

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

2017-18

ALIGARH COLLEGE OF EDUCATION, ALIGARH

Kasimpur Tiraha, Anoopshahar Road, Chherat,
Aligarh-202122 (Uttar Pradesh) India

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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 12th 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 by-pass 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 started some new courses such as BA (2014 onwards) with seven subjects, B.Com (2014 onwards), B.Sc. ZBC & PCM (2015 onwards), B.Sc. (Biotechnology) from 2015 onwards and D.El.Ed from 2017 onwards.

AAA Committee

The Academic and Administrative Audit Committee for the year 2017-2018 consisting of the following members was constituted:

1. Prof. M. Muqim, Director, ACE

2. Dr. MSA Khan, Principal, ACE
3. Dr. Sadaf Jafri, Assistant Professor, ACE
4. Ms. Abida Ghaffar, Finance Officer, ACE
5. Mr. Wajid Ali, Registrar, D.El.Ed. ACE
6. Ms. Taab Sherwani, Assistant Professor, ACEM
7. Mr. Tariq Nafees, Assistant Professor, ACEM

The AAA committee visited the B.A, B.Com, B.Sc., B.Ed. & D.El.Ed. Department, Library, Sports complex, Computer Laboratories, Science Labs, Administrative office of the college and other offices. The faculty members submitted the performance report of their concerned departments and the members of the AAA Committee interacted with them to assess the academic and administrative performance of the college.

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 300 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:

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

Computer Laboratory: High Quality Computer Lab with 35 PC's.

Well Equipped Labs: Computer Lab, 4 Science Labs, Art and craft lab, Geography 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 7000 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, Carom, Chess, Cricket, Football, Basketball, Badminton etc. A large playground, basketball court, badminton court etc. 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, and project based learning and group discussions are adopted. In addition, seminars, workshops, 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, assignments, presentations 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. Colleges 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. Sadaf Jafri, Assistant Professor, ACE
4. Ms. Abida Ghaffar, Finance Officer, ACE
5. Mr. Wajid Ali, Registrar, D.El.Ed. ACE
6. Ms. Taab Sherwani, Assistant Professor, ACEM
7. Mr. Tariq Nafees, Assistant Professor, ACEM

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 : 05

Sr. No.	Name of Faculty	Designation	Qualification
1.	Dr. M.S.A. Khan	Principal	MA, M.Ed., Ph.D.
2.	Dr. Sadaf Jafri	Assistant Professor	MA, NET, Ph.D.
3.	Dr. Mehmood Khan	Assistant Professor	MA, M.Ed., NET, Ph.D.
4.	Dr. Sohail Ahmad	Assistant Professor	MA, Ph.D.
5.	Mr. Aquib Kamal	Assistant Professor	MA & M.Ed.

Admission Student Strength:

Year	No. of Students
B.Ed. Part I	34
B.Ed. Part II	8
Total	42

Result Analysis:

B.Ed. Result			
Course	Appeared	Passed	Percent
B.Ed. Part I	34	R/A	
B.Ed. Part II	8	R/A	

Departmental Infrastructure:

1. Separate Classrooms.
2. Computer System and Printer.
3. Well-equipped classrooms with furniture (Table, Chairs, Fan, Boards, etc.).
4. Separate arrangement for e learning facilities

Observations:

- Department has five experienced teachers.
- Innovative teaching methods and techniques are used in teaching-learning activities.
- Students are kept engaged in competitions, presentations and project works.
- Tests and assignments are incorporated with regular teaching learning processes.
- Regular Internship in Schools.

Recommendations:

- Steps should be taken to improve the number of admissions and increase the number of intake.
- Provisions should be made for lectures, workshops and seminars.
- More books should be procured.
- Staffroom should be big enough to accommodate all teachers.
- Separate lockers should be made available for teachers.
- Funds need to be made available for upgrading labs.

- Name of the Department : D.El.Ed.
- Date of Establishment : October 2017
- Mission of Department : "D.El.Ed is a Diploma course in Elementary Education. It is a 2-year full-time diploma course to train teachers for the primary level and can be done with classroom training or distance learning. It is a 4-semester course to prepare students to work in primary/ upper primary schools in different states of the country."
- Staff Members : 05

Sr. No.	Name of Faculty	Designation	Qualification
1.	Dr. M.S.A. Khan	Principal	MA, M.Ed. & Ph.D.
2.	Dr. Mehmood Khan	Assistant Professor	MA, M.Ed., NET & Ph.D.
3.	Mr. Aquib Kamal	Assistant Professor	MA & M.Ed.
4.	Mr. Shahbaz Ali	Assistant Professor	MA & M.Ed.
5.	Mr. Lokesh Sharma	Assistant Professor	M.Sc. & B.Ed.

Admission Student Strength:

Year	No. of Students
Total Admission 2017	50

Result Analysis:

D.El.Ed. Result			
Course	Appeared	Passed	Percent
D.El.Ed. Semester Part I	47		R/A

Departmental Infrastructure:

1. Separate Classrooms.
2. Computer lab for ICT classes.
3. All labs are well equipped.
4. Well-equipped classrooms with furniture (Table, Chairs, Fan, Boards, etc.).

Observations:

- Department has five experienced teachers.
- Innovative teaching methods and techniques are used in teaching-learning activities.
- Students are kept engaged in assignments, competitions and project works.
- Tests and assignments are incorporated with regular teaching learning processes.
- Regular Internship in Schools.

Recommendations:

- ✓ Books are required in the library.
- ✓ Separate cabin for teachers to sit and work apart from the lecture room.
- ✓ Locker facility for teachers
- ✓ 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 : 5

Sr. No.	Name of Faculty	Designation	Subject	Qualification
1.	Dr. Javed Akhtar	Assistant Professor	Geography	M.A, Ph.D. & Post Doc.
2.	Dr. Sohail Ahmad	Assistant Professor	English	M.A & Ph.D.
3.	Ms. Sheeba Khan	Assistant Professor	Political Science	M.A & B.Ed.
4.	Dr. Shabbir Ahmad	Assistant Professor	Hindi	M.A & Ph.D.
5.	Dr. Sadaf Jafri	Assistant Professor	Psychology	MA, PH.D. & NET

Admission Student Strength:

Year	No. of Students
BA Part I	31
BA Part II	11
BA Part III	10
Total	52

Result Analysis:

B.A. Result			
Course	Appeared	Passed	Percent
B.A Part I	25	22	92%
B.A Part II	10	10	100%

B.A. Part III	10	10	100%
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Departmental Infrastructure:

1. Well-equipped Laboratory and Class Rooms (Table, Chairs, Blackboard, Fan, Etc.).
2. Computer Lab
3. Seperate computer for record keeping.

Observations:

- The B.A 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 short-term certificate courses.
- ✓ Guest lecturers should be arranged on important topics.
- ✓ Admission in Urdu and Economics courses should also be focused.
- ✓ Overall Improvement in advertising and admissions is required.

Name of the Department : COMMERCE (B.Com)
 Date of Establishment : 01/07/2014
 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 : 3

Sr. No.	Name of Faculty	Designation	Subject	Qualification
1.	Mr. Ikram-ul-Haque	Assistant Professor	Commerce	M.Com
2.	Mr. Mamoon Farooqui	Assistant Professor	Commerce	M.Com
3.	Mr. Tariq Nafees	Assistant Professor	Management	MBA

Admission Student Strength:

Year	No. of Students
B.Com Part I	23
B.Com Part II	5
B.Com Part III	15
Total	43

Result Analysis:

Course	Appeared	Passed	Percent
B.Com Part I	17	8	47%
B.Com Part II	4	4	100%
B.Com Part III	11	10	90.90%

Departmental Infrastructure:

1. Well-equipped Furniture.
2. Departmental PC
3. Departmental Printer
4. Separate Classrooms
5. Computer lab

Observations:

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

Recommendations:

- ❖ Qualified Faculty is required.
- ❖ Funds may be made available for organizing workshops and seminars.
- ❖ Industrial visits
- ❖ Policy to improve admissions

Name of the Department : B.Sc. (ZBC + PCM) & B.Sc. (Bio-technology)
 Date of Establishment : 2015
 Mission of Department : "To empower students with in-depth knowledge of science as well as to develop scientific aptitude and prepare them for their role as global citizens"
 Staff Members : 5

Sr. No.	Name of Faculty	Designation	Qualification
1.	Dr. Khursheed	Assistant Professor (Mathematics)	M.Sc. & Ph.D.
2.	Dr. Rashid	Assistant Professor (Chemistry)	M.Sc. & Ph.D.
3.	Mr. Lokesh	Assistant Professor (Physics)	M.Sc. & B.Ed.
4.	Ms. Lekha Singh	Assistant Professor (Botany)	M.Sc. Botany & Ph.D. (Pursuing)
5.	Dr. Uzma Rafi	Assistant Professor (Zoology)	M.Sc. Zoology & Ph.D.

Admission Student Strength

Year	No. of Students
B.Sc. Part I	52
B.Sc. Part II	5
B.Sc. Part III	22
Total	79

Result Analysis:

Course	Appeared	Passed	Percent
B.Sc. Part I	46	31	67.39%
B.Sc. Part II	3	0	00%
B.Sc. Part III	22	16	72.72%

Departmental Infrastructure:

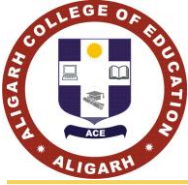
1. Computer and printer
2. Separate labs for all subjects.
3. Well-equipped furniture (Table, Chairs, Fan, and Cupboard etc.)
4. Qualified teachers.

Observations:

- Teaching faculties are involved in research and publication activities and published research papers in reputed journals.
- Innovative methods and techniques are adopted in teaching and practical demonstrations.

Recommendations:

- ❖ Improvement is required in admissions.
- ❖ Requirement of qualified faculty for Biotechnology paper.
- ❖ Improvement in labs is required.
- ❖ Books are required in the library.



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ACKNOWLEDGEMENTS

The members of the AAA Committee record their appreciation and gratitude to the Principal, Dr. M.S.A. Khan, Aligarh College of Education for reposing the confidence in the Committee and entrusting the responsibility of carrying out the Academic and Administrative Audit of the College. The Committee wishes to thank the Principal for his dynamic and meticulous attention to the details in facilitating the Audit process. The members of the teaching staff have shown enormous care, fortitude and planning in arranging the committee's visit with precision. The Committee takes pleasure in thanking Dr. Sadaf Jafri, Coordinator, IQAC for her thoughtful planning of the total process of conducting the AAA. The Committee wishes to thank profusely the management of the Crescent Charitable Trust for their committed involvement in the overall development of the college.

Signatures

Prof. M. Muqim

Director, ACE

Dr. MSA Khan

Principal, ACE

Dr. Sadaf Jafri

Assistant Professor &
Coordinator (IQAC), ACE

Mr. Wajid Ali

Registrar, ACE

Ms. Abida Ghaffar

Finance Officer, ACE

Ms. Taab Sherwani

Assistant Professor, ACE

Mr. Tariq Nafees

Assistant Professor, ACE