

ANNUAL QUALITY ASSESSMENT REPORT

NAME OF THE INSTITUTE: SCHOOL OF EDUCATION

YEAR OF REPORT: 2011-12

PART A INSTITUTE PROGRESSION REPORT

<p>1. Curricular Aspect</p>	<ul style="list-style-type: none">• Semester Grade-Credit System is followed• B.Ed. and M.Ed. programmes are among the most enriched programs in the country• The curriculum is updated from time to time. Last updated in 2011• Curriculum development process is participatory involving various stake holders• Curriculum update based on the current needs of the Schools and advances in knowledge• Formal feedback is obtained from the students. Obtained feedback is utilized for updating the courses• Informal feedback from ex-students and field professionals is taken into consideration• All courses of School of Education are job-oriented courses• Innovative and unique program called Activity based B.Ed. program is conducted by School of Education• Special slots for providing of reasoning and thinking sessions to all students are made available in regular time table• ICT in Education is one of the compulsory component of curriculum• Students for B.Ed. courses are admitted through centralized process at state level. M.Ed students are admitted on merit in qualifying examination and interviews. Admission to M.Phil. and Ph.D. courses now on the basis of Entrance exam and
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	<p>Interview</p> <ul style="list-style-type: none"> • NCTE norms are strictly adhered to in the admission process • State governments norms are followed in admission process for reserved categories and women • Remedial sessions are organized for weaker students and enrichment sessions for the brighter ones
<p>2. Teaching – learning and Evaluation</p>	<ul style="list-style-type: none"> • Seminar hall is equipped with multimedia projector • Lectures are supplemented by assignments, seminars and field visits • Practice teaching, microteaching , psychological testing and school experience are practical components • Exposure to research and innovation skills through Students Project is introduced at B.Ed. level • Teacher student ratio is 1:14 • School of Education boasts of a team of qualified and competent faculty (02 Professors, 05 Readers, 04 lecturers and 02 demonstrators) • Teachers are motivated for attending refresher courses, seminars, workshops etc. • Ph.D. qualified faculty as on date is over 90% • 05 -UGC JRF's are available for assisting in teaching • Vacancies in regular faculty positions are being met by contractual appointments and visiting faculty • Orientation and Refresher courses in Education are conducted • Continuous and comprehensive evaluation process is followed with three sessional tests , end semester exam in each course • Transparency and Openness is hallmark of evaluation system • Grade-credit, Teacher- based evaluation system is followed

	<ul style="list-style-type: none"> • Strict adherence to examination schedule, timely evaluation of answer sheets and declaration of results. • Students' are given feedback on their performance and answer sheets are shown to them • Result processing is computerized • Teaching learning process incorporates ICT component • External audit in the form of Comprehensive viva is a special feature of evaluation • Innovative Evaluative practices like peer evaluation, open book examination, MCQ based tests, Teacher Evaluation by Students are followed. • Environmental education, Special Education, and Guidance and Counseling are some of the value added courses which are part of B.Ed. and M.Ed. curriculum • Applied statistics and SPSS are unique components of Research Methodology Course at PG level • Departmental Seminar is held on every Tuesday • Important days, co-curricular activities and Annual function are observed/celebrated
<p>3. Research, consultancy and Extension</p>	<ul style="list-style-type: none"> • Department is running UGC SAP DRS phase III • Five UGC-JRF and 45 Research Scholar are on roll • Dissertation work essential at M.Ed. and M.Phil. levels • National Workshop on "Research Report writing in Social Sciences" was organized on March 15-17, 2012. • One day Seminar was organized on Environmental awareness chaired by Padmashree T G Kutti Menon on 17/01/12 • Open Forum was organized under Chairmanship of Dr. B.K.Passi on 10/01/12 • Seminar on Popularizing Environmental Science and Solar

	<p>Technology, organized on 20/04/12</p> <ul style="list-style-type: none"> • Average Faculty Participation in Seminar/ Workshop/ Conference etc is four per year. • Approximately 35 research papers and 3 books are published in 2011-12 • Two UGC project fellows assist in Research Activities • Workshops on Research Methodology and Models of Teaching and SPSS were organized • Department is providing consultancy in Research Methodology, SPSS and Guidance and Counseling etc • Self instructional material in electronic and digital form is developed • Computer awareness programs for slum and rural areas are conducted • Health and career guidance given to rural area children • Academic linkages forged with different apex bodies like NCTE, UGC, IGNOU, MPBOU, Kota Open University etc
<p>4. Infrastructure and Learning Resources</p>	<ul style="list-style-type: none"> • Optimal utilization of equipments and computer resources • Dissemination of e-contents has been planned • Some class rooms are ICT enabled • Department has enriched library with 20,000 plus books and Reading Room • A separate reference section with reading room available • ICT networking through IT centre and LCD facility is available • All labs are well equipped
<p>5. Student Support and Progression</p>	<ul style="list-style-type: none"> • Good placement, most of the students are absorbed in government and public schools

	<ul style="list-style-type: none"> • 10-15 students qualify UGC NET and 2-3 get JRF every year • Alumni association is formed in the department • Students avail of Hostel, internet and Health facilities of the University • Grievances redressal mechanism exists and counseling is provided to students • Remedial classes are arranged for weak students • Special Guidance is given to students aspiring for UGC NET – JRF examination • Students participate in University Cultural and Sports activities • Stress management/ Yoga sessions are conducted
6. Governance & leadership	<ul style="list-style-type: none"> • Full academic autonomy • Sizable faculty representation on various committees of Apex bodies like NCTE, UGC, IGNOU, MPBOU and Universities Faculty involved in Selection, Examination and Professional Development activities of the Universities • Consultancy and support to Schools in conducting Selections, Management and Professional Development activities • School of Education holds key position in managing affairs of Devi Ahilya University related to Education. Three of its faculty members are heading three different departments of the university • Academic Calendar is strictly followed. Teaching schedule is adhered to and syllabus is covered on time • Strong emphasis on classroom teaching • Results declared on time • Assessment of students is undertaken through regular and continuous evaluation and end semester examination

	<ul style="list-style-type: none"> • Student feedback system is followed for continuous improvement • University's various examinations are organized and conducted in the department
7. Innovative practices	<ul style="list-style-type: none"> • Zero lecture program, a novel idea is implemented at B.Ed. level • Reasoning is part and parcel of B.Ed. and M.Ed. programs • ICT based teaching • MCQ based testing is a regular feature at SOEd • School experience program is one of the important and unique component of B.Ed. curriculum • Advance methods/models of teaching are adopted • Students feedback system in vogue • Students are provided with internet facility • Open book examination system is followed • Teachers and peer students cooperate in evaluation • Publication of College magazine "Invictus" • Use of problem solving approach, case study method, field trips, direct observation of exceptional children, self learning Material, dramas/ Skits etc. for teaching learning process.

INNOVATIVE PRACTICES:

PART B:

1	Activities reflecting the goals and objectives of the institution	<ul style="list-style-type: none"> • To provide pre-service and in-service teacher training at different levels of education by incorporating components like Micro teaching, School Experience, and Project based learning. • To prepare specialized personnel in the field of Education
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		<p>by offering M.Ed., M.Phil. (Education) and Ph.D. (Education) Programs.</p> <ul style="list-style-type: none"> • To develop innovative practices in Education through experimentation. • To provide extension services by conducting Seminars, Workshops, Field Studies, Publication and Implementing Innovations in different institutions and networking. • To guide, collaborate and conduct Researches in most needed areas of education such as Web Based Instruction, New techniques of Evaluation, Non-Formal Education, Special Education, Stress Coping Strategies, and Online Learning etc.
2	New academic programme initiated (UG &PG)	<ul style="list-style-type: none"> • Planning a new elective course in Qualitative research at PG level • Planning a dual degree M.Ed. program • Planning to add inputs from Qualitative research into existing Research Methodology course at PG level
3	Innovations in curricular design and transaction	<ul style="list-style-type: none"> ▪ Semester System and Choice based credit system is followed. ▪ Reasoning and Thinking Exercises to the students are given for one hour per week. ▪ Unique and updated Curriculum ▪ Active Participation of whole Faculty in Curriculum revision every year ▪ Technology enabled teaching, research, assessment and extension activities ▪ Communication, Micro-teaching & Models of Teaching, Educational Measurement and Evaluation, Curriculum Development, School Experience, Project and Psychology Practical Unique features of B.Ed. program ▪ On the basis of performance of students after each assessment, remedial classes, personal assistance and tutorial classes are being organized. ▪ ICT as a subject is offered by all students at B.Ed. level ▪ Staff Members, Research and Project Fellows, students, Office and Library staff are provided with Computer & Internet Facility. ▪ The advanced learners are given exercises, assignments and extra reading references for enrichment ▪ Mentoring System is followed during Micro-teaching, Models of Teaching and ICT ▪ Activity Based Strategy is used. ▪ Lecture Method is mostly integrated with Discussion,

		<p>Question and answer method, etc. Role Playing, Seminar, Quiz, etc. are also used as per the need of the topic.</p> <ul style="list-style-type: none"> ▪ Wherever possible Teaching Aids and Power Point Presentations are made. ▪ Programmed Learning material on Educational Psychology, Modules on Guidance & counseling, CAI, ET, etc are used for some topics. ▪ Field based exercises are given in subjects like, Educational psychology, Guidance and Counseling, Special Education etc. ▪ Open Book Examination is a regular practice in the department ▪ Computer Based Examination is conducted in some subjects ▪ Assessment through MCQ and Multiple Discriminant Type Items in some papers is followed ▪ Peer & Self Evaluation as a good practice is followed ▪ Test/Assignments are given regularly ▪ The Software developed by SOEd is used for processing Examination results
4	Inter-disciplinary programs started	NIL
5	Examination Reforms implemented	<ul style="list-style-type: none"> ▪ Open Book Examination is a regular practice in the department ▪ Computer Based Examination is conducted in some subjects ▪ Assessment through Multiple Discriminant Type Items in some papers ▪ Peer & Self Evaluation as a good practice is followed ▪ Evaluation is continuous and comprehensive, transparent and open with feedback ▪ The Software developed by SOE is used for processing Examination results ▪ MCQ based tests are a regular feature at M.Ed. level
6	Candidates Qualified NET/SLET/GATE	10-15 UGC NET and 2-3 JRF qualify every year
7	Initiative towards Faculty development program	<ul style="list-style-type: none"> ▪ Staff Members are provided with Computer & Internet Facility. ▪ Staff members are encouraged to participate in different national and international seminars and conferences ▪ School of Education offers forum for educational discourse by organizing National and State Level Seminars/Workshops/Conferences ▪ Faculty and Student Seminar on each Tuesday is a special

		feature of the Department
8	Total number of seminars / workshops conducted	<ul style="list-style-type: none"> ▪ National Workshop on “Research Report writing in Social Sciences” was organized on March 15-17, 2012. ▪ One day Seminar was organized on Environmental awareness chaired by Padmashree kutti Menon on 17/01/12 ▪ Open Forum was organized under Chairmanship of Dr. B.K.Passi on 10/01/12 ▪ Seminar on Popularizing Environmental Science and Solar Technology, organized on 20/04/12
9	Research projects a) Newly implemented b) Completed	SAP DRS phase III in progress -
10	Patents generated if any	NIL
11	New collaborative research programme	NIL
12	Research grants received from various agencies	UGC grant for Junior and Senior research fellowship Project Fellowship from UGC Junior Research Fellowship through MANUU from UGC
13	Details of Research Scholars	UGC JRF's – 5 Research Scholars- 45
14	Citation index of faculty members and impact factor	Researches are cited
15	Honors /awards to the faculty	NIL
16	Internal resources generated	NIL.
17	Details of departments getting SAP, FIST, etc assistance / recognition	SAP DRS phase III from 1 st April 2009 to 31 st March 2014
18	Community services	<ul style="list-style-type: none"> ▪ Slum/ Rural Children brought to SOEd and are given Computer Training ▪ Students go to Rural Schools for School Experience/ practice teaching. ▪ Programs are organized on regular Basis for increasing the awareness of students related to topics like: Guidance and Counseling, Health and Hygiene, Cancer, AIDS and environmental etc. ▪ Community based surveys are undertaken.
19	Teacher and officers newly recruited	Interviews for appointment of 6 contract faculty have been conducted
20	Teaching - non	1:2

	teaching staff ratio	
21	Improvements in the library services	Computerization of Database of the books in process.
22	New books /journals subscribed and their value	New books worth Rs 1.5 lacs were purchased
23	Courses in which student assessment of teachers is introduced and the action taken on student feedback	B.Ed. And M.Ed. both. Feedback is analyzed and communicated to respective teachers for improvement
24	Unit cost of education Unit cost = total annual expenditure budget (actual) divided by the number of students enrolled.	Salary teaching+ non teaching= 11200000/- Other expenses 100000/- Total = 11300000/- Total students- 155(B.Ed.) + 35 (M.Ed.) + 40 (Ph.D) = 230 Unit cost = 11300000/ 230 = 49130/-
25	Computerization of administration and the process of admissions and examination, result issue of certificates	Examination, result processing and issuing of certificates is computerized
26.	Increase in the infrastructural facilities	New furniture added in Computer lab and Head's room
27.	Technology upgradation	17 new computers were purchased for computer lab
28.	Computer and internet access and training to teachers and students	Internet facility available for teachers & students
29.	Financial aid to students	Scholarships to the SC /ST students as per rules of M.P. Govt.
30,	Activities and support from the Alumni Association	NIL
31.	Activities and support from the Parent Teacher Association	NIL
32.	Health services	Common university health services for students available
33.	Performance in sports activities	Active participation of students in Cricket, Volley ball, Badminton, chess , Table tennis etc.

34.	Incentives to outstanding sportspersons	Winner Certification and prizes
35.	Student achievements and awards	University gives Gold medals to students topping M.Ed./B.Ed. exams
36.	Activities of the Guidance and Counseling unit	The School is providing counseling services to needy students.
37.	Placement services provided to students	Provided
38.	Development programs for non-teaching staff	Computer training
39.	Healthy practices of the institution	<ul style="list-style-type: none"> ▪ Semester System and Choice based credit system is followed. ▪ Reasoning and Thinking Exercises to the students are given for one hour per week. ▪ Unique and updated Curriculum ▪ Active Participation of entire Faculty in Curriculum revision every year ▪ Extensive use of technology in teaching, assessment and research ▪ On the basis of performance of students after each assessment, remedial classes, personal assistance and tutorial classes are being organized. ▪ ICT as a subject is offered to the students at B.Ed. level ▪ The advanced learners are given additional exercises, assignments and extra reading references. ▪ Mentoring System is followed during Micro-teaching, Models of Teaching and ICT ▪ Activity Based Strategy is used. ▪ Lecture Method is mostly integrated with Discussion, Question and answer method, etc. Role Playing, Seminar, Quiz, etc. are also used as per the need of the topic. ▪ Wherever applicable, Teaching Aids and Power Point Presentations are made.

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40.	Linkages developed with National/International, Academic/Research bodies	<ul style="list-style-type: none"> ▪ With NUEPA, NIMH, RIE, NCERT, NCTE, NAAC, and other Indian Universities ▪ Collaboration with RIE, MPBOU, IGNOU Bhopal; etc.
41.	Any other relevant information the institution wishes to add	<p>The department has always tried to meet the charter of goals and objectives contained in its Vision.</p> <p>Community oriented research work.</p> <p>Through different activities Efforts are made to mitigate the discrimination on the basis of sex, caste and religion and region.</p>

Part C: Detailed plans of the institution for 2012-13:

- e-Learning centre for Research and Development
- Development of computer and mobile based Testing Centre For Research, Guidance, Assessment and Diagnosis
- Psychological Testing of school, University and College students of Rural/Slum areas
- e-assessment centre for Psychological testing and Research
- Introducing Dual Degree M.Ed. Program
- Centre for Curriculum Development

- Rural Education upliftment research centre
- Development of Digitalized Instructional Material of Superior Quality keeping in pace with the current times
- Training Programs in different innovative areas of education like ICT, Open Book Examination, Multiple Discriminant Type Item, Psychology practical etc.
- Development of Web Based Research Model
- Organization of Summer Programs for Teacher Educators
- Organization of Seminars, Conferences and Workshops at State and National levels
- Teacher empowerment program for school and college teachers of tribal areas
- Establishment of Placement, Guidance and Counseling and Extension service cell
- Up gradation of Computer, ET, Science and Psychology Laboratories
- Up gradation of Library
- Renovation of Institute Building
- Construction of Auditorium and Canteen, Girls common room
- Purchase of :
 - Interactive White Boards for each classroom and seminar room
 - Language lab equipments consisting of a control unit, lingua phones and cassettes.
 - Purchase of split AC for extended IT lab/ Seminar room/ Office/ Heads room.
 - Computers along with the accessories
 - PSCF laser Printer
 - Video camera with projector
 - DTH with recording facility
 - DVD of encyclopedias and other reference material
 - TV large screen
 - Original Anti-virus soft wares
- Appointment of regular Qualified and Research Oriented Faculty
- Students inclusive of different Socio-cultural backgrounds
- Training teachers of Educational establishments in the surrounding areas
- Collaborating with NGOs
- Extend all help for the quality teacher education to private B.Ed. / M.Ed. Colleges affiliated to the University.
- To Be a:
 - Center for University policies
 - Center for Quality teacher education
 - Role model for other teacher education institution
 - Facilitator of School education

Name & Signature of Coordinator, IQAC
UTD

Name & Signature of Head,

SCHOOL OF EDUCATION

1. MAIN BUILDING



2. Head's room



3. LIBRARY



4. Library reference room



5. Computer unit



6. Information technology Lab



7. Education tEchnol ogy room



8. ReseaRch cel I



9. Office



10. Seminar room



11. Teachers cabins



12. Garden

