

# **ANNUAL QUALITY ASSURANCE ( AQAR ) OF IQAC**

## **NAME OF THE INSTITUTION**

***DOGRA COLLEGE OF EDUCATION, BARI BRAHMANA, JAMMU***

### **Year Of the Report : 2008- 2009**

The report comprises three sections. Part A deals with all the activities and programmes carried out during the session. Part B deals with the activities planned 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 academic programmes of contemporary education system supported by the best administrative practices.
- To promote quality education through continuous efforts, convictions and commitments.
- To use state of the art, tools and modern methods in delivery system of education to make it most competitive.
- To ensure student participation round the year in academic and co-curricular activities.
- To guide, conserve and deep 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 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 ti help children of the deprived sections of the society through different social out reach programmes, to make them sufficient and help in community and social development.

## Part- A

Activities and Programmes Carried out during the session 2008-2009

Following Activities wer organized during the session 2008-09:-

- Orientation Programme
- Display Your Talent
- Games and Sports
- NSS Camp
- Environmental Week
- Workshop cum Exhibition on Teaching Aids
- Annual Day Function
- Group discussion
- Quiz
- Peer-Teaching
- Team Teaching
- Demonstration of various skills

**Orientation Programme:** Orientation Programme was organized on 16/12/08 to 17/12/08. Before the commencement of Teaching Programme, Orientation Lectures were arranged for the students by the subject experts with a view to assess the quality of the students and their specific requirements of teaching inputs for better understanding and assimilation.

**Display Your Talent:** Display Your Talent Programme was organized on 24<sup>th</sup> of Jan. 2008. The groups of talented teacher trainee identified in each session were called upon to perform events at a short notice on important occasions. They constitute the back bone of colourful and attractive variety programmes presented at the college annual day function. In this way the social and cultural aspect of the college is taken care of.

**Games and Sports:** Besides developing the mental ability of the students, the college takes special care of their physical fitness and recreation. A sports week was also organized in the college premises from 28<sup>th</sup> march to 4<sup>th</sup> April, 2009. The sports meet was inaugurated by Th. Gulchain Singh Charak, Former Minister for Higher Education and Chairman dogra Educational Trust. Variopus events like bad Minton, Chess, Races, Kabaddi, Shot-put and Volley ball etc. were organized in the sports ground of the college.

**N.S.S. Unit:** The college has an approved NSS Unit since 1994. In the session 2008-09, NSS Camp was held from 14<sup>th</sup> to 24<sup>th</sup> Mar. 2009 at village Chak-Jharala, Tehsil Bishnah.

The following programmes were undertaken as part of NSS activity:

- 1) A Blood Donation Awareness camp was organized on 12-02-09 in the college premises.

2) An essay writing competition was held on 8/03/09 on the eve of “International Women’s Day” the Topic was “Promotion of Education of Girls Child and Women” in present scenario, 20 students participated in the competition.

3) During the camp, various surveys were conducted regarding literacy, cleanliness, road connectivity, awareness of socio- economic status and communicable diseases.

4) Local population was educated about the benefits of Yoga on 20-03-09 by NSS Experts.

5) Dr. Renu Manhas delivered a lecture on 21-03-09 on Gyanic and Health problems to women folk.

6) An awareness lecture on Global Warning was delivered by Mrs. Indu Puri, Lecturer of the college on 22-03-09 to the people of vill. Chak Jharala.

7) Valedictory function was held on 24<sup>th</sup> of March in the village Chak Jharala where in Former NSS programme coordinator of University of Jammu and present Director-cum-Principal Dogra Law College Prof. V.K. Kapoor was the Chief Guest on the occasion. The camp was conducted successfully under the able guidance of Mrs. Rajni Manhas, Programme Officer of the NSS.

Environmental Week: This week was observed in the college premises from 3<sup>rd</sup> June to 8<sup>th</sup> June 2009. As part of celebration, the activities like painting competition, cleanliness and plantation drive were under taken where in Mrs. Srekha Charak ( Member Trustee DET), was Chief Guest.

Workshop cum Exhibition on Teaching Aids: Workshop cum Exhibition on Teaching Aids was organized on 11<sup>th</sup> June 2009. 327 students were divided into 15 groups. The topics selected are of Diverse Nature and were critically analyzed by the Panel of Judges comprising the following members:-

- Prof. M.L Parwana Principal Govt. College of Education
- Prof. N.R. Sharma Former HOD Deptt. Of Education
- Prof. S. L. Kotwal Principal, ETT Dogra College.

Group Discussion: To provide closer interaction between the teacher and the taught, group discussion was organized on 02-06-09.

Quiz: Quiz Competition was organized on 25-07-09 in the college premises.

Peer teaching: was organized on 23-04-09:- Peer Teaching is also the regular feature of literacy activities where in the students of the peer group has to play the role of the student and one of the members of the peer group plays the role of the teacher.

Team Teaching: was organized from 28-04-09 to 29-04-09:- Where in the team of expert teachers through joint efforts provide an optimum instructional programme to their students.

Demonstration of various Micro skills and Macro lessons”:- Micro and Macro Skills were practiced in the College from 06-04-09 to 08-04-09, to develop the skills among the Teacher Trainees, the Teacher Educators of Educational Stream demonstrated various

skills by using over head and Multimedia Projectors and Demonstrated the Macro Lessons delivered by the subject experts on R.C.E.M approach.

ANNUAL FUNCTION:- Annual function was organized on 27/08/09 in College Auditorium.

Dogra College of Education has adopted a no. of student centered learning activities. These may be listed as under:

1. Quiz (Announced/ Un-announced)
2. Class Test Oral / written tests are taken fortnightly for checking the extent of their development and enhance 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 given to students to develop and assess their practical skills in handling instruments, experiments, reports and practicing skills.
5. Periodical Observation Observations were conducted to assess personal qualities like regularity, hard work inventiveness, initiative and originality etc.
6. Debates/ Seminars Debates/ Seminars/ Symposiums were conducted to develop and assess originality, creativity, discipline and communication skillsetc.
- 7. Group discussion** Group discussions are held to assess originality, creativity, initiative and communication skills etc.
- 8. Tutorial** tutorials and extra coaching classes were organized for low as well as high achievers .
- 9. Inclusive Education** Lecture on Inclusion Education was delivered by Mrs. Rajini Manhas Lecturer in Education. Inclusion education is a means of creating effective class room teaching where the educational needs of students are met.
- 10. Assessment of teachers** Feed back or forms were provided to students to assess the qualities of teaching and subsequently remedial actions are taken according to the suggestion 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 2009-2010.**

The IQAC had planned the following activities and which were accomplished during the session 2009-2010 in order to augment the quality of college academic and co-curricular activities.

**STUDENT DEVELOPMENT PROGRAMMES :** The college organized symposium on 6<sup>th</sup> August, 2009 in collaboration with Health Education Bureau, Directorate of Health Services Jammu. The theme of the symposium was "Breast Feeding". "A vital emergency response, are you ready". Ten students participated in the symposium where they expressed their opinion in favour of "Breast feeding". Th. Gulchain Singh Charak, Former Minister and Chairman Dogra Educational trust was the chief guest on the occasion while Dr. Kulbhushan Pandotra Director family welfare, National Rural Health Mission was the Guest Of honors.

**DEBATE COMPETITION :** The college organized the debate competition on 12-08-09 on the occasion of "International Youth Day" in collaboration with Dainik Jagran. The topic for the debate was "Youth is the Icon of change". On the occasion, the students were divided into four groups, there were four participants in each group. They all stressed upon the facts in spite of the shortcomings. It is only the youth who can play a vital role in taking the Nation towards the path of peace, progress and prosperity.

**QUIZ :** Inter-section Quiz competition was organized in the college in the premises on 25-07-2009 where students were divided into five teams A, B, C, D and E comprising five students in each team. The questionnaire of the Quiz was based upon the compulsory papers. The students participated lively in the competition and Team "C" won the first prize.

#### **WORKSHOP ON MODEL PREPARATION DURING MACRO TEACHING**

**PRACTICE:** the college organized workshop cum exhibitions in teaching aids during the macro teaching practice where students were encouraged to prepare Models under the able guidance of their supervision. As a part of

per practice Programme and a regular feature of the college, a week long workshop on teaching aids was organized. Exhibition on teaching aids was held on 11<sup>th</sup> June 2009, the activity helped trainees making them self reliant, skilled and resourceful.

5. Use of OHP AND Power Point Presentation during practice of teaching: Trainees advised to prepare the power point presentations and transparencies for their best performance during final practice of teaching.

6. Series of Extension Lectures: Series of extension lectures were organized from 29-04-09 to 05-05-09 in college premises. The faculty and students were enriched with the following extension lectures delivered by the experienced educationists and other eminent personalities

A "Socio philosophical Foundations Prof DP Khajuria Director, KC College of Education

Of Education for Modernization"

B "Lesson Planning" Prof NR Sharma Former HOD Department of Education, University of Jammu

C "Behavioral Modification and Conditioning" Prof BD Damral Former Principal, Govt College of Education

d. "RCEM Approach and Lesson Planning Dr. J.N Balia, Lecturer Deptt of Education University of Jammu

Dogra College of Education provides opportunities for Teacher educators to develop their knowledge and skills by deputing them to attend workshops, seminars and professional development activities organised by other institutions

1. Workshop in Sai Shyam College of Education. Workshop on “A model for implementing research based instructional strategy in lesson planning” was organised by Sai Shyam College of Education on 12<sup>th</sup> Feb 2009 which was attended by three faculties of our college. During the workshop the faculty members were acquainted with the objectives of latest version of “Blooms Taxonomy”

2. International Conference in MIER College of Education. Three days international Conference was organised from 26-12-08 to 28-12-08 by All India Association for educational research in MIER College of Education on “Quality Assurance in which Principal of our college along with one faculty member attended the conference

Following Persons shared their views in the topic as listed below:

Trends in Growth and financing of Higher education in India “ Prof Dr Ved Parkash V.C  
NUEPA

ii Methodological and pedagogical issues affecting quality of educational research” Prof Dr Lokesh Kaul and Prof Emeritus HP University

iii Research Paradigms Quality standards in Educational research “ Dr Rekha Kaul Ass prof. Curtin university Australia

iv “Criteria for evaluating quality research in education” Prof Dr Arun Gupta and Prof D.K Kapoor from MIER College of Education

3. International Seminar on ICT Organized by University of Jammu.

One day international seminar on ICT in education organised on 12-09-09 by PG Department of Jammu University in Collaboration with intel which was attended by two faculty members of the college

4. National Conference organised by Mier College of Education

NAAC sponsored National Conference of “Improving Quality of teaching and learning in higher education, their issues, practices and assessments” which was attended Principal of the college from 23<sup>rd</sup> to 24<sup>th</sup> October 09 where in Principal of the college DR Kiran Luthra presented the paper on the topic “assessment of the quality of teaching and learning in Higher education”

5. One day seminar in Conservation of Rain water organised by KCS College of Education The seminar was attended by Principal along with one faculty member

Workshops and Seminars attended by Tr. Trainees in different institutions :

1. Two Tr. Trainees of the college attended the inter collegiate essay writing competition on the topic “Role of Gandhi in Freedom Struggle” which was held in the university of jammu on 18-12-2009.

2. Prof B.D Memorial Debate competition was held in university of jammu on 06-02-2009. Topic of the debate was “Can India become a developed nation by following Gandhian philosophy of non violence”. Two students of our college participated in the debate.

3. A seminar on “relevance of undivided J&K in securing peace in the region which was organised by the University of Jammu 19-02-09. Eight students of our college attended the seminar.

**The Following activities were planned and accomplished by IQAC of Dogra College of Education for the teachers during 2008-09**

Dogra College of Education provided opportunities for teachers educators to develop new knowledge and skills through training by organising workshops and awareness programmes in the college premises\

2. One day awareness programme on ISO 9001:2000 was organised on 4<sup>th</sup> Feb. 2009 Mr. Navneet Kotwal, MR was resource person. Programme was attended by all the faculty members of the college.

3. A awareness lecture on CAPA was delivered by Mr. Navneet Kotwal on 11<sup>th</sup> Feb. 2009, for the enrichment of all the staff members of the college.

4. Lecture on documentation and data control was delivered by Mr. Navneet Kotwal on 18<sup>th</sup> Feb 09 to all faculty members.

**DEVELOPMENTS IN THE LIBRARY DURING THE SESSION 2009-2010.**

- Flooring work of the library was completed in the ensuing session.
- Subject indicators have been placed on each almirah for easily locating for easily locating the books of different subject.
- Magazine stands for displaying the magazines and News paper were made available in the library.
- As per the University statutes, books were purchased for the session 2009-2010.

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

- JOURNALS:**
- (1) Miracle of teaching
  - (2) Quest in education
  - (3) University News
  - (4) All Indian Association for Educational Research.
  - (5) Asian Institute of Human Rights Education.
  - (6) Indian Educational Review.
  - (7) School Unique Educational Journal.
  - (8) International journal of environment consumerism
  - (9) Journal of Indian Education Review

- 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

### Development in the college during the session 2008-09

- Display Boards installed in the college premises for displaying the notices and photograph .
- Separate wooden cabins and almirahs were made available in the staff room for the faculty members.
- Multi Media projector was installed in the Multi Purpose hall .
- Thumb impression machine was installed in the college premises for checking the punctuality of the teaching and non teaching staff.

### Awards and rewards:

- There is a tradition of awarding and rewarding the students who secures 1<sup>st</sup> ,2<sup>nd</sup> &3<sup>rd</sup> positions in the college are awarded with cash prizes and certificates of merit in the annual functions/ workshops.
- Awards are being given to students who participate in co-curricular activities.

### Best practices of the institution

- To inculcate the moral values among teacher trainees, moral lectures are being delivery in the morning assembly by the teacher.
- The counseling and orientation were organized for the student at the beginning of the session to give them better the perspective of course of study.
- Strengthening the secularism among the students by celebrating different religious and national festivals.
- Lectures are being delivered by using the OHP and Multimedia projectors.
- To enrich the creative talent among the students quiz competitions, symposium and seminars are being held from time to time.
- To provide closer interaction between the teachers and the Taught, group discussions, peer, teaching and team teaching are being organized.
- To simplify the intricacies of the subject matter, teaching methodology is supplemented by using Audio- visual aids.
- To keep Pace with advanced technology, computer subject has been made compulsory for all students.



- For improvement of the college, suggestions from the Alumni- association are being sought from time to time.
- Guidance and Counseling cell of the college redresses all the grievances of the students in time.
- Academic performances of the Faculty members are being monitored through student feed back forms.
- All the activities planned by the college were successfully accomplished with the active cooperation of the management.

### **PART-C**

#### **The college has the following plans for the academic session- 2009-10**

- Faculty exchange programme will be organised.
- Increasing the frequency of extension lectures
- State level seminars will be organised.
- Seminars and Workshops will be conducted more frequently.
- Power point presentation for Transaction of instructional material will be made more frequently and effectively.
- Updating the college website
- Better physical infrastructure and academic facilitating research and innovation
- Encourage faculty members to enhance their educational qualifications and also undertaking research work.
- Community services will be extended in collaboration with social, rural and sanitation departments.
- Public address system will be made available in the college.
- Computer diploma courses will be started in the college with collaboration of DOEACC.

#### **FUTURE PLANS FOR COLLEGE DEVELOPMENT**

- Establishment of psychological lab.
- Establishment of language labs.
- Parking shed for the vehicles of staff members.
- Installation of Mica Board in class rooms.
- Different clubs will be formed.
- A student will be included as a member of IQAC.
- Library will be fully automated

