

ACADEMIC AND ADMINISTRATIVE  
**AUDIT REPORT**  
**2014-15**



**ALIGARH COLLEGE OF EDUCATION**  
**ALIGARH**

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# CONTENTS

Sr. No.	Particulars	Page No.
1.	Vision of the College	
2.	Mission of the College	
3.	Infrastructure Photo	
4.	AAA Committee	
5.	AAA Committee Visit Photo	
6.	Academic and Administrative Audit Report	
7.	Introduction & Objectives	
8.	Infrastructure	
9.	Teaching-Learning & Special Features	
10.	Process of Academic and Administrative Audit	
Departments		
11.	Arts Departments	
	A) English	
	B) Psychology	
	C) Economics	
	D) Political Science	
	E) History	
12.	Commerce Department	
	Computer Application	
13.	Science Departments	
	A) Chemistry	
	B) Microbiology	
	C) Physics	
	D) Mathematics and Statistics	
	E) Botany	
	F) Zoology	
	G) Electronics	
	H) Computer Science	
14.	Physical Education and Sports	
15.	Library Department	
16.	Acknowledgement	

### ***Vision of the College:***

- ❖ To produce globally competent teachers.
- ❖ To empower and enrich its students.
- ❖ To produce a knowledge society cultivates.
- ❖ To produce good academic leaders.
- ❖ To undertake quality research.
- ❖ To achieve pursuit of excellence in the area of teacher education.

### ***Mission of the College:***

Aligarh College of Education continues the pioneering work of training the future educators by graduating socially responsible practitioners, engaging communities and advancing social justice that refers to equitable distribution of educational, economic, political, civil, cultural, and social other resources and opportunities in the society in order to promote the optimal development of persons and nation.

ACE also intends to accelerate Education among minorities so that an equilibrium in the field of education may become achievable eventually in the framework of UGC's 12<sup>th</sup> Five year plan.

- ❖ B.Ed. one year course was approved by NCTE on 23rd December, 2005 and it was extended to 2 years from 2014.
- ❖ U.P. Government approval came in 2008, first batch of B.Ed. course of 100 student's session 2008-09.
- ❖ Self-financed, Co-education, permanent affiliation with Dr. B.R. Ambedkar University, Agra.
- ❖ Minority status granted by the National Commission for Minority Institution, New Delhi.
- ❖ Registered under 2(f) & 12(B) of UGC Act, 1956.

### ***Description:***

Aligarh is an Industrial and Educational hub famous for its Lock Industries and Aligarh Muslim University (AMU). It provides employment to the people from all the states of India. It's a melting pot so far as people from various states, cultures, traditions and languages are living together.

The Campus is located at Anoopshahar Road, Kasimpur Tiraha, Chherat, 8 km away from Railway Station and 5 km from Jamalpur Railway Bridge.

The Anoopshahar Road is connected with the highway of Delhi through a bypass road. The campus is built on a plot of 12 acres of land. It is accessible by local and intercity regular bus services. The college buses and vans are also available for transportation.

***History:***

In 1998, Dr. Manzoor Ahmad, Ex-Vice-Chancellor, Dr. B.R. Ambedkar University, Agra visited AMU. On this occasion he reminded the mission of Sir Syed Ahmad Khan that asked the audience to develop higher education institutions in India. On his motivation and encouragement, the council of Trustees of Charitable Trust resolved to start a College at Aligarh.

In the 2008-2009 session, B.Ed course was introduced in Aligarh College of Education with the intake of 100 students, the Aligarh College of Education offered some new courses such as BA with seven subjects, B.Com, B.Sc. with five subjects and B.Sc. (Biotechnology), in 2017 a new course D.EL.ED, (formerly known as BTC) was introduced.

## AAA Committee

The Academic and Administrative Audit Committee for the year 2014-2015 consisting of the following members were constituted:

1. Prof. M. Muqim (Director, ACE).
2. Dr. MSA Khan, Principal, ACE.
3. Dr. Rubina Shahnaz, Assistant Professor, ACE.
4. Mr. [Ahmad Shameel](#), Asst. Director, ACE

The AAA committee visited the B.Ed. department, Library, Sports complex, Computer Laboratories, Administrative office of the college and other offices. The faculty members made a PPT presentation about the performance of their department and the members of the AAA Committee interacted with them to assess the academic and administrative performance of the college.

Principal Office: Document Verification of Various Departments

## **Academic and Administrative Audit Report**

### ***Introduction:***

Aligarh College of Education (ACE) was established under the aegis of Crescent Charitable Trust, Aligarh.

The founders believe that the mere fulfillment of material requirements is not enough, we have to cater the intellectual and ethical needs of an individual as well.

Since the very first day of its inception, ACE has sought to provide the students the finest kind of professional training in a thoroughly academic environment.

Aligarh College of Education is spread over a lush green sprawling campus of 12 acres.

### ***Objectives:***

The ACE College has thoughtfully formulated its vision and mission keeping in view the fast changing globalized world. The main objectives of the College are:

- To provide quality education to the students from various parts of the society, to make them academically and technically competent.
- To improve existing infrastructural facilities of the college.
- To create higher levels of intellectual abilities.
- To lay emphasis on best teaching & quality learning.
- To inspire the students to remain uncorrupted and lead a dignified life.
- To lay emphasis on character building by imbibing strong moral values.

### ***Infrastructure:***

The college has its well-established infrastructure, being supportive to curricular, extracurricular and co-curricular activities on healthy lines. College is constructed with modern structure, catering to the needs of more than 200 students. College has Fifteen (15) fully functional Class Rooms, which are well-equipped with adequate furniture, lighting and ventilation. The mode of teaching is both conventional Chalk & Talk method along with Digital mode.

***The College has the Following Facilities:***

***Lecture Hall:*** Two Lecture Hall with Projectors.

***An Auditorium (with Projector):*** It can accommodate more than 300 students.

***Computer Laboratory:*** High Quality Computer Lab with 45 PC's.

***Well Equipped Labs:*** Computer Lab, Science Lab, Art and craft lab, Psychology Lab, Music Lab, etc.

***Computing Equipment and Internet Facilities:*** All departments are equipped with desktops, scanners, printers and Internet connectivity.

***Library Facilities:*** The College has a well-equipped library which has more than 5000 books, newspapers, research journals, business magazines etc.

***CCTV:*** The College has installed CCTV within the building.

***Physical Education and Sports Department:***

The College has provided sufficient grounds for sports. Various indoor & outdoor games are played by students like Table Tennis, Carrom, Chess, Cricket, FootBall, BasketBall, Badminton etc. A large playground, basketball court, badminton court and Green Gym are the most essential features of the college campus.

***Teaching-Learning:***

College has enormous and latest IT Infrastructure to support the teaching & learning processes. Different ICT equipment like Scanners, Printers, LCD Projectors, Wi-Fi modems, Speakers etc. are available in the College.

The College has planned programs to provide exposure to enhance the students' learning experience by student centric methods like field trips, practice teaching in schools, case-studies, action research, project based learning and group discussions are adopted. In addition, guest lectures/invited talks are also arranged for students from time to time.

In the teaching-learning process, cognitive, affective & psychomotor development are focused. The students learn through Video lectures, demonstrations, quizzes, movie screening etc. to enhance understanding and problem solving ability. Students are encouraged to undertake Projects, Internship in schools to have a better understanding of the work environment.

The faculty Development Programme and several need-based awareness programs, training, seminars and workshops have been arranged from time to

time for students, Teaching Faculty and non-teaching staff. College always encourage the faculty to publish their creative output in various National and International Journals.

***Special Features:***

Teaching faculty of ACE College forms a strong backbone of teaching, learning, research, publication and overall academic development. Many of them have published their papers in various National and International Journals. The faculty members are also associated with other organizations and contributed in their own way to make their identity felt by others.

All teaching faculties are committed and working as a team to achieve academic excellence. The Management of the college is enormously supportive to the progress of the college. Constant and consistent monitoring of all the activities of the College and responding to the academic requirements of teachers, students and other staff members is creditable. The outstanding leadership of the Principal definitely makes all the difference.

***Academic and Administrative Audit***

The Principal constituted the following experts committee and requested to conduct the Academic and Administrative Audit for the academic year 2014-15.

1. Prof. M. Muqim (Director, ACE)
2. Dr. MSA Khan, Principal, ACE
3. Dr. Rubina Shahnaz, Assistant Professor, ACE
4. Mr. [Ahmad Shameel](#), Asst. Director, ACE

***Further the Principal also nominated following members of the college to assist AAA committee:***

1. Mr. Chhavi Varshney, Assistant Professor, ACE
2. Er. Abida Ghaffar, Finance Officer, ACE



**Name of the Department : B.Ed.**

Date of Establishment : 01/07/2008

Mission of Department : “The mission is integral and personalized training of young men and women through Integral Pedagogy – Context, Experience, Reflection, Action and Evaluation –to be well motivated teachers who will be intellectually competent, morally upright, socially committed and spiritually inspired”

Staff Members : 07

Sr. No.	Name of Faculty	Designation	Qualification
1.	Dr. M.S.A. Khan	Principal	MA, M.Ed., Ph.D.
2.	Dr. Rubina Shahnaz	Assistant Professor	MA, M.Ed., NET, Ph.D.
4	Dr. Mehmood Khan	Assistant Professor	MA, M.Ed., NET, Ph.D.
5.	Mr. Chhavi Varshney	Assistant Professor	M.Sc., M.Ed., NET
6.	Mr. Dharmendra Sharma	Assistant Professor	M.
7.	Mr. Himanshu	Assistant Professor	M.Sc, GATE, NET

**Admission Student Strength:**

Year	No. of Students
First Year	67
<b>Total</b>	<b>67</b>

**Result Analysis:**

<b>B.Ed. Result (Batch 2014-15)</b>			
Course	Appeared	Passed	Percentage
B.Ed. (One Year Program)	65	65	100 %

**Departmental Infrastructure:**

1. Separate Classrooms.
2. Computer System and Printer.
3. Well-equipped furniture (Table, Chairs, Fan, Boards, Projector etc.).

**Observations:**

- Department has seven experienced teachers.
- Innovative teaching methods and techniques are used in teaching-learning activities.

- Students are kept engaged in competitions and project works.
- Tests and assignments are incorporated with regular teaching learning processes.
- Regular Internship in Schools.

***Recommendations:***

- Funds need to be made available for organizing workshops and seminars.
- More books are required in the library.
- Separate cabin for teachers to sit and work apart from the lecture room.
- Funds need to be made available for upgrading labs.

Name of the Department : BACHELOR OF ARTS (B.A)  
 Date of Establishment : 1/7/2014  
 Mission of Department : “The BA department aims to offer education that is accessible to students with a wide range of educational backgrounds and professional and personal circumstances: .”  
 Staff Members : 4

Sr. No.	Name of Faculty	Designation	Subject	Qualification
1.	Dr. Mohammad Sadiq Ali Khan	Assistant Professor	Geography	M.A & Ph.D.
2.	Dr. M Khan	Assistant Professor	Economics	M.A & Ph.D.
3.	Dr. Rubina Shahnaz	Assistant Professor	English	M.A & Ph.D.
4.	Ms. Sheeba Khan	Assistant Professor	Political Science	M.A & B.Ed.
5.	Dr. Mahmood Khan	Assistant Professor	Hindi	M.A. Ph.D

***Admission Student Strength:***

Year	No. of Students
First Year	12
<b>Total</b>	<b>12</b>

***Result Analysis:***

B.A. Result (Batch 2014-15)			
Course	Appeared	Passed	Percentage
B.A	12	10	83.33%

***Departmental Infrastructure:***

1. Well-furnished Laboratory and Class Rooms (Table, Chairs, Blackboard, Fan, Etc.).
2. Computer
3. Printer

***Observations:***

- Department has well qualified and experienced teaching faculty.
- Innovative teaching methods and techniques are adopted in teaching and practical demonstrations.

***Recommendations:***

- Funds need to be made available for organizing workshops and seminars.
- The department may conduct a short-term certificate course.
- Guest lecturers should be arranged on important topics.
- Department needs to have books in the library.
- Recruitment of qualified faculty is essential to strengthen the department.
- Improvement in advertising and admissions.

Name of the Department : COMMERCE (B.Com)  
 Date of Establishment : 2006  
 Mission of Department : “To contribute to the society through the action of education and research” and “To acquaint the students with the modern industrial standards”  
 Staff Members : 1

Sr. No.	Name of Faculty	Designation	Subject	Qualification
1.	Naila Zia	Assistant Professor	Commerce	MBA

***Admission Student Strength:***

Year	No. of Students
B.Com Part I 2014	21
<b>Total</b>	<b>21</b>

***Result Analysis:***

Course	Appeared	Passed	Percentage
B.Com	15	13	86.66%

***Departmental Infrastructure:***

1. Well-equipped Furniture.
2. Departmental PC
3. Departmental Printer
4. Separate Class Room

***Observations:***

- Innovative teaching methods (PPT/YouTube/Videos) and techniques are used in teaching-learning activities.
- Students are kept engaged in competitions and project works.

***Recommendations:***

- Qualified Faculty is required.
- Need for invited talks/lectures
- Funds may be made available for organizing workshops and seminars.
- Industrial visits
- More Orientation programmes