

ANNUAL QUALITY ASSURANCE (AQAR) OF IQAC

NAME OF THE INSTITUTION

DOGRA COLLEGE OF EDUCATION, BARI BRAHMANA, JAMMU

Year Of the Report : 2009- 2010

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

Following activities and programmes were carried out during the session 2009-10

- Orientation Programme
- Display Your Talent Programme
- Games and Sports
- NSS Activities
- Demonstration of various Micro Skills and Macro Lesson
- Peer –Teaching
- Team Teaching
- Workshop cum Exhibition on Teaching Aids
- Annual Function
- Group discussion

1.ORIENTATION PROGRAMME : Orientation Programme was organized from 3/11/09 to 7/11/09. Before the commencement of regular class work, Orientation lectures were conducted for the students by the subject experts within the particular subjects and specific requirements of teaching inputs for better understanding and assimilation.

DISPLAY TOUR TALENT PROGRAMME : “Display Your Talent Programme” was organized on 24/11/2009. The groups of talented trainees identified were called upon to perform events at a sort notice. Some students constitute the back bone of colourful and attractive variety programmes to be presented in the occasion of 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. In this regard a Sports Week was also organized in the college premises from 7/04/10 to 13/04/2010. The sports meet was inaugurated by the Th. Gulchain Singh Charak, Former Minister fir Higher Education ans Chairman Dogra Educational Trust. Various events like Badminton, Chess, Carrom Board, Table Tennis, 100 mtrs race for boys and girls, Kabaddi, Shot-put and Voleyball etc. were organized in the sports ground of the college

N.S.S Activities : The college has an approved NSS Unit since 1994.During the session 2009-2010, NSS Camp was held form 01-03-2010 to 10-03-10 at village Chak-Avtara,

Tehsil Bishnah. In addition to that, following activities were undertaken as a part of NSS programme:

- Poster making competition on World Aids Day” was held on 1 -12-2009 in the college premises.
- On world AIDS Day, a symposium was organised on the topic- “Know Aids for No Aids”.
- During the camp, various surveys were conducted and the data were collected regarding number of persons in the family, literacy level, socio-economic status, cleanliness, road Connectivity and prevalence of communicable diseases.
- Plantation drive was launched in the panchayat Gahr of the village Chak Avataa on 4-3-10.
- Local population was educated about the benefits of Yoga on 5-03-10 by NSS volunteers.
- Dr. Rakesh Anand delivered a lecture on Swine flu and general health on 8-03-10.
- An awareness lecture on “Women Empowerment” was delivered by principal Dr. Luthra on 8-03-2010 to the people of Chak Avtara.
- NSS Valedictory function was held on 13-03-2010 in the village Chak Avtara where in Th. Gulchain Singh Charak, Chairperson Doagra Education Trust, was the chief guest of the occasion. The camp was organized successfully under the able guidance of Mrs. Rajni Manhas, NSS Programme Officer.

Demonstration of various Micro Skills and Macro Lesson: Orientation in various skills of Micro- Teaching was provided to the teacher trainees as per 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.

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.

TEAM TEACHING : Team Teaching was organized from 29-04-10 to 30-04-2010 wherein team of expert teachers through joint efforts provide an optimum instructional programme to their students.

Workshop cum exhibition on teaching AIDS :

workshop cum exhibition was organized on 24-05-2010. 327 students were divided into fifteen groups the topic selected were of diverse nature and were analysed by the panel of judges comprising the following members.

ANNUAL FUNCTION : ANNUAL FUNCTION WAS organized on 05-06-2010 in the college auditorium

GROUP DISCUSSION: To provide closer interection between the teacher and the taught, group discussion was organized on 10-8-2010.

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

- Two teacher trainees of the college participated in collage making competition organized by university of jammu on 24th November 2009
- One teacher trainee of the college participated in poster making competition in display your talent programme which was organized by university of jammu on 29th November 2009.
- One teacher trainee of the college participated in painting competition which was organized by the university of jammu on 30th November 2009
- One teacher trainee of the college participated in poetry competition which was organized by the university of jammu on 1st December 2009
- Three teacher trainees of the college participated in quiz competition which was organized by the university of jammu on 2nd December 2009
- One teacher trainee participated in group discussion programmes held in M.A.M college and which was organized by the university of jammu the theme of the topic was “Pollution, enemy of living being” on 2nd December 2009.
- One teacher trainee of the college participated in debate competition organized by university of jammu on 3-12-2009.
- Seven teacher trainees participated in group discussimn programme organized by the Galaxy college of education on 17-02-2010. the topic of the discussion was “ Improvement of deteriorated environment”.
- Two teacher trainees participated in inter=collegiate debate competition organized by university of jammu on 8-03-2010. The topic of the debate was “ With the opening of up the Indian economy, women’s participation in development has increased.
- Ten teacher trainees participated in one-day dance workshop organized by university of jammu on 25-03-2010.
- Two teacher trainees participated in inter-collegiate model making competition held at JK college of education on 30-03-2010.

PARTICIPATION OF TEACHER TRAINEES IN LEARNER CENTERED ACTIVITIES IN THE COLLEGE

- 1. Quiz** (Announced / un-announced)
- 2. Class test** oral/ written test are taken fortnightly for checking the extend of their development and to enhance their higher order abilities
- 3. Home assignments** These are given to develop writing and drawing skills in the production of sketches, flow charts , diagrams, maps and illustrations
- 4. Lab /practicle work** It is assigned to students to develop and assess their practicle skills in handling instruments , experiments, reports and practising skills.
- 5. Periodical observations** Observations are conducted assess personal qualities like regularity, hard work, inventions, initiative originality etc.
- 6. Debate / seminars** Debate / seminars /symposiums are conducted to develop an assess originality, creativity , discipline and communicative skill
- 7. Group discussion** Group discussions are held to assess originality, creativity, initative and communication skills etc.
- 8. Tutorial** tutorials and extra coaching classes were organized for low as well as high achievers .
- 9 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.

1. EXTENSION LECTURES CUM WORKSHOP : Apat from the academic achievements, on 3April 2010. Extension lecture cum workshop was organized in the college premises where in principal “M C Khalsa college of educations” Dr Madhu Singh along with three teaching subject were invited to deliver lecture on the topics “Behavioural objectives in different teaching subjects and” low cast teaching Aids”

2. **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 24-05-2010, the activity helped trainees making them self reliant, skilled and resourceful.
3. **QUIZ :** Inter-section Quiz competition was organized in the college in the premises on 29-07-2010 where in 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.
4. **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.
5. **STUDENT DEVELOPMENT PROGRAMMES :** on world AIDS Day, the College organized symposium on 01-12-2010. the theme of the symposium was “Know Aids for No Aids”. Ten students participated in the symposium.
6. **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.
7. **MODELS OF TEACHING:** A lecture on models of teaching was organized in the college premises on 19th Feb 2010 by Mrs. Rashim Chib, Lecture in education. Lecture was attended by all the faculty members and the students of our college.
8. **LANGUAGE LAB :** Two days workshop on language lab was organized in the college premises on 29thNov-30 Nov.2010. Mr. Geo Rajan, Expert software engineer was the resource person. The workshop was attended by the staff member.
9. **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 per. Practice Programme a week long workshop on teaching aids was organized. Exhibition of teaching aids was held on 24-05-2010, the activity held trainees making them self reliant, skilled and resourceful.

10. Dogra College of Education provides opportunities for Teacher educators to develop their knowledge and skills by deputing them to attend workshop, seminars and professional development activities activities organized by other institution. In this context a five days workshop MAM College Jammu from 17th to 21th December 2009 the was sponsored by U.G.C on the topic – “Capacity Building of Women Managers in Higher Education”. The workshop was attended by the Principal, Dr. Kiran Luthra.

DEVELOPMENTS IN THE LIBRARY DURING THE SESSION 2009-2010.

- Flooring work of the library was completed in the ensuring 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, book 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
8. Punjab Kesari

DEVELOPMENTS IN THE COLLEGE DURING THE SESSION 2010-2011.

- Display Boards were installed in the college premises for displaying the notices and photographs.
- 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 making attendance of both teaching and non-teaching staff.
- Language Lab was established in I.T.Lab.
- Public address system available in the college.
- Computer diploma courses started in the college with collaboration of DOEACC.
- One student was nominated as a member of IQAC.

BEST PRACTICES OF THE INSTITUTION

- To include the moral values among the teachers trainees, moral lectures 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 of the courses of study.
- 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 closure 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 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 redress the grievances, of the students well in time.
- Academic performances of the Faculty members are being monitored through student feedback forms.
- All the activities planned by the college were successfully accomplished with the active cooperation of the management.

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 prize in the Annual function / workshops.
- Awards are also given to the students who participate in co-curricular activities.

PART-C

The college has the following plans for the academic session- 2010-11

- Faculty exchange programme
- Increasing the frequency of extension lectures
- Conducting the seminars and workshops
- Updating the college website from time to time
- Better physical infrastructure and academic 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.

FUTURE PLANS FOR COLLEGE DEVELOPMENT

- Establishment of psychological lab.
- Parking shed for the vehicles of staff members.
- Installation of Mica Board in class rooms.
- Library will be fully automated
- Auditorium will be fully Air Conditioned.
- Conference hall will be fully Air Conditioned.