

Annual Quality Assurance Report (AQAR) of IQAC

NAME OF THE INSTITUTION

Dogra College of Education, Bari Brahmana, Samba

Year of the Report: 2015-2016

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 2015-16

- ❖ Orientation Programme
- ❖ NSS Day Celebrations
- ❖ National Integration day Celebrations
- ❖ Rangoli and Flower Arrangement Competition
- ❖ Display Your Talent Programme
- ❖ Inter college seminar
- ❖ Poster Making and Slogan Writing Competition
- ❖ Internship Programme
- ❖ Slogan writing competition
- ❖ National Science Day
- ❖ NSS Activities
- ❖ International Women's Day
- ❖ World Environment Day Celebration
- ❖ Literary Activities
- ❖ Group discussion

1. ORIENTATION PROGRAMME: Orientation Programme was organized on **21/9/15** and **22/9/15**. Before the commencement of regular class work, Orientation Lectures were 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: NSS Day Celebration was organized on **September 24, 2015** in which a Rangoli Making Competition was held in Open Auditorium of the college. The theme on the occasion was “Festivals of India’ wherein 28 volunteers of Semester II participated.

3. RANGOLI MAKING AND FLOWER ARRANGEMENT COMPETITION: - Rangoli Making and Flower Arrangement Competition were held on **October 15, 2015**. The competition was based on the special theme ‘Navratri’ wherein 54 pupil teachers of Semester I participated. The students used their creativity to make beautiful patterns with flowers, leaves and colours.

4. DISPLAY YOUR TALENT PROGRAMME 2015: “Display Your Talent Programme” was organized on **October 24, 2015**. Students performed on various Items Such as; Group Dance, Dogri poem, Solo Dance, Jokes, Trio Dance, Solo Song, Duet dance, Skit, Dogri group song and Modeling. Some students constitute the backbone of colorful and attractive variety Programmes to be presented and Indu Sharma, Student of Semester I, Dogra College of Education was declared Miss Talented.

5. 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” which was celebrated on **November 19, 2016** in the Conference Hall of College. The topic of Days Programme was “**Role of Teacher in Today's world**” wherein 42 volunteers of Semester I participated. Radhika Kumari from Semester I was adjudged first while, Anjana Kumari, Sindu Bharti and Priyanka Chanyal from Semester I were declared 2nd and 3rd Position.

6. INTER COLLEGE SEMINAR: - Inter college seminar was held on **November 24, 2015**. The topic for the seminar was “**Responsibility of Youth for Protecting**

Cultural Heritage” wherein 63 students of different colleges were participated. Radha Sambyal from Dogra Law College got 1st position, Shashi Bharti from Dogra College of Education got 2nd Position and Sakshi from Dogra Degree College got 3rd Position.

7. POSTER MAKING AND SLOGAN WRITING COMPETITION:- World AIDS Day was organized on **December 2, 2015** in which a Poster Making and Slogan Writing Competition was held in the conference Hall of college. The theme on the occasion was **“AIDS MYTHS AND REALITIES”** wherein 28 NSS volunteers of Semester I were participated. In the Poster Making Competition, Preeti Jangral and Indika Attri from Semester I were adjudged first while, Anu Charak, Sindu Bharti and Sonia Kumari from Semester I were declared 2nd and 3rd Position. In Slogan Writing Competition, Bharti Chadgal and Ranjit Kour from Semester I were adjudged first while, Monika Charak, Indu Sharma and Geetanjali from Semester I were declared 2nd and 3rd respectively.

8. INTERNSHIP PROGRAMME: During the Internship Programme, the students of 1st semester visited to **DIET Centre, Aaganwadi Centre, Nursery Schools, Middle Schools, Primary Schools and Innovative Centres** where they interacted with the faculty members and students. Students observed the lessons presented by the teachers and all of them have written reports on the same.

9. SLOGAN WRITING COMPETITION: - On the occasion of Swami Vivekananda Day, Dogra College of Education organized “Slogan writing competition” on **12th January, 2016** wherein 50 students of Semester I were participated. Mahak Jamwal from Semester I was adjudged first while, Ranjana Choudhary and Anubhuti Jangral from Semester I were declared 2nd and 3rd Position.

10. N.S.S ACTIVITIES: The College has an approved NSS Unit since 1994. During the session 2015-2016, Seven Days long NSS Camp was held from **26/2/2016 to 03/3/2016** 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 **27/2/2016**. On this occasion Blood Donation Camp was also organized in collaboration with Govt. Medical College Jammu under the supervision of Dr. Vijay Sawhney, blood was donated by 47 Volunteers.
- ❖ A Cleanliness Drive was held on **28/02/16** 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 Swach Bharat Abhiyaan as propounded by the Hon’ble Prime Minister of India Sh. Narinder Modi.
- ❖ Painting competition was also held at Bhoomi public School, on **29/2/2016** wherein 36 Students of Class I, II, III, IV and V were participated.
- ❖ A Plantation drive was also held at Village Chak Jaralan on **01/03/2016**. The drive involved the planting of various indigenous saplings having medicinal and aesthetic value appropriate to the local environment.
- ❖ Local population was educated about the benefits of Yoga on **02-03-16** by NSS volunteers.
- ❖ A Rally to “Save the Girl Child” was organized on **03/03/16** at village Chak Jaralan. The theme of the rally was “Beti Padhao, Beti Bachao”.
- ❖ NSS Valedictory function was held on **05-04-2016** in the college Auditorium where in Dr. Vishav Raksha 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, Mr. S.C Khajuria, Director cum Principal DCE, Mrs Shefali Sharma Principal and Mrs Bela Thakur Academic Coordinator of the College.

11. INTERNATIONAL WOMEN'S DAY:- A Symposium on the theme "Empowerment of women" was organized by the NSS Unit of Dogra College of Education on the celebration of International Women's Day i.e., **March 08th, 2016**, wherein 59 teacher trainees of Semester II participated. Indika Attri was adjudged first while Priyanka Chanyal and Shashi Bharti were declared 2nd and 3rd respectively.

12. WORLD ENVIRONMENT DAY: World Environment Day Celebration was organized on **April 06, 2016** in which Cleanliness Drive was held at Bassi Kalan, Bari Brahmana wherein 56 students of Semester II participated.

13. COMPUTER LITERACY WORK SHOP: Two days workshop on Computer Literacy was organized in the IACT Lab on **27-10-2016 and 28-10-2016** Ms. Palak Pandita, Lecturer cum IT Incharge was the resource person. The topic for the workshop was "**Basics of Computers**" The workshop was attended by all the Students.

14. CONSTITUTION DAY: - On the eve of Constitution Day, a Lecture on the topic "**Fundamental Rights**" was held in the Conference Hall. Ms. Shweta Sood, Lecturer in Social Sciences was the resource person on the occasion. The lecture was attended by all the Faculty members and Students of Semester I and III, DCE.

15. GROUP DISCUSSION: Inter – Section group discussion was held on **12/12/16** in the college 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

- Two Teacher trainees of Semester II attended two days workshop on two years B.Ed Programme at University of Jammu on **10th and 11th of February, 2016.**
- Four Teacher trainees of Semester II participated in collage making competition on **“Wastage is useful source of earth”** at Dogra Degree College on **13th of February, 2016.**
- Two Teacher trainees of Semester II participated in the Seminar at Government College of Education. The Topic of the seminar was **“Justice Verma Commission”** which was held on **13th of February, 2016.**
- One Teacher trainee of Semester II participated in inter college Symposium Competition at Dogra Degree College on **20th of February, 2016** and got 2nd price on the eve of Rang Mahaotsav Festival.
- Eight Teacher trainees of Semester II visited at Department of Biological Sciences, University of Jammu on the eve of World Science Day on **29th of February, 2016.**
- Two Teacher trainees of Semester II participated in inter-college Debate Competition on Skill Development at University of Jammu on **1st of March, 2016.**
- Two Teacher trainees of Semester II participated in Slogan writing Competition at Chenab College of Education on **08th of March, 2016.**
- Two Teacher trainees of Semester II participated in the inter college Symposium Competition organized by Dogra Degree College on **08th of March, 2016.**

- Seven Teacher trainees of Semester II participated in the inter college Nukkad Show at MIER on **10th of March, 2016** and got 2nd Price.
- Two Teacher trainees of Semester I participated in the Rangoli Making Competition during Display Your Talent Programme at University of Jammu on **21st of September,2016**.
- Nine Teacher trainees of Semester III participated in Skit during Display Your Talent Programme at University Jammu on **28th of September,2016**
- Two Teacher trainees of Semester I participated in the Debate Competition during Display Your Talent Programme at University of Jammu on **1st of October,2016**

PARTICIPATION OF TEACHER TRAINEES IN LEARNER CENTRED ACTIVITIES IN THE COLLEGE

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|-----------------------------------|--|
| 1. Quiz | (Oral and Written) |
| 2. Class Test | Oral /Written tests are taken fortnightly for checking the extent of their development and to enhance their higher order abilities. |
| 3. Sessional work files | Sessional Work files are given to develop writing and drawing skills in the production of sketches, flow charts, diagrams, Pictures and illustrations. |
| 5. Periodical Observations | Observations are conducted to assess personal qualities like regularity, hard work inventiveness, initiative and originality etc. |
| 6. Debates/ Seminars | Debates/Seminars/Symposiums are conducted to develop and assess originality, creativity, discipline and communicative skills. |

- 7. Group Discussion** Group Discussion is held to assess originality, creativity, initiative and communication skills etc.
- 8. Tutorials** Tutorials and extra coaching classes 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-2015-16

The IQAC has planned the following activities which were accomplished during The session 2015-16 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 IACT Lab on **20-10-2016 and 21-10-2016**. Ms. Palak Pandita, Lecturer cum IT Incharge was the resource person. The topic for the workshop was **“Basics of Computers”** The workshop was attended by all the Faculty Members and Non teaching Staff.

2. STUDENT DEVELOPMENT PROGRAMMES: INTER-COLLEGIATE POSTER MAKING COMPETITION: A Poster Making Competition was organized in the Conference Hall of Dogra college of Education on the topic **“Swachta Abhiyan”** where in 46 students of different Colleges were participated. In the Poster Making Competition, Gayatri Behal from Dogra Law College got 1st position, Shashi Bharti from Dogra College of Education got 2nd Position and Kumari Upasana from Dogra Degree College got 3rd Position.

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

5. EXTENSION LECTURE ON INCLUSIVE EDUCATION: A lecture on “**Inclusive Education**” for Semester I of new B.Ed Curriculum was organized in the college Auditorium by Mrs. Bela Thakur, Director Academics, Dogra College of 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. Mrs Vintee Kumari, Senior Lecturer, DCE was the resource person on the occasion. The Lecture was attended by all the Faculty members and Students of Semester II, DCE.

7. EXTENSION LECTURE: An extension Lecture on the topic “**FUNCTIONING OF DIET**” was held in the Conference Hall. Mr. Krishan Kewel Sharma, Lecturer in District Institute of Education and Technology was the resource person on the occasion. The lecture was attended by all the Faculty members and Students of Semester I, DCE.

8. EXTENSION LECTURE ON COST ANALYSIS: An Extension Lecture on the topic “**Cost Analysis**” was held in the Conference Hall of College premises. Ms. Manjana Bhou, Senior Lecturer in Dogra Degree College was the recourse person on the occasion. The lecture was attended by all the Faculty members and Students of Semester II, DCE.

Dogra College of Education provides opportunities for Teacher Educators to develop their knowledge and skills by deputing them to attend workshops, Seminars and Professional development activities organized by our Institutions.

- ❖ **On February 13, 2016**, Mrs Shefali Sharma (Principal, DCE) presented a paper titled **“Environmental Protection and Sustainability”** in the International Conference on Recent Trends in Chemical and Environmental Sciences (RTCES-2016) Sponsored by Savitribhai Phule Pune University organized by Department of Chemistry, BN Sharda Science College, Sangamner, District Ahmednagar.

- ❖ **On February 21, 2016**, Mrs Shefali Sharma (Principal, DCE) presented a paper at National Seminar on the topic titled **“Dalit women in the context of Social Mobility”** Sponsored by ISCCR at Sai Shyam College of Education.

- ❖ **On March 13, 2016**, Mrs Shefali Sharma (Principal, DCE) presented a paper at National Seminar on the topic titled **“Reengineering Education Context & Content with Sub Theme Education and ICT”** organized by PG Department of Education, University of Jammu under UGC-SAP.

- ❖ **On March 16, 2016**, Mrs Shefali Sharma (Principal, DCE) Participated In One day workshop **“B.Ed Curriculum”** by Department of Education, University of Jammu.

- ❖ **On April 04, 2015**, Mrs Shefali Sharma (Principal, DCE) presented a paper at National Seminar on the topic titled **“Research in Teacher Education”** organized by Dogra College of Education.

- ❖ **On February 07, 2016**, Mrs Shefali Sharma (Principal, DCE) Presented a Guest Lecture on **“Skill of Stimulus Variation”** in DIET Centre Sponsored orientation for Principals of High Schools in Samba District.

- ❖ **On May 27th, 2016**, Mrs Shefali Sharma (Principal, DCE) Participated In One day workshop **“B.Ed New Curriculum”** by Department of Education, University of Jammu.

- ❖ **On June 06, 2016**, Mrs Shefali Sharma (Principal, DCE) published a Paper titled **“Differences in Deviant Behaviour Among High Schools, Students of Jammu City, volume-6”** in an International Journal of Research in Social Sciences (ISSN: 2249-2496).

- ❖ **On February 13, 2016**, Mrs Bela Thakur (Lecturer in Sciences, DCE) presented a paper titled **“Environmental Protection and Sustainability”** in the International Conference on Recent Trends in Chemical and Environmental Sciences (RTCES-2016) Sponsored by Savitribhai Phule Pune University organized by Department of Chemistry, BN Sharda Science College, Sangamner, District Ahmednagar.

- ❖ **On February 07, 2016**, Mrs Bela Thakur (Lecturer in Sciences, DCE) Presented a Guest Lecture on **“Skill of Questioning”** in DIET Centre Sponsored orientation for Principals of High Schools in Samba District.

- ❖ **On May 27th, 2016**, Mrs Bela Thakur (Lecturer in Sciences, DCE) Participated In One day workshop **“B.Ed New Curriculum”** by Department of Education, University of Jammu.

- ❖ **On April 04, 2015**, Mrs Priyanka Sharma (Lecturer in English, DCE) presented a paper at National Seminar on the topic titled **“Best Practices in Teacher Education”** organized by Dogra College of Education.

- ❖ **On February 07, 2016**, Mrs Priyanka Sharma (Lecturer in English, DCE) Presented a Guest Lecture on **“Communication Skills”** in DIET Centre Sponsored orientation for Principals of High Schools in Samba District.

- ❖ **On October 07, 2016**, Mrs Priyanka Sharma (Lecturer in English, DCE) Participated In One day workshop “**Constructivism Approach**” by Department of Education, University of Jammu.

- ❖ **On May 27th, 2016**, Mrs Vintee Kumari (Lecturer in Education, DCE) Participated In One day workshop “**B.Ed New Curriculum**” by Department of Education, University of Jammu.

- ❖ **On October 07, 2016**, Miss Nishu Sapru (Lecturer in Mathematics, DCE) Participated In One day workshop “**Constructivism Approach**” by Department of Education, University of Jammu.

**Following Journals and periodicals were subscribed by the college for library:-
No. of JOURNALS = (National)**

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 2015-2016.

- ❖ Additional Display Boards were installed in the college premises for displaying the Notices and Photographs.
- ❖ Computer lab of the college provides quick internet facility to the students and teachers.
- ❖ The Computer lab is equipped with 26 computers, one printer and battery backup facility.
- ❖ The Language lab software provides best opportunities to develop their Language skills. we have two language lab softwares:-

a) Sanako Language Lab Software

b) ETNL Language Lab Software

- ❖ The Language lab is equipped with 11 computers, 11 head phones, one Recorder, two microphones and battery backup facility.
- ❖ The website of the college is functioning properly and is being updated regularly.
- ❖ The college canteen rates have been rationalized by the canteen committee members from time to time.
- ❖ All the Method 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 are 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, Group Discussions, symposium and seminars are being held from time to time.
- ❖ To provide closer interaction between the teachers and the Taught, group discussions are being organized.
- ❖ To simplify the complexity of the subject matter, teaching methodology is supplemented by using Audio-visual aids.
- ❖ To keep pace with advanced technology, computer subject has been made compulsory for all the students.
- ❖ For further strengthening the best practices, suggestions from the Alumni- association are being sought from time to time.
- ❖ Guidance and counseling cell of the college readdressed the grievances, of the students.
- ❖ Academic Performance of the Faculty members are monitored through student feedback forms.
- ❖ All the activities planned by the college 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. Such Students are awarded with Cash Prizes, Scholarships and Certificates of Merit in the Annual Function Workshops.
- ❖ Awards are given to the students who participate in co-curricular activities.
- ❖ Students who secured 75% marks and above in the qualifying exam are granted Rs. 5,000/- on yearly basis, if they continue to score 75% and above in their subsequent exams every year in the every semester.
- ❖ Students who secured 60% or above but less than 75% marks in the qualifying exam are entitled for the scholarship of Rs. 5,000/- for the 1st year of the course only.

PART-C

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

- ❖ Faculty Exchange Programme.
- ❖ Increasing the frequency of Extension Lectures.
- ❖ Conducting the Seminars and Workshops at National Level.
- ❖ 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 Programmes in collaboration with Social, rural and Educational Departments.
- ❖ For further strengthening the best practices, suggestions from the Alumni- association are being sought from time to time.

FUTURE PLANS FOR COLLEGE DEVELOPMENT

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

Name and Signature of
The Coordinator, IQAC

Name and signature of
The Chairperson , IQAC