

## **Annual Quality Assurance Report (AQAR) of IQAC**

### **NAME OF THE INSTITUTION**

***Dogra College of Education, Bari Brahmana, Jammu***

### **Year of the Report: 2011-2012**

The report comprises three sections. Part A deals with all the activities and programmes were carried out during the session 2011-12. 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.

### **PART-A**

#### **Following activities and programmes were carried out during the session 2011-12**

The following activities and programmes planned and chalked out in the Academic Calendar by the IQAC of Dogra College of Education were accomplished by the end of the session 2011-12:-

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

1. **ORIENTATION PROGRAMME:** At the outset the new entrants were oriented with own campus facilities viz--a-viz infrastructure, services provided besides academics and activities scheduled for the session. Before the commencement of regular class work, Orientation Programme was organized from **28/9/11** to **30/9/11**. 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. **DISPLAY YOUR TALENT PROGRAMME:** “Display Your Talent Programme” was organized on **21/11/2011**. The Teacher-Trainees were provided an opportunity to exhibit their talent and potential by way of performing individually and in groups in dancing, singing. Rangoli, painting, mono-acting and enacting various roles in skits and one-act plays. Some students constitute the back bone of colorful and attractive variety programmes to be presented on the occasion of the college annual day function. In this way the social and cultural aspect of the college is taken care of.
  
3. **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 2011-12,  
12-12-11 - Paper Ist Education in Emerging Indian Society.  
13-12-11 - Paper IInd Psychology of Teaching-Learning Process.  
14-12-11 - Paper IIIrd School Management & Pedagogics of Education.  
15-12-11- Paper IVth Development of Educational System in India.
  
4. **TEAM TEACHING:** Team Teaching was organized from 19-12-11 to 22-12-11 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.

- 5. SMART CLASS:** Group wise Smart classes were conducted for teacher- trainees by the Dogra College of Education from 12-03-2012 to 24-03-2012 in rich Harvest School in which Ms.Anita Saini was the resource person.
- 6. N.S.S ACTIVITIES:** The College has an approved NSS Unit since 1994. During the session 2011-2012, NSS Camp was held from 2/4/2012 to 9/4/2012 at village Kanhal, Tehsil Bishnah. In addition to that, following activities were undertaken as a part of NSS programme:
- ✚ 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.
  - ✚ Dr.Natasha Ghai (Dental Surgeon), delivered a lecture on different topics like “Aids & its Prevention & Cure”, “Balanced Diet” & “How to keep our teeth Healthy” on 04-04-2012.
  - ✚ Local population was educated about the benefits of Yoga on 2-04-12 by NSS volunteers.
  - ✚ Plantation drive was launched in the village & Govt. Middle School Kanhal.
  - ✚ A Rally was also taken out from Kanhal to Bishnah Tehsil on the use of polythene bags & its harmful effects to save the environment, water & soil.
  - ✚ NSS Valedictory function was held on 10-4-2012 in the college Auditorium where in Dr.Vishaw Raksha Programme Cooridnator NSS University of Jammu was the Chief Guest on the occasion. Programme was also attended by Kr.Sumar Dev Singh Charak, Secretary Dogra Educational Trust, Prof.B.D.Damral, and Director cum Principal DCE.
- 7. 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, Carom-Board, Table Tennis, 100 mtrs race for boys and girls, Kho-Kho for girls, Jabelin 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 12/4/2012 onwards.

**8. 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.

**9. WORKSHOP CUM EXHIBITION ON TEACHING AIDS:**

Workshop cum Exhibition on Teaching Aids was organised on 28-05-12. All the students were divided into 13 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.

**10. LITERARY ACTIVITIES:**

Educational and Literary activities like debates/symposium/Inter-House Group Discussion were organized in the college on weekends but twice a month.

**11. ANNUAL FUNCTION:**

Annual Function was organized on 28-07-2012 in the College Auditorium in which Cultural items like Dogri Folk Dance, Kashmiri Folk Dance, Punjabi Gidda & Skit were presented by the students. In addition to that prizes were awarded to the students who had excelled in Academics & Co-curricular activities including Games and Sports. The Annual College Magazine was also released on this occasion.

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

- Four Teacher Trainees of the college were participated in the Debate competition on the topic “ Capital Punishment Should be Abolished in India” which was organized by Dogra Law College on 08- 10-2011
- Five Teacher Trainees of the College were participated in the inter-college Poetry Recitation Competition which was organized by Dogra Law College on 10-10-2011.
- Two Teacher Trainees of the College were participated in the Debate Competition which was organized by the University of Jammu on the topic “ Should Women be Working in Male Bastion World Being” on 16-11-2011.
- Two participated in UGC sponsored Seminar on the topic Human rights and Moral Values organized by the MIER College of Education on 22-03-2013 to 23-03-2013.
- Two Teacher Trainees were participated in Debate Competition which was organized by MIER College of Education on 17-11-2011.
- One Teacher Trainee was participated in Inter-College Symposium on the topic “Challenges of sustaining Forest in Ever changing Eco-System” which was organized by MIER College of Education on 25-02-2012.
- Two teacher trainees were participated in one day Seminar on Women Empowerment which was organized by R.K.College of Education on 09-03-2012.
- Ten Teacher trainees were participated in Folk Festival which was organized by University of Jammu on 15-03-2012.
- Four Teacher Trainees were participated in Dogri Folk Group Song which was organized by University of Jammu on 11-03-2012.
- Fifteen Teacher Trainees were participated in Mega Cultural Show Rangla Jammu which was organized by University of Jammu on 22-04-2012.

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## ***PARTICIPATION OF TEACHER TRAINEES IN LEARNER CENTRED ACTIVITIES IN THE COLLEGE***

- 1. Quiz** (Announced /Un-announced)
- 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. Tutorial** Tutorials and extra coaching classes were organized for low as well as high achievers.
- 9. Assessment of Teachers** Feed back are forms were provided to students to assess the qualities 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-2011-12.***

***The IQAC has planned the following activities which were accomplished during the session 2011-12 in order to augment the quality of college academic and Co- curricular activities***

**1. STUDENT DEVELOPMENT PROGRAMMES:** On World AIDS Day, the College organized Inter-College Symposium on the topic “Aids Awareness is better than Cure” where in 15 students were participated in the Symposium on 01-12-2011.

**2. LANGUAGE LAB WORK SHOP:** Language Lab workshop was organized by Dogra College of Education for teacher- trainees in the college IACT Lab. from 12-03-2012 to 24-03-2012.

**3. QUIZ:** Inter-section Quiz Competition was organized in the college premises on 18-04-2012 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. EXTENSION LECTURE CUM WORKSHOP:** Apart from the academic achievements, on 19-04-2012 to 21-04-12 Series of Extension Lectures were organized in the College premises wherein Dr. Renu Nanda Associate Prof., Post graduate Dept. of Education, University of Jammu delivered a lecture on the topic “Innovations & Teacher Education”.

Prof. Ginny Dogra Assistant Director, Directorate Internal Quality Assurance, University of Jammu delivered a lecture on the topic “Criteria & Key Aspects for Assessment & Accreditation As Identified by NAAC”

**5. WORKSHOP ON MODEL PREPARATION DURING MACRO TEACHING PRACTICE:** The College organized workshop cum exhibition on teaching aids during the Macro Teaching Practice where in students were encouraged to prepare Models

under the able guidance of their supervisors. As a part of Pre 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 28-05-2012, the activity helped trainees making them self reliant, skilled and resourceful.

**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. WORKSHOP CUM EXHIBITION ON TEACHING AIDS:** Workshop cum exhibition on teaching aids was organised 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 weak long workshop on teaching aids was organized. Exhibition of teaching aids was held on 28-05-2012, the activity helped trainees making them self reliant, skilled and resourceful.

**8. Inclusive Education:** A Lecture on Inclusive Education was organized in the college premises on 05-11-2011 by Mrs. Rajni Manhas, Lecturer in education. Lecture was attended by all the faculty members and the students of our college.

**9. MODELS OF TEACHING:** A Lecture on models of teaching was organised in the college premises on 06-11-2012, 2012 by Mrs. Rashim Chibb, Lecturer in education. Lecture was attended by all the faculty members and the students of our college.

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 other institutions.

- Two days National Seminar was held in MIER College of Education from 23-03-2012-24 -03-2012, on the topic “Transforming Teacher Education: Issues Practices & Future Strategies”. The paper was presented by Mrs. Shefali Sharma, Senior Lecturer of the College.
- One day Seminar was organized by R.K. College of Education for Women on the topic “Women Empowerment through Education” The paper was presented by Ms. Poonam Gupta, Senior Lecturer of the College in Social Studies.



- One day Seminar was organized by R.K. College of Education for Women on the topic “Women Empowerment through Education” The paper was presented by Mrs.Rajni Manhas, Senior Lecturer of the College.
- Two days National Seminar was held in MIER College of Education from 23-03-2012-24 -03-2012, on the topic “Transforming Teacher Education: Issues Practices & Future Strategies”. The paper was presented by Mrs.Rajni Manhas, Senior Lecturer of the College.
- One day Workshop was conducted by R.M.College of Education on the topic “Gender Equality through Curriculum Transaction” on 06-02-2012, the workshop was attended by Mrs Rajni Manhas.
- One day Workshop was conducted by R.M.College of Education on the topic “Gender Equality through Curriculum Transaction” on 06-02-2012, the workshop was attended by Mrs Indu Puri.

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

- ENCYCLOPEDIAS:**
- (1) EDUCATION FOR 21<sup>ST</sup> CENTURY (40 VOLUMES)
  - (2) ENCYCLOPEDIA OF PHILOSOPHY OF EDUCATION (2 VOL.)
  - (3) ENCYCLOPEDIA OF STATISTICS, PSYCHOLOGY & EDUCATION (4 VOL.)
  - (4) ENCYCLOPEDIA OF ENVIRONMENTAL SCIENCE
  - (5). ENCYCLOPEDIA BRITANNICA READY REFERENCE.

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

- (10) Resonance-journals of Science Education.
- (11) Mier Journals of Education Studies, Trends and Practices.
- (12) Anweshika: Indian Journal of Teacher Education.
- (13) Manual for Teacher Education: Institution and Teacher Educator.
- (14) Teacher Support.

**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 2012-2013.**

- 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, conference Hall and Auditorium.
- Thumb Impression Machine was installed in the college premises for marking attendance.
- Language Lab was established in I.T. lab.

### **BEST PRACTICES OF THE INSTITUTION**

- To inculcate the moral values among the teacher 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 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 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 readdresses the grievances, of the students well in time.
- Academic Performance of the Faculty members are monitored through student feed back forms.
- All the activities planned by the college were successfully accomplished with the active cooperation of the management.
- Mass participation of students in community services and other awareness programmes.

### **AWARDS AND REWARDS:**

- There is a tradition of awarding and rewarding the students who secure 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> positions in the college. Such 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 academics session- 2012-13.***

- ◆ 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 facilities facilitating research and innovation.
- ◆ Encouraging faculty members to enhance their educational qualifications and also undertaking research work from time to time.

- ◇ Organising 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.

Name and Signature of  
the Coordinator, IQAC

Name and signature of  
the Chairperson, IQAC