

Annual Quality Assurance Report (AQAR) of IQAC

NAME OF THE INSTITUTION

Dogra College of Education, Bari Brahmana, Samba

Year of the Report: 2014-2015

The report comprises of three sections.

- Part A deals with all the activities and programmes carried out during the session.
- Part B deals with the activities planned by IQAC and accomplished by the end of the session.
- Part C deals with the plans of the institution for the next year.

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

- ❖ To spread knowledge through professional academic programmes of contemporary education system supported by the best administrative practices.
- ❖ To promote quality education through continuous efforts, convictions and commitments.
- ❖ To use state of the art, tools and modern methods in delivery system of education make it most competitive.
- ❖ To ensure student participation round the year in academic and co-curricular activities.
- ❖ To guide, conserve and develop precious human resources and values in multifarious spheres of activity so that the students develop as responsible citizens.
- ❖ To act as an experimental institution for which emphasis is laid on experimentation so as to make the teaching learning process more effective and also inculcate scientific temper among students to meet the global trends and demands.
- ❖ To improve the results of the college by providing extra-guidance, arranging tutorials, taking tests, arranging special classes for weak students and by providing them the best books in the library and equal opportunities of education.

- ❖ To empower women and to help children of the deprived sections of the society through different social outreach programmes, to make them self sufficient and help in community and social development.

PART-A

Following activities and programmes were carried out during the session 2014-15

- ❖ Orientation Programme
- ❖ NSS Day Celebrations
- ❖ National Integration day Celebrations
- ❖ Display Your Talent Programme
- ❖ NSS Activities
- ❖ Peer-Teaching
- ❖ Games and Sports
- ❖ Demonstration of various Micro Skills and Macro Lesson
- ❖ Team Teaching
- ❖ World Environment Day Celebrations
- ❖ Workshop cum Exhibition on Teaching Aids
- ❖ Group discussion
- ❖ Orientation on Smart class
- ❖ NAAC Peer Team Visit
- ❖ Panel Discussion
- ❖ Science Quiz
- ❖ Blood Donation Camp
- ❖ World Human Rights Day Celebration
- ❖ Inter- Collegiate Symposium and Poster Making Competition.
- ❖ Written Quiz Competition
- ❖ Yoga Day Celebration

1. ORIENTATION PROGRAMME: Orientation Programme was organized from **23/9/14** to **25/9/14**. Before the commencement of regular class work, Orientation Lectures are conducted for the students by the subject experts with a view to provide the students a holistic view of the subject matter to be studied within the particular subjects and specific requirements of teaching inputs for better understanding and assimilation.

2. NSS DAY CELEBRATION: On the eve of NSS Day Celebration a Rangoli Making Competition was organized in Open Auditorium of the college. The theme on the occasion was "Festivals of India" wherein 24 volunteers participated.

3. NATIONAL INTEGRATION DAY: An Essay Writing competition was organized by the NSS Unit of Dogra College of Education on the occasion of "National Integration

Day” in the premises of the College. The topic of the Essay was “How can a teacher contribute in promoting National Integration” wherein 42 volunteers participated.

4. DISPLAY YOUR TALENT PROGRAMME: “Display Your Talent Programme” was organized on **22/12/14**. The groups of talented students trainees identified are called upon to perform events at a short notice. These students constitute the back bone of colourful and attractive variety programmes to be presented on the Annual Day Programme.

5. WORLD HUMAN RIGHTS DAY: Literary Club of the College organized a Symposium on the eve of the World Human Rights Day on 10/12/2014 wherein 39 students participated. The topic of the symposium was “Human Rights and Future Generations”.

6. INTER-COLLEGIATE SYMPOSIUM AND POSTER MAKING COMPETITION: An Inter- Collegiate Symposium and Poster Making Competition was organized in the premises of Dogra College of Education in collaboration with Indian Oil Corporation Ltd. Jammu on 29/01/15 on the topic “Save Fuel, Save Money and Environment” where 46 students from various colleges of Education participated.

7. N.S.S ACTIVITIES: The College has an approved NSS Unit since 1994. During the session 2014-2015, Eleven Days long NSS Camp was held from 12/3/2015 to 22/3/2015 at village Chak- Jaralan, Tehsil Bishnah. The following activities were undertaken as a part of NSS programme:

- ❖ During the camp, various surveys were conducted and the data was collected regarding number of persons in the family, literacy level, socio-economic status, cleanliness, road connectivity and prevalence of communicable diseases.
- ❖ Dr. Vijay Sawhney, Professor and HOD PG Deptt. Of Blood Transfusion and Medicine delivered a lecture on the importance of “Blood donation” on 14/3/2015. On this occasion Blood Donation Camp was also organized in collaboration with Govt. Medical College Jammu under the supervision of Dr. Vijay Sawhney wherein blood was donated by 53 Volunteers.
- ❖ Local population was educated about the benefits of Yoga on 15-03-15 by NSS volunteers.
- ❖ A Plantation drive was also held at Village Chak Jaralan on 16/3/2015
- ❖ A Rally to save the girl child was organized on 17/3/15 at village Chak Jaralan. The theme on the occasion was “Beti Padhao, Beti Bachao”.

- ❖ A demonstration on Self Defence training was given by three volunteers namely Nisha Devi, Pooja Devi and Arjun Singh to the girls of Govt. High School, Chak Jaralan at 19/3/15.
- ❖ A Literacy Drive was undertaken at village Chak Jaralan.
- ❖ A Cleanliness Drive was held on 21/3/15 wherein the NSS Volunteers cleaned the School Building and the surrounding areas of the village Chak Jaralan. On this occasion volunteers also made the village people aware regarding the importance of Swachh Bharat Abhiyaan as propounded by the Hon'ble Prime Minister of India Sh. Narinder Modi.
- ❖ NSS Valedictory function was held on 22-3-2015 in the college Auditorium where in Sh. Chander Prakash Ganga Hon'ble Minister for Industries and Commerce was the Chief Guest on the occasion. Prominent among those present on the occasion were Th Gulchain Singh Charak Ji former Minister J&K Govt. and Chairman Dogra Educational Trust, Kr. Samar Dev Singh Charak, Secretary Dogra Educational Trust, Prof.B.D.Damral, Director cum Principal DCE, Mrs Shefali Sharma vice Principal, Mrs Bela Thakur Academic Coordinator of the College.

8. WORLD ENVIRONMENT DAY: Three days long celebration related to "World Environment Day" was organized by NSS Unit of Dogra College of Education on 6/6/15 to 08/6/15. During this period various activities viz Cleanliness Drive, Plantation Drive and Essay Writing Competition on the topic "Bio- Diversity" were undertaken.

9. WRITTEN QUIZ COMPETITION: NSS Unit of Dogra College of Education organized written quiz competition on the topic "Leadership and Personality Development" on 12/06/15 wherein 35 students from various sections participated.

10. YOGA DAY CELEBRATION: Yoga Day was observed by the NSS Unit of Dogra College of Education on 16/06/15 in which about 150 students participated. Yoga Expert from Sports and Physical Education Department, University of Jammu was the resource person on the occasion.

11. NAAC PEER TEAM VISIT: National Assessment and Accreditation Council (NAAC) began a three-day visit of the Dogra College of Education. During its visit, the team assessed and evaluated teaching and co-curricular activities; research work; and extension and infrastructure facilities of the college.

12. PEER TEACHING: Peer teaching is also the regular feature of academic activities of the college where in one of the members of the peer group plays the role of the teacher and rest of the members of the peer group act as the classroom students. Schedule for Peer Teaching during the Session 2014-15,

12-12-14 -Paper Ist Education In Emerging Indian Society.
18-01-15 -Paper IInd Psychology of Teaching-Learning Process.
31-01-15 -Paper IIIrd School Management & Pedagogies of Education.
14-02-15 -Paper IVth Development of Educational System in India.

13. GAMES AND SPORTS: Besides developing the mental ability of the students, the college takes special care of their physical fitness and recreation. In this regard a Sports Week was also organized in the college premises. The sports meet was inaugurated by the Kr. Samar Dev Singh Charak, Secretary Dogra Educational Trust. Various events like Badminton, Chess, Carrom Board, Table Tennis, 100 meters. race for boys and girls, Kho-Kho for girls, Javelin Throw, Long Jump, High Jump for both boys and girls, Shot-put and Volleyball etc. were organized in the sports ground of the college from 06-05-15 to 13-05-15.

14. DEMONSTRATION OF VARIOUS MICRO SKILLS AND MACRO LESSON: Orientation in various skills of Micro-Teaching was provided to the teacher trainees as per the requirement of the prescribed syllabi. In addition, the Expert Teacher Educators of various Teaching subjects conducted demonstration lessons in their relevant subjects of teaching to develop the various teaching skills among trainees for teaching in the actual classroom situation in their respective allotted schools.

15. TEAM TEACHING: Team Teaching was organized from 11-03-15 to 12-03-15 where in, the team of expert teachers in their respective subjects provided an optimum instructional programme to their students on particular topics through their joint efforts.

16. SMART CLASS: Group-wise Workshop on Smart Class Was organized by the Dogra College of Education from 08-10-14 to 13-10-15 in Rich Harvest School which Ms.Anita Saini was the resource person.

17. WORKSHOP CUM EXHIBITION ON TEACHING AIDS: Workshop cum Exhibition on Teaching Aids was organized on 16/6/15. All the students were divided into 10 groups. The teaching aids prepared by all the groups on various topics related to the teaching of school subjects were of diverse nature and were analyzed by Panel of Judges.

18. LITERARY ACTIVITIES: Educational and Literary activities like debates / symposium / Essay writing Competition/ Poster Making competition/Inter-House Group Discussion were organized in the college on weekends but twice a month.

19. GROUP DISCUSSION: Inter – Section group discussion was held on 18/6/15 in the college premises where in a number of students participated. The topic of the discussion was “Cyber Crime”.

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

- One teacher trainee of the college participated in the inter college debate competition on “Secularism” at University of Jammu on 20th of December, 2014
- Four teacher trainees of the college participated in the Slogan writing and Poster Making Competition at University of Jammu on 09th of March, 2015
- Eight teacher trainees of the college participated in the National Seminar at University of Jammu. The Topic of the seminar was “Rethinking-Teacher Education” which was held on 13th of March, 2015
- Two teacher trainees of the college participated in the National Seminar at Ranjit College of Education. The Topic of the seminar was “Teacher Empowerment” which was held on 20th of March, 2015
- Two teacher trainees of the college participated in the Panel Discussion at Ranjit College of Education which was held on 21st of March, 2015
- Two teacher trainees of the college participated in the Slogan writing and Poster Making Competition at Ranjit College of Education

PARTICIPATION OF TEACHER TRAINEES IN LEARNER CENTRED ACTIVITIES IN THE COLLEGE

- 1. Quiz** (Oral and Written)
- 2. Class Test** Oral /Written tests are taken fortnightly for checking the extent of their development and to enhance their higher order abilities.
- 3. Home Assignments** Home assignments are given to develop writing and drawing skills in the production of sketches, flow charts, diagrams, maps and illustrations.
- 4. Lab/Practical Work** Lab & practical work is assigned to students to develop and assess their practical skills in handling instruments, experiments, reports and practicing skills.
- 5. Periodical Observations** Observations are conducted to assess personal qualities like regularity, hard work inventiveness, initiative and originality etc.

- 6. Debates/ Seminars** Debates/Seminars/Symposiums are conducted to develop and assess originality, creativity, discipline and communicative skills.
- 7. Group Discussion** Group Discussions are held to assess originality, creativity, initiative and communication skills etc.
- 8. Tutorials** Tutorials and extra coaching classes were organized for low as well as high achievers.
- 9. Assessment of Teachers** Feedback forms were provided to students to assess the Teachers quality of teaching and subsequently remedial actions are taken according to the suggestions received from the students

PART-B

PART B DEALS WITH ALL THE ACTIVITIES PLANNED BY IQAC FOR STUDENTS AS WELL AS TEACHERS AND ACCOMPLISHED BY THE END OF THE SESSION-2014-15

The IQAC has planned the following activities which were accomplished during The session 2014-15 in order to augment the quality of College Academic and Co-Curricular activities

1. COMPUTER LITERACY WORK SHOP: Two days workshop on Computer Literacy Was organized in the college premises on 13-03-2015 to 14-03-2015. Mr Praveen Singh, Expert in the field of computer was the resource person. The workshop was attended by all the Teacher Trainees, Faculty Members and Non teaching Staff.

2. STUDENT DEVELOPMENT PROGRAMMES: INTER-COLLEGIATE SYMPOSIUM AND POSTER MAKING COMPETITION: An Inter- Collegiate Symposium and Poster Making Competition was organized in the premises of Dogra college of Education in collaboration with Indian Oil Corporation Ltd. Jammu on 29/01/15 on the topic "Save Fuel Save Money and Environment" where in 46 students from various colleges of Education participated.

3. USE OF OHP AND POWER POINT PRESENTATION DURING PRACTICE OF TEACHING: Teacher Trainees were encouraged to prepare the power point presentations and transparencies for delivering their lesson during final practice of teaching

4. WORKSHOP CUM EXHIBITION ON TEACHING AIDS: Workshop cum exhibition on teaching aids was organized in the college premises. Where the groups were encouraged to prepare Models under the able guidance of their supervisors. As a part of Pre-Practice Programme a week long workshop on teaching aids was organized. Exhibition of teaching aids was held on 16/06/15 the activity helped trainees making them self reliant, skilled and resourceful.

5. EXTENSION LECTURE ON INCLUSIVE EDUCATION: A lecture on Inclusive education was organized in the college premises on 31/01/15 by Mrs. Rajni Manhas, Lecturer in Education. Lecture was attended by all the Faculty Members and the students of our College.

6. ONE DAY ORIENTATION LECTURE ON ACTION RESEARCH: One day Orientation Lecture on Action Research was organized by the IQAC Cell of Dogra College of Education. Prof. B D Damral, Director DCE was the recourse person on the occasion. The workshop was attended by all the Faculty members of DCE.

7. EXTENSION LECTURE: An extension Lecture on the topic “Lesson Planning” was held in the College Auditorium. Prof. Jaspal Singh from the Deptt. Of Distance Education, University of Jammu was the recourse person on the occasion.

Dogra College of Education provides opportunities for teacher educators to develop their knowledge and skills by deputing them to attend Workshops, Seminars and Professional development activates organized inside and outside the institution.

8. NATIONAL SEMINAR: One day National Seminar was organized by IQAC of Dogra College of Education on 04th of April,2015. These seminars contributed to the ongoing debates in the “RETHINKING ON TEACHER EDUCATION” and created a new knowledge base that would provide a plausible solution without sacrificing the concerns of all stake holders form different quarters. Prof. N.R Sharma, Head Department of Educational Studies and Dean, Students Welfare, Central University of Jammu and Prof. Lokesh Verma, Former Dean and Head, Department of Education, University of Jammu and Academic Coordinator Central University of Jammu were the resource persons for the Ist and IInd Technical Sessions respectively. Thirty Two papers were presented on the various sub themes of the National Seminar. On this occasion the 5th Volume of Dogra News Letter was also released.

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

No. of JOURNALS = (National)

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

Journals: (International)

1. International Journal of Education. (Half Yearly)
2. Education Quest: An International Journal of Education and Applied Social Science. (Quarterly)

3. Learning Community: An International Journal of Educational and Social Development. (Quarterly)

MAGAZINES:

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

NEWSPAPERS:

- 1) Daily Excelsior
- 2) The Times of India
- 3) The Tribune
- 4) Amar Ujala
- 5) Employment News
- 6) The Times of India for Girls Hostel
- 7) Dainik Jagran for Girls Hostel
- 8) Punjab Kesari
- 9) Dogra Herald
- 10) Danik Savera

Total No. of books in Library	5063
No. of reference & General Books	580
No. of books in compulsory papers	2176
No. of books in Optional papers	840
No. of Teaching Subjects	1467
No. of Foreign Author Books	70
No. of Books in Book Bank	450

No. of Encyclopedia = 6 Namely

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

DEVELOPMENTS IN THE COLLEGE DURING THE SESSION 2014-2015.

- ❖ Additional Display Boards were installed in the college premises for displaying the Notices and Photographs.
- ❖ Multi Media Projector were also installed in three Classrooms.
- ❖ Computer lab of the college provides quick internet facility to the students and teachers.
- ❖ The Computer lab is equipped with 26 computers, one printer and battery backup facility.
- ❖ The website of the college is functioning properly and is being updated regularly.
- ❖ The college canteen rates have been rationalized by the canteen committee members from time to time.
- ❖ All the labs namely computer lab, educational technology lab, psychology lab, science lab, language lab are properly equipped for the development of teaching skills of the student teachers.
- ❖ Computerization of library with standard digital software.
- ❖ Access information from anywhere in the world by using internet facility. DELNET services is also being provided by the College Library.

BEST PRACTICES OF THE INSTITUTION

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

- ❖ Increased use of technology for seminars/workshop and other academic activities.

AWARDS AND REWARDS:

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

PART-C

The College has following plans for the academic session- 2015-16.

- ❖ Faculty Exchange Programme.
- ❖ Increasing the frequency of Extension Lectures.
- ❖ Conducting the Seminars and Workshops.
- ❖ Better physical infrastructure and academic facilities facilitating research and innovation.
- ❖ Encouraging faculty members to enhance their educational qualifications and also undertaking research work from time to time.
- ❖ Organization of Community services in collaboration with Social, rural and sanitation departments.
- ❖ Student-teachers are trained in the art and technique of giving lessons by using latest technology in education. They are motivated & encouraged to use computer. They are required to use the computer & develop their own presentation.
- ❖ The trainees use improvised learning aids, experiments, models, charts, real objects & a variety of audio, video, audio-video learning aids to capture the attention of students & to yield better learning outcomes.

FUTURE PLANS FOR COLLEGE DEVELOPMENT

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

Name and Signature of
The Coordinator, IQAC

Name and signature of
The Chairperson , IQAC