

# Internal Quality Assurance Cell (IQAC)

Name of the Institution : **Al-Barkaat Institute of Education**

Year of report : **2012-13**

## **Part – A: Plan Of Action Chalked Out By The IQAC In The Beginning Of The Year 2012-2013 Towards Quality Enhancement.**

The IQAC of Al-Barkaat Institute of Education carries out its functions in accordance with the directives of the NAAC and the objectives, vision and mission of Al-Barkaat Educational Society.

### **Action Plan of the IQAC for the academic year 2012-13**

- a. To orient all the programmes and activities towards the achievement of the vision and mission of the institution
- b. To introduce add-on courses and programmes which utilize the locally available resources
- c. To take punitive measures to encourage the faculty members to participate in refresher/ orientation courses.
- d. To conduct Second National Conference on Recent Trends in Teacher Education
- e. To conduct pre-university examination to prepare students for final examination.
- f. To organize scientific exhibitions, quiz competitions and excursion for students to inculcate scientific temper among them
- g. To strengthen the Placement Cell.
- h. To Monitor the centralization of the continuous internal assessment
- i. To Monitor departments in the allotment of wards to mentors
- j. To ensure greater participation of students in Seminars and Conferences organized by their Institution and other Institutions as well.

## **Part – B**

### **II-1. Activities reflecting the goals and objectives of the institution**

- An Orientation Program was organized for the students to make them familiar with the new atmosphere of the institution (the campus, the disciplinary rules etc.), the subjects to be taught and the faculty members in the 1<sup>st</sup> week of July.
- An orientation program was organized for the teaching faculty according to needs of their discipline at the beginning of academic year.
- National Conference on ‘Recent Trends in Teacher Education’ on 2<sup>nd</sup> Feb.,2013
- A Guest Lecture organized on ‘Psychological Theories of Learning’ by Dr. A.K.Pachauri, HOD, Shiv Daan Singh Institute, Iglas, Aligarh
- Personality Development Program was introduced to enhance the personalities of the students
- Guest Lecture on ‘Pattern of Paper and Writing Answers in examination’ was delivered by Dr. J.P.Singh, HOD, Dptt of Education, D.S. College, Aligarh. Of Education, D.S.College.
- Counselling for the freshers regarding choice of Programmes was Conducted
- PowerPoint Presentations were given on regular basis by faculties of ABIE. The list is as follows:
  - PPT on the ‘Importance and Use of Teaching Aids’ by Principal Dr. Saba Hasan.
  - PPT on Micro Teaching by Dr. Samina
  - PPT on ‘Presentation & Communication Skills’ by Mrs. Shagufta
  - PPT on ‘Continuous and Comprehensive Evaluation’ by Dr. Samina to make the students familiar with new technique of assessment to be used in classroom
- A detailed lecture was delivered on BLOOM’S TAXONOMY by Dr. M.R.Abbas, faculty member, ABIE.
- A competition on ‘Preparation of Teaching Aids’ was organized to develop creative skills and prepare them for macro-teaching.
- 3 days Environmental Awareness Campaign was organized to make the school students of ABPS environmental friendly by B.Ed. students.
- Sports and Cultural week was organized in the last week of December as part of co curricular activities.
- Action Research was conducted by students.
- Counseling of students was done regarding their future placement.
- Mock Examination was conducted for final preparation of University Exam and feedback was given to the students to make improvements.
- Feedback survey from the students regarding regular academic programmes and faculty were conducted in the month of March 2013.
- The feedback forms and documents were consolidated for implementation of recommendations
- Information regarding research, seminar, conference, symposium, etc., and publications of faculty members was Updated and recorded

### **2. New academic programmes initiated:**

Nil (Preparing to apply for BTC and Study Centre of IGNOU)

### **3. Innovation in curricular design and transaction:**

- a. CCE has been introduced at institutional level.
- b. Art and Craft program has been brought into the regular Work Experience stream.

- c. A course of 'Power Point Presentation' conducted as 'add-on course' for the students by the faculty members and assessed internally.

**4. Inter-disciplinary programmes started:**

Nil

**5. Examination reforms implemented:**

Since the final examinations are conducted by the Dr.B.R.Ambedkar University to which our college is affiliated, there is no scope of bringing any reform thereof.

**6. Candidates qualified: NET/SLET/GATE.**

One student qualified NET from Sociology and also got selected in Ph.D. from Deptt. Of Sociology, AMU, Aligarh for the coming year.

**7. Initiatives towards faculty development programme:**

- A one day orientation programme on "Continuous and Comprehensive Evaluation" was conducted by the Principal ABPS which is a CBSE Board school and where teachers are using CCE as per the guidelines provided by the board. This program was meant to make the faculty members of ABIE familiar with the concept of CCE.
- To encourage more teachers to present papers at international conferences, half of the registration fee was reimbursed to the teachers on recommendation of the IQAC.
- 'Education 2020' Workshop was conducted by the Management for the faculty.
- Altogether almost all the teachers attended different National and International Conferences but no one appeared for refresher courses.

**8. Total number of seminars and workshop conducted**

**Seminar:** One

One day National Conference on 'Recent Trends in Teacher Education'

**Workshop:** Two

'Education 2020'

'Phonetics in English Language, Pronunciation and Personality Development'

**15. Honors / Awards to the Faculty:**

Dr. Samina has been granted NFP Scholarship for doing 2 weeks course in Netherlands  
On 'Theory and Practice of Test Construction' in the month of June'2013

**18. Community services:**

3 days Environmental Awareness Campaign was organized to make the school students of ABPS environmental friendly by B.Ed. students.

**19. Teachers and officers newly recruited**

Nil

**20. Teaching staff, non-teaching staff ratio:**

8:6

**21. Improvements in the library services**

- Providing on-line references
- Arranging book bank facility for economically backward students

**22. New books/journals subscribed and their value**

Number of books and Journals purchased for the academic year 2012-13 were 43 of about Rs. 6901, as of now around 4000 books are available in the library.

**23. Courses in which students' assessment of teachers is introduced and the action taken on students feed back**

At the end of every semester students' assessment of teachers are collected from the students of all courses on the basis of which the teachers are instructed to modify their teaching methodologies, so that the students get more enlightened.

**24. Unit cost of education:**

Rs.50852 per student

**25. Computerization of administration and the process of admissions and examination results, issue of certificates:**

Certain aspects of administration and routine work were computerized during the year. Online application system is operated for admission. The rationale behind computerization was to speed up the process further and reduce mistakes.

**26. Increase in the infrastructural facilities:**

- On Feb. 10<sup>th</sup> 2013, 2nd Academic block for Deptt. Of Education was inaugurated by the Vice-Chancellor of Aligarh Muslim University, Aligarh, Retd. Lt. General Mr. Zamiruddin Shah.
- Amount spent on maintenance and upgrading of laboratory facilities: Rs.10542 and 54,500 Rs. on Library facilities

**27. Technology upgradation**

Broad-band facility is made available

**28. Computer and internet access and training to teachers and Students**

Computer and internet facilities are accessible to teachers and students round the clock

**29. Financial aid to students:**

Students from economically backward background get financial assistance from the government and from private trusts. The government scholarship for SC, ST, Minority students and private scholarship through Management of the society are arranged by the institution.

**30. Activities and support from the Alumni Association**

Alumni Meet was organized in which alumni shared their experiences about the Institute, the B.Ed. course, the faculty members etc with the freshers.

**31. Activities and support from the Parent-Teacher Association**

Nil

**32. Health Services**

- Health Insurance Provision by management in alliance with Star Health and Allied Insurance Co. Ltd.
- Physical Health and Sports Resource Center for students

**33. Performance in sports activities:**

Sports Week was organized in ABIE campus

**34. Incentives to outstanding sportspersons:**

Medals, mementos and certificates

**35. Student achievements and awards:**

Certificates and medals are given for extraordinary performance.

**36. Activities of the guidance and counseling unit**

The Guidance and Counseling Cell provide educational, personal and social guidance by faculty member.

**37. Placement services provided to students**

Students with outstanding performance are given placement in ABPS after completion of their course, in case there is any vacancy.

**38. Development programmes for non-teaching staff:**

Nil

**39. Healthy practices of the institution**

- a. All the daily activities, courses and programmes are focused on the holistic development of the students
- b. Value-oriented and need-based courses are provided as certificate courses.
- c. Value-education classes have been fabricated into the regular curriculum.
- d. Important occasions like National festivals and other memorable days are observed with special lectures. Useful and related information and message are given to students on those days.
- e. Students are motivated to participate in awareness programmes through the supporting services like the NSS, Scout Guide Camp.
- f. The college canteen caters to the snacks and food requirement of the staff and students.
- g. There is a provision of mentoring system in which students are divided into groups to help them to overcome their learning difficulties and solve their problems individually by their mentor
- h. Active involvement of students in teaching -learning process is emphasized through individual and group project work, group discussion in the class, presentation using PPT on the assigned topics and preparation of teaching aids.
- i. Different co-curricular and extra-curricular activities are organized for intellectual, social, cultural, moral and physical development of the students. At least one activity in a month is scheduled in the academic calendar.
- j. The optimum use of the learning resources such as Library, E.T. Lab, computer Lab, Psychology Lab, Science and Math lab by the staff and students is ensured by the concerned subject teacher at least once in a week to make the students familiarize with the equipments and its functioning and encourage them to use it effectively.
- k. TET Preparation along with workshops been conducted to develop the personality of the student and boost their confidence.

**40. Linkages developed with National/International academic /Research bodies**

- Aligarh Muslim University, Aligarh
- Maharashtra Cosmopolitan Education Society, Pune

**41. Any other relevant information the institution wishes to add**

No

## **Part – C: Detail the plans of the institution for the next year**

### **Action Plan of the IQAC for the academic year 2013-14**

- To organize orientation for the teaching faculty according to the need of their discipline in June 2013.
- To encourage the faculty members to enroll in M.Phil and Ph.D. programmes etc.
- To conduct Counseling and Orientation Program for the students in regard to the choice of their course in July 2013.
- To provide intensive training for 4 teachers on “E-content development” by sending them to Delhi and there by appointing them as master trainers.
- To provide orientation as well as refresher courses to teachers
- To strive for betterment in overall academic performance of the college.
- To establish multimedia teaching and learning rooms
- To create 2 model class rooms, one for Science and Arts
- To arrange exit meeting for outgoing students
- To improve the system of teachers’ evaluation by students.

**Name & Signature of the  
Coordinator, IQAC**

**Name & Signature of the  
Chairperson, IQAC**