through out the stay in the college with transparent mechanism. Internal assessment marks are 40. The 5 marks are to be awarded for the attendance percentage which student teacher has earned in proportion to the number of the classes attended for each subject. The attendance record is maintained on daily basis. The other 5 marks has to be objectively awarded on the basis of the observations which a teacher educator does for student teacher behaviour as per the curriculum of the B.Ed Program. Besides to it, 20 marks are meant for the Internals. The internals includes Tests/ Tutorial/ Seminar/ On spot questions/ group discussion/ group presentation etc. The tests are to be conducted twice in one semester with 5 marks each. The teacher educator maintains the record of the performance of the students. The students are given feedback on their performance. There is chance to improve upon the score. The other 10 marks are for sessional work. Internship cum teaching practice at the end of every semester, is to be evaluated on the value points. The teacher incharge/ teacher educator observe the lesson very keenly and gives the remarks for further improvements. Teacher Educator conducts the internship/ visits in every semester as per schedule.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound

and efficient

Most of the grievances related to the examination are received by the examination committee of the college. The errors in their results like marks of the internal assessment, attendance sheets, error in the bio-data etc. are immediately addressed, corrected by convener examination committee and grievances & redressal cell. Each and every staff member concerned are instructed for due care and cooperation for the quick disposal of student grievances. The close and continuous communication is maintained by the convener examination with the sectional authorities for speedy disposal of queries and doubts if any.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

PROGRAMME OUTCOMES FOR B.ED. (2-YEARS)

On successful completion of the two-year B.Ed. programme, pupil teachers will be able to develop

1. Teaching competency: Know, select and use of learner-centered teaching methods, understanding of paradigm shift in conceptualizing disciplinary knowledge in school curriculum, necessary competencies for organizing learning experiences, select and use of appropriate assessment strategies for facilitating learning.

2. Pedagogical skills: Applying teaching skills and dealing with classroom problems.

3. Teaching through Non-conventional Modes: Evolving a system of education which enhances the potential of every learner to acquire, retain and transform knowledge leading to wisdom society through creative, experiential and joyful modes of learning.

4. Critical Thinking: Analysis of Curriculum, construction of blue print, selecting appropriate teaching strategies according to needs of students and conducting action research to solve

classroom problems.

5. **Effective Communication:** Presenting seminar before peer students and teachers and practicing communication skills through various linguistic activities and applying it for better classroom communication.

6. **Sensitivity towards Inclusion:** Identifying the diversities and dealing it in inclusive classrooms environment, guidance and counseling programmes for disabled students.

7. **Effective Citizen Ethics:** Understand different values, morality, social service and accept responsibility for the society.

8. **Self-directed Learning:** Preparing scripts for seminars, lesson plans and online content.

9. **Social Resilience:** Understand about social entities and enable to cope up with adverse conditions of life.

10. **Physical Development:** Practice yoga, physical education and games and sports.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Assessment for attainment of programme learning outcomes and course learning outcomes is the process carried out by the institution that identify, collect and prepare data to evaluate the achievement of programme learning outcomes and course learning outcomes .It is done by direct method. This method displays the student's knowledge and skills from their performance in the continuous Internal Assessment Tests, activities such as seminars, sessional work, group discussion, project work, internship etc. Assessment for course learning outcomes is the ratio of 40:60. Out of 100 marks in each course code 40 marks are for internal assessment and 60 marks are for

external assessment by the university. The college has a systematic process of collecting and evaluating data on programme learning outcomes and course learning outcomes for which the assessment of the course-level is done via continuous assessment having a particular weight age depending upon course objectives, learning outcomes and pedagogy. The evaluation is rigorous. In each course code two Internal Assessment tests (10marks), sessional work (10 marks), on spot questioning (5 marks) and group discussions (5 marks), attendance (5 marks) and pupil teacher behavior (5 marks) is evaluated by the incharge teacher. The college make use of evaluation from learning outcomes by subject wise analysis of result of the student. The feedback from the teacher trainees is also obtained to analysis the effectiveness of programme. Reflective journal of the student also analysed to see the development of knowledge, skills, values and attitude among the teacher trainees.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

87

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://dogracollegeofeducation.com/admin_panel/files/420223006644.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution

during the year

5

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

1

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The College regularly conducts the extension activities in the village Dollian (Chak Jarala) and in slum area of Qasim Nagar. These programmes aim to connect the Educational Institution with the society. This will transform the outlook of the students and inculcate leadership qualities among youth. These programs inculcate the qualities of good administrators, good humans with good moral behaviour and responsible citizens among the student teachers. Such citizens help in nation building. At the same time the needs of the society and the needs of the downtrodden sections are fulfilled. The NSS units could not conduct the activities as were planned, due to Covid-19 pandemic. The volunteers of the college NSS Unit disseminated awareness regarding the Covid-19 pandemic in the respective neighbourhood. Posters were pasted on public places and on social media where people were given information related to SOPs, use of masks etc. Our volunteers distributed the masks in the neighbourhood to motivate and encourage them for following the Covid protocol.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

11

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

11

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

13

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Dogra college of Education has an aesthetic architecture, eco-friendly environment, spacious classrooms, well-equipped laboratories, and good infrastructure spread over 8 kanals, 2 marlas. The institute ensures adequate availability and optimal utilization of physical infrastructure in order to create an environment of excellence in education through technology. Regular workshops/awareness programs are conducted. The college ensures optimal utilization of the resources by encouraging innovative teaching learning practices like use of power point presentations and LCD projectors. College is provided following infrastructure facilities:-

Classrooms

The institution has well-furnished, spacious, and well-ventilated classrooms which are also well illuminated. Classrooms are maintained as per norms for proper visibility and audibility. The classrooms are equipped with adequate furniture, blackboards, projectors, fans, lights, and power backup.

Laboratories

The institution has domain-centric laboratories like Language Lab, Science Lab, Mathematics Lab, Social-Science Lab, Art & Craft Lab, Resource Center etc.. Adequate and well-maintained equipment to conduct experiments is provided. The laboratories are kept open beyond the working hours depending on the need of the students. Sufficient safety measures have been installed in the college.

Computing Equipment

The institution has 28 computers. The college has separate computer lab for conducting programmes & simulation experiments to enhance the skills of the students. The teaching staff is provided with a desktop having internet connectivity.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution utilizes its resources to provide an environment to its students where they are encouraged to participate in sports and co-curricular activities. This ensures a holistic development of the personality. The college believes in the all-around development of its students. The college constantly encourages them to take part in co-curricular activities to spark their interests and cultivate leadership qualities as well as team spirit. Yoga Day is celebrated every year and this year one-day yoga awareness Programme was conducted online for the faculty and students by expert yoga teacher. Every year the college conducts cultural programmes and sports meet for students. An

indoor and outdoor auditorium is used for conducting different types of cultural programmes.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

19.47

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is semi automated using Integrated Library Management System namely- ERP software. Library has a huge collection of Text books, Reference books and others books with foreign authors, peer-reviewed journals and bound volumes of journals. The reading room is well furnished to accommodate 60 students at a time and provides conducive environment for study. A visitor record is maintained for students and faculty members. New Arrivals of books and journals are display board. The library has closed circuit television (CCTV) surveillance Cameras. Internet and reprography facility with computer system, barcode scanner, printer with BSNL Fibre connection is available in the library. ERP software is installed in the library for issue and return of books. The library subscribed two e-resource services i.e. DELNET and NDLI for periodicals packages. In addition to that, link to scholarly open access Journals/ database is also available on the library webpage. IP address based students can access the e-resources from anywhere in the campus.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**0.61542**

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year****855**

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

A well equipped computer lab is also functioning in the college for use of students and faculty of the college. The library has Wi-Fi connectivity. There is open access of Wi-Fi connectivity to all students and the staff members of the college. The different educational sites are shown to the students with the help of digital device. Most of the official work is being done with the help of ICT. The college regularly maintains the IT facilities. The backup of the computers is taken on regular basis. Anti-virus is installed in the computers from time to time. Wi-Fi connectivity is available in Principal chamber, Section Office-room, IQAC room. Staff Room, Conference Hall, Classrooms and IT Lab etc.. CCTV is installed in every classroom and college premises also. Website is developed and maintained by IDEOGRAM Technology Solutions Pvt. Ltd.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

20

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

21.82

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities such as laboratory, sports complex, computer, classroom etc. in the college. The college ensures optimal allocation and utilization of the financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for the Library, academic and co-curricular needs of the students and helps its users to locate, select and acquire the information needed. Members and students can access the Library facilities and can borrow Magazines, periodicals and other materials. The list of books is taken from the different publishers. The finalized list of required books is approved and signed by the Principal and the library committee members. Every year in the beginning students are motivated to register themselves in the library to use DELNET, NDLI services. The Library has a special facility for the students' net surfing. Two computers have been installed exclusively for the students' net surfing. Suggestion box is installed in the reading room to take users feedback. Their continuous feedback helps in introducing new ideas regarding library enrichment. Other issue such as weeding out of old titles, schedule of issue/return of books etc. is resolved by the library committee. Updation of the system is generally done on need basis. Hardware and Software maintenance of computers and accessories are done by vendors. The office maintains a register to record complaints related to furniture, fixtures, plumbing, electrical work, CCTV, biometric systems, coolers other e-gadgets, pest control, water purification, fumigation process. Indoor auditorium and outdoor auditorium, conference hall, multi-purpose hall are available for college programs. Dead stock verification (Physical Verification) is carried out to verify working/ nonworking/ missing equipments etc... Preventive maintenance and performance monitoring is carried out during the year by the physical verification committee of the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://dogracollegeofeducation.com/dogra-education/facilities.aspx#8

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

13

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

6

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

3

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

10

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State**

government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college does not have a student council in existence. However, various committees in the college look after various academics and non-academic aspects headed by faculty and in some cases have student members as well. A list of the committee is given below:-

1. College Development Committee, IQAC, Academic Affairs and ISO Committee

2. Grievances & Redressal, Anti Ragging and Placement Committee

3. Admission, Examination and Result Analysis Committee
4. Games and Sports and Discipline Committee
5. Website Update and Alumni Committee
6. Magazine, Prospectus & Time Table Committee
7. Canteen and Refreshment Committee
8. Physical Verification Committee
9. NSS Committee
10. Library Committee
11. Media, Press Release and Notice Board Committee
12. Social and Cultural Committee
13. Literary Club
14. Population Club
15. Environmental Club

File Description	Documents
Paste link for additional information	https://www.dogracollegeofeducation.com/dogra_education/management.aspx
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

10

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The College has functional alumni Association. The alumni of the institution are getting enrolled through offline and online portal which is placed on the college website. The committee sits and discusses all the parameters under the headship of Principal of college regarding the alumni meet. The Alumni committee members of the institution are always in touch with the ex-students of the college and invite them to college for lecture and interaction with students when possible. The passout students also actively interact with the college alumni committee in guiding the students. The Alumni involve themselves not only in academic growth of the students but also in the infrastructural development and providing exposure to students through various activities pertaining to cultural & NSS activities. Their encouragement is always admirable by the students. The students also actively interact with the alumni of the college regarding their career as well as future prospects. Some Alumni hold good position as assistant professor, lecturer, teachers, accountant etc and work toward shaping the future of the students. They also come to college campus whenever they are called in order to have healthy interaction with students so that they can guide them regarding their career aspect in respective fields. Moreover, the Alumni community also remains in constant touch with the college and responds in a positive way as and when contacted by the college alumni committee to grace the important events organized in the college. The feedback and suggestions of college alumni are also being taken on regular basis to improve the growth and development of college. The feedback obtained from them is also analyzed by IQAC members and college alumni committee so that

principal can take necessary action to implement these suggestions and enhance the performance of the college. Somewhere these alumni also play the role of mentor for students in shaping their future careers. They also counsel the students whenever required regarding their issues. The college alumni always contribute to the growth of the college with their expertise and skills in different areas. Beside alumni the college also invites former faculty members in all functions and celebration of college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Dogra College of Education has a stated vision, mission, values, and objectives. The vision, mission, values, and objectives of the institution are in tune with the objectives of the higher education policy of the country. The management of Dogra College of Education is proactive and dynamic. Hence, the vision, mission, values, and objectives of the founder are extended to make Dogra College of Education one of the most admired academic institutions. Assimilating the special features of the New Education Policy 2020 is also underway. The vision, mission, values, and objectives of Dogra College of education are committed to transforming it into reality in its everyday governance, policies, and actions.

Vision:- Our Vision is to be socially responsible through developing "Centre of Excellence" in the professional Education system enabling young aspirants to add value to the society at

large with their personal and professional acumen.

Mission:- Our stated mission shall guide us to strengthen the professional academic delivery system through focused and innovative methods of teaching practice ensuring best student output supported by excellent operational administration system.

Values:- Thought Leadership, Transparency, Knowledge, Sharing, Justice, Humility.

Objectives:-

1. To Spread Knowledge through professional academic programmes of contemporary education system supported by the best administration practices.
2. To promote a quality education through continuous efforts, conviction & commitment.
3. To lead as the most reliable institution providing most competitive education delivery system using AV Aids.
4. To ensure better attendance percentage throughout the session.
5. To guide, conserve and develop precious human resources and values in multifarious spheres of activity so that the students develop as responsible citizens.
6. To act as an experimental institution for which emphasis is to be laid on experimentation so as to make the teaching-learning process more effective and also inculcate scientific attitude in students.
7. To improve the result of the college by providing extra guidance, arranging tutorials, giving tests, arranging special classes for weak students and by providing the students the best books in the library.
8. To empower women and to help children of the deprived sections of the society.

The principal is involved in coordinating the functions of the college to its logical end. Various committees comprising members of the teaching and non-teaching faculty are involved in curricular and co-curricular affairs and administrative functions

of the institution. The administration encourages and supports them at all levels. An environment of equity and democracy is set up to conduct affairs smoothly and satisfactorily. The governance of the institution functions in a way to generate a useful and competent human resource that will work righteously and judiciously resulting in the overall development not just of themselves but also of the country and society. It aims at providing an unbiased education to its students that will not only provide the knowledge and training to earn their livelihood but will also generate in them useful life skills, side by side making them morally upright and full of civic sense. This value-based and quality education that leads to the all-around development of students is provided without any distinction based on gender, caste, creed, region, religion, or nationality, to create universally competent and responsible citizens of India contributing to the development of the society.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution believes that efficiency comes through the decentralization of administration. The management of the college takes the responsibility to ensure that its mission, vision, values, and objectives are realized through the activities of the institution. The efficiency in the institution comes through the decentralization of administration. The administration is decentralized except for finance matters. The trust ensures that the development plans of the college do not suffer due to the paucity of funds. The trust monitors the functioning of the institution from time to time. The administration is decentralized and each level of administration functions as per its duties and responsibilities ascertained by the chairman and principal of the college. The institution has a policy of participative management and it is ensured through several strategies. Various committees have been formed for the proper functioning and management of institutional processes. The conveners of these committees are given autonomy to organize their activities according to the requirement. The Principal coordinates the functioning of various committees. Significant

decisions regarding the smooth functioning of the institution (required for regular improvement in the quality of its educational provisions) are taken in consultation with the principal, senior staff members, and conveners of various committees.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic / Perspective plan is effectively deployed

Core Values of our Institution in Teaching and Learning Process.

? Excellence in Teaching and Learning

? Involvement of all Stakeholders of the Institution in Decision-making

? Community Engagement

? Respect and Commitment

? Holistic Development of Students

Objectives of Perspective Plan

While preparing the present perspective plan, the IQAC has considered the following main Core values of NAAC.

- Contributing to National Development
- Fostering Global competencies amongst students of the college
- Inculcating a Value System among the Students
- ICT-based teaching and learning.
- Quest for Excellence

Perspective Plan of the college:

- To maintain continuously good academic performance
- To develop and execute an effective teaching-learning process
- To encourage research culture in faculty and students
- To develop a comprehensive system of student mentoring and student support and ensure transparency in the evaluation process of students
- To empower faculty about emerging trends in their profession for academic advancement
- To facilitate a friendly, efficient, and flawless administrative set up ensuring a smooth day to day functioning

The focus of the Strategic Plan

To make students more employable

- Periodic interaction with distinguished guests who have excelled in their field.
- Field visits to various organizations/institutions
- Conducting basic computer courses for faculty and students so that there is a seamless transformation from academic to professional life
- Increasing students' engagement in learning
- Increasing students' responsibility toward learning
- Motivating students by periodic interaction with distinguished guests

To develop and execute an effective teaching-learning process

- ICT-based teaching
- Encourage teachers to participate in Seminars and Conferences
- Encouraging the teachers to participate in Orientation Programs, Refresher Courses, Short Term Courses, etc.
- Encourage students to participate in Seminars, Conferences, and workshops.

To encourage research culture among faculty and students

- Encourage teachers to present research papers in seminars and conferences.
- Organize Seminars and Conferences to promote research culture.

To develop a comprehensive system of student mentoring and student support and ensure transparency in the evaluation process of students'

- Provide mentor Teacher for every class
- Provide Remedial Coaching to Slow Learners
- Identification of Fast Learners and help them to achieve their potential
- Continuous tracking of Attendance of the students

To empower faculty about emerging trends in their profession for academic advancement

- Encouraging the teachers to participate in Orientation Programs, Refresher Courses, Short Term Courses, etc.
- Encourage teachers to participate in Seminars and Conferences
- Provide Internet Facility to Faculty Members
- Upgrade Books in Library every year by making provisions in the Budget

To facilitate a friendly, efficient, and flawless administrative set up ensuring a smooth day to day functioning

- Delegate authorities and responsibilities to Principal, Academic Coordinator, Faculty Members, and Administrative Staff
- Conduct periodic and need-based meetings
- Promote team spirit and healthy relations amongst staff members of the institution

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

ADMINISTRATIVE SETUP:

With the hands-on experience of the management, the Institutional Management is designed scientifically with transparency to get the optimum results out of it. A hierarchical setup is established from the top to the down level demarking the Duties, Responsibilities, Accountability, and Authorities at every stage.

Functions of Key Administrative Positions

POSITION FUNCTION

POSITION FUNCTION

GOVERNING BODY

1. Review academic and other related activities of the College
2. Consider recommendations of the Principal regarding Promotions
3. Ratify Selections / appointments /medals and prizes
4. Pass Annual Budget of the College

SECRETARY

1. Looks after the Administration, development of education, growth & expansion of the institution.
2. He can cause any action to be initiated which is required in his opinion for the promotion of the above subject matter to ratification by the Governing Body.
3. He coordinates between the sponsoring Society, College Management, and the other systems of the college.

PRINCIPAL

1. To prepare all the agenda items, coordinate the conduct of meetings, and arrange to follow up on all actions required.
2. To provide leadership, guidance, help implement and monitor all the academic activities in compliance with the affiliated university
3. To conduct internal examinations. To initiate all the developmental activities, monitor the progress, and report to the Governing Body
4. To ensure and receive all departmental budgets in the prescribed form for every calendar year & the next academic year.
5. To ensure the preparation of reports on various activities.
6. To become responsible for the general amenities and arrangements for students and employees of Dogra College of Education

COMMITTEES

1. Every committee constituted at the college level has a faculty member as convener with two or more faculty and students as committee members.
2. Committee convener will look after the committee's program and operation.
3. These committees at the college level assist the academic coordinator in the smooth functioning of the college.
4. Every committee has well-defined roles and responsibilities. Each activity conducted by the committee is as per the standard operating procedures laid down by the management.

ACADEMIC COORDINATOR

1. Approve the institute's Academic Calendar with reference to the university's prescribed academic calendar.
2. Approve the schedules and activities proposed by the member Committee i.e, enrollment, examination, placement, extracurricular activities, games & sports.
3. Maintain uniformity in scheduling and implementing various activities as per the academic calendar.

IQAC

1. IQAC is responsible for fixing quality parameters for various academic and administrative activities
2. Monitoring the organization of classwork and related academic activities.

3. Conducting Internal Quality Audits periodically to verify the effectiveness of measures taken in reaching the quality parameters.
4. Documenting various programs / academic activities leading to quality improvement and reviewing their effectiveness in quality improvement/ sustenance.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.dogracollegeofeducation.com/admin_panel/files/3202224031897.jpg
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

WELFARE MEASURES FOR TEACHING & NON TEACHING MEMBERS:

- Medical facilities in the form of ESIC are provided to the employee.
- Many staff quarters within the college premises provide accommodation to teaching & non-teaching staff.

- EPF for the employees of the institution including teaching & non-teaching.
- A transport facility is also available in the college.
- A well-equipped reading room equipped with Wi-Fi enabled computers & printer facilities is available in the library to access e-resources. The teaching staff is also entitled to the issuance of 6 books at a time and the Non-Teaching staff is entitled to the issuance of 2 books.
- Seminars, conferences, and training programs are organized by our college at the national & international levels for faculty enrichment purposes and for nurturing a competitive & thriving academic environment.
- The staff can avail of the 15 casual leaves as and where needed to meet any personal engagement or emergency during one calendar year.
- Hygienically well-maintained washrooms.
- Well -furnished staffroom with the provision for almirahs & lockers.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes

organized by the institution for teaching and non teaching staff during the year**5**

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year****13**

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**To ensure quality sustenance and quality enhancement for the**

professional growth of the teaching and non-teaching staff, the institution has introduced the performance appraisal system. Teaching and Non-teaching employees are required to submit their annual Performance Reports every year. However, the parameters of the performance appraisal of non-teaching are different from that of the teaching staff. The Performance Evaluation is based on work knowledge, work quality & productivity, work consistency, goal achievement, work relations, cooperation/teamwork, punctuality, attendance, and dependability. The self-appraisal enables the teaching and non-teaching staff members to evaluate their work on the basis of their performance. The Principal directly monitors the teaching and non-teaching staff and regularly conducts meetings accordingly. At the end of every month, student feedback is taken to assess the performance of the faculty which is evaluated by the principal of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution has established a mechanism for conducting internal and external audits on financial transactions to ensure financial compliance. Internal and external audits both are done to ensure proper, justified, and valid use of funds. An internal audit is conducted quarterly by the internal financial accountant of the institution. The accountant of the Dogra Educational Trust cross-checks and verifies the transactions carried out in the financial year. Audited financial statement includes income and expenditure account and balance sheet. The external audit is conducted once in a year by the external agency i.e. authorized chartered accountant (R.C. Gupta & Co. FRN-001198N Jammu). At the end of the financial year, the audited statement is duly signed by the chartered accountant (External Agency). All these mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the institution at all levels. The audited statement is duly signed by the chartered accountant.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Institute maintains & follows a well-planned process for the mobilization of funds and resources. Account Officer is appointed to monitor the optimum utilization of funds for various recurring and non-recurring expenses. The accounts section seeks quotations from vendors for the purchase of equipments and computers etc. Accounts officer and Principal of the college prepare the budget and ensure that the expenditure lies within the allotted budget. The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs. It includes planned expenses such as lab equipment purchases, furniture, and other development Expenses. The budget is scrutinized and approved by the top management.

A) Mobilization of funds:-The major sources of revenue are:

- Fees collection
- Hostel and Transport charges.

B) Optimal utilization of Resources

Infrastructural Resources

- Computer lab, language lab, Examination Hall, Auditorium , Library, Reading Room, classrooms and conference Hall with internet & multimedia facility.

Human Resources

- Director, Principal, IQAC Coordinator and ISO Nodal Officer.
- Experienced and dedicated teaching and non-teaching staff.
- Teachers are involved in various committees and administrative work.

File Description	Documents
Paste link for additional information	https://dogracollegeofeducation.com/dogra-education/facilities.aspx#9
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC Cell of the college works toward improving and maintaining the quality of education, identifying and suggesting new ways of using teaching aids, developing suitable infrastructure, and offering suggestions for the new initiatives. IQAC is an effective and efficient internal coordinating and monitoring mechanism. The IQAC plays a vital role in maintaining and enhancing the quality of the institution and suggests quality enhancement measures to be adopted. The IQAC strives to spread quality culture through quality enhancement initiatives and best practices. The IQAC acts as a monitoring agency working for quality assurance in institutional activities. It monitors the efforts of the college towards excellence in different fields. Measures and strategies to be implemented for quality assurance are regularly discussed in the IQAC meetings under the supervision of the IQAC coordinator and principal. The college always tries to initiate practices that are conducive and contributive to the teaching-learning process and student support.

Strategic planning of key areas of IQAC-

1. Academic results
2. Student training
3. Student soft skills development
4. Faculty development programs
5. Interaction with teaching practice Schools
6. SWAYAM ARPIT Online Course
7. Committees & Clubs

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching-learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities.

IQAC being the central body within the college monitors and review the teaching-learning process regularly. Based on feedback various innovative activities and reforms were introduced. The improvements based on feedback implemented are:

1. IQAC periodically reviews the teaching-learning process, structures & methodologies of operations, and learning outcomes:

The standard methods of teaching, learning, and evaluation which are proven over the years are being followed.

Academic Calendar: Based on the University Academic Calendar the Institute schedules the academic calendar well in advance at the

start of the year with ample time frame for not only the regular teaching-learning process but also to accommodate the various events like seminar/ guest lecture/ workshops/ FDP's/ Hands-on-series and many more.

Preparation of lesson plan for 3rd & 4th Semester: The lesson plan is prepared by the faculty members for all the teaching subjects they teach in that particular semester. Enriching the curriculum with guest lectures, visits and Internships

Evaluation of teachers by students: The institution has a feedback system to evaluate the teachers by students. The regular evaluation of the teachers by the students, feedback on teaching methodologies, course delivery, attitude, strengths and weaknesses, difficulties faced in the subject give a clear idea about the problems faced by the students. Principal and IQAC Coordinator also monitor the feedback system and takes appropriate corrective actions.

Student learning outcomes: The institute monitors the performance of the students regularly. It has specified procedure to collect and analyse data on student learning outcomes,

The following points are adopted by the institute in this context:

- Regular class tests and interactions
- Continuous evaluation comprising of internal tests, assignments, group discussions, and seminar presentations.
- Semester system of examination.
- Providing Question bank of various subjects to the students.
- Providing Lecture notes
- Timely Redressal of students' grievances.
- At least 80% Attendance is compulsory in each semester.
- Tutorial classes for weak students to solve their problems.

Effective internal examination and evaluation systems: College maintains an effective internal examination and evaluation system.

Students' result analysis: College has the provision of analysis of students' performance after the announcement of their semester results. If the result of the students, in a subject, is not found up to the mark, necessary steps are taken to find out the reasons and the concerned faculty members are counselled and

motivated to work towards improvement in the performance of the students through remedial classes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The sensitivity towards the girl students at this institute is carried as follows:

The college believes in gender equality and makes effort towards Gender sensitization. It believes that educated girls are an

asset not only for the college and family but also for the whole society. The institution promotes gender sensitization through co-curricular activities. The college constituted the following committees as per norms. Grievance Redressal Committee, Anti-Ragging, Students' Disciplinary Committee. The list of these committees are displayed on the website of the institution and information is being disseminated to the students through orientation and induction programs. Safety of girls is a top priority at every college campus. Now a days, safe and supportive Campus Community is both an obligation and a challenge for college administrators and students. Institution provides a comprehensive range of security amenities especially for girls within the premises, through a dedicated team of security personal. The institution provides safety and security facilities for the staffs and students such as CCTV Surveillance throughout the campus and security arrangement. Students wear ID cards at all times and outsiders are checked by security staff before allotting visitor IDs. For security of the girls in the college campus and to restrict unwanted entry, proper boundary wall with fencing have been constructed. Signboards have been placed outside the hostels to ensure restricted entry. Girls hostels have only female wardens and supervisors. Duties of supervisors are arranged in such a manner that supervisors remain there continuously for 24x7 hrs. Hostel warden also reside within the hostel premises. The college has a common room where first aid facility is provided free of cost.

The institution has a good mentoring system for the students to take care of their academic, emotional, social and cognitive development. Personal Counselling is provided to the students at different levels. There are separate washroom facilities for girls and boys.

File Description	Documents
Annual gender sensitization action plan	https://dogracollegeofeducation.com/dogra-education/gallery.aspx?subcatid=28&subcat=International%20Women
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://dogracollegeofeducation.com/admin-panel/files/5202011028864.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above
File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File
7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management	
<p>Solid waste Management:</p> <p>The following initiatives under taken by the college towards the management of solid waste.</p> <ul style="list-style-type: none"> • Dust bins are provided at the corners of each room and corridors to collect solid waste. • Display boards regarding the provision of dust bins • Students are educated to throw solid waste strictly in dustbins. • Display of slogans and thoughts at the appropriate places. <p>Liquid waste management:</p> <p>Proper sewage system is present in all the washrooms of the college, appropriate care is taken to see that there is no water stagnation to discourage mosquito breeding. The Liquid Waste from the various sources is sent out through the sewage system without any danger of hazardous effects on environment. The rain water from the terrace of the college is directed towards the ground through pipes where other trees and rain water harvesting pits are located. The waste water generated by RO Plants is being channelized into college garden.</p> <p>E-waste management</p>	

Though not much e-waste is generated in the institution on a daily basis, the electronic waste in the college includes discarded electrical or electronic devices such as used electronic parts, burned electric bulbs, wires, computer peripherals certified broken or unusable.

The items like printer cartridges are refilled and used and the unusable items are disposed.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.dogracollegeofeducation.com/admin_panel/files/320221705917.pdf
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1.Restricted entry of automobiles**
- 2.Use of Bicycles/ Battery powered vehicles**
- 3.Pedestrian Friendly pathways**
- 4.Ban on use of Plastic**
- 5.landscaping with trees and plants**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like Women's day, Yoga day also promote tolerance and harmony. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which have to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities. A well defined mentor / mentee system is in place. Seminars are conducted from time to time to create awareness and tolerance among the students about diversities in the society.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

S. No Title of the programme/Activity Duration Number of Participants
 1. Celebration of 72 Republic day 26.01.2021 72
 2. Online Inter-college essay writing competition on "Water & Climate Change" on the eve of World Water Day 23.03.2021 50
 3.

Celebration of Yoga Day 21.06.2021 130 4. Celebration 75th Independence day 15.08.2021 63 5. Orientation Lecture on Teacher Education and National Educational Policy 2020 08.12.2021 63 6. Plantation drive 17.12.2021 69 7. Swachh Bharat Abhiyan 22.12.2021 69

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

S. No

Title of the programme/Activity
Duration
Number of Participants
1.
Lohri Celebration
12.01.2021
69
2.
Celebration of 72nd Republic day
26.01.2021
72
3.
Online Inter-college essay writing competition on "Water & Climate Change" on World Water Day
22.03.2021
50
4.
Celebration of International Yoga Day
21.06.2021
130
5.
Celebration 75th Independence day
15.08.2021
63

6. International Women's Day 08.03.2021 63 7. Gandhi Jayanti
02.10.2021 63 8. Prakram Divas 23.01.2021 63

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Title of the Practice: Mentoring System For Students

Objectives of the Practice:

To minimize dropouts, improve performance and reduce stress of the students through personal counseling.

The Context

Students undergo various problems of stress- personal, academic, physical, mental. Students are new to professional college life. It creates a lot of stress, especially to hostel students who are away from family for the first time. Students from educationally weak background feel stressed and hesitations in class and are unable to perform well due to inhibitions. Statistics reveal increasing number of suicides and dropouts. Considering the student-teacher ratio in classrooms, it is difficult at times to give personal attention to students in class. One solution therefore is a 'Mentor' who can form the bond with students in the true sense. Mentoring is required for students to achieve emotional stability and to promote clarity in thinking and decision making for overall progress.

The Practice

- Each teacher is assigned around 15-18 students for the complete duration of their study.

- They meet at least once a month to discuss, clarify and share various problems which may be personal or academic etc..
- The mentors encourage the students to participate in co-curricular and extracurricular activities and sports.
- Their academic performance and other activities are all recorded.
- The mentors also keep in touch with the parents on their attendance, test performance, fee payment, examinations etc.
- The mentors also counsel the students in need of emotional problems.
- When the students have any problem in the college either with the staff or with work completion the mentors speak with the respective staff and sorts out the problem.
- Mentors take special care of weak students, who are given advice on how to study, prepare a time table for study and clarify the doubts and also given notes to study.
- Students problems are discussed with the Academic Coordinator & Principal, other faculties and necessary action taken to solve it.

Evidence of Success

Evidence of success of the practice includes university ranks, better results in the examinations, improved attendance, less drop outs, increased participation in co-curricular and extracurricular activities, better discipline on campus and respectful relationship between teachers and students. The students are more relaxed and have a healthy relationship with the staffs.

Problems Encountered and Resources Required

This practice requires committed teaching staff that has the desire to help students beyond teaching hours. There are no limitations or constraints faced during implementing the program.

2. Title of Best Practice - Teaching - Learning Process

Goal

- To ensure the completion of syllabus according to the academic calendar of University / College
- To encourage teachers to adapt to advance pedagogical methods including ICT adoption in class room teaching
- To improve pass percentage, average marks in each semester and enhance the number of ranks bagged by the college at the university level examinations
- To increase the placement of college as quality of students would be improved

The context

Different teachers use different methods to teach in class. They teach at different paces. It was observed that syllabus coverage remains a challenge when there is need of uniformity. The teachers find it difficult to keep pace with the techno - savvy student learners. There was a need of uniformity and standard setting so that everyone is able to meet the objective of best teaching practices. It has become essential for teachers to adapt to the latest pedagogic styles and include ICT in class room teaching. The mismatch between the student learner and the teacher in the use and comfort of handling varieties of tools available for teaching - learning needs to be bridged.

The practice

- Academic calendar is planned by the respective department under the instructions of Director and Dean.
- Academic calendar is uploaded on the website for information to students, teachers and others.
- On the basis of that, every faculty prepares the academic planner in the form of course file which is audited by the department head.
- Timely Feedback is obtained from students regarding the content delivery by different teachers.
- Assignments, tests and evaluation are conducted at scheduled dates to improve performance in the semester - end examinations.
- Timeline of Assignments, syllabus coverage is monitored by the

Academic Coordinator at regular intervals

- All the class rooms are ICT ready and all the departments adapted their class room teaching with the help of ICT.

Evidence of Success

- All teachers have adopted modern pedagogic styles and ICT in their classes.
- Appropriately paced and timely completion of syllabus
- Increased attendance in the classes
- Improvement in results.
- Every year we have College toppers and university toppers.

Problems encountered and Resources required.

This practice requires a monitoring system which can show the progress and gaps at each point of time. The institute ERP is serving the purpose but it needs upgradations as the time changes.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Institutional Distinctiveness:-

The society should sincerely serve the cause of the education for the needs of the common man of this cosmopolitan city. We believe that college life is not all about academics, games, friends, and fun. It is also about learning to interact with other people, being aware of social, environmental and gender issues, and inequalities in the society. We provide an opportunity to every

student to contribute to make the society in which they live a better place and to grow as better individuals. The Dogra College of Education has committed itself to the task of inculcating social values and responsibilities in its students. In line with its vision of working towards the socio-economic development of the country, the college has taken utmost care to give back to the community. The various programs give the freshmen an insight into the institute's values and vision. Along with other sports, cultural and technical activities, the NSS unit plans activities like tree plantation and field visits to expose the students to the pressing issues in our society. As a special thrust, societal development is also instilled on a large scale into the students through the active NSS unit which undertakes various services to inculcate social values. Throughout the year, the NSS unit undertakes a plethora of events ranging from cleanliness drives, tree plantation drives, waste management drives, gender equity, field visits and many more. ERP Software is being used by the college for maintaining the records. Academic and Administrative audits are conducted quarterly. Various activities enhance student leadership qualities, communication skills and Personality. College abides strictly by all the rules and regulations of governing authorities.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- 1) To get NCTE recognition for the college.
- 2) To establish an E-learning management system in the college.
- 3) To organize more Academic and Social Outreach Programmes for the benefit of society.
- 4) To collaborate with other Educational Institutions and industries.
- 5) Community Outreach Programmes.
- 6) Strengthen efforts towards Mental Health Support in the changed circumstances.

7) Organize Online/Offline Faculty Development Programs.

NAAC