

# ACADEMIC AND ADMINISTRATIVE AUDIT REPORT 2018-19

**Date of Audit: 22<sup>nd</sup> June, 2019**



## **ALIGARH COLLEGE OF EDUCATION, ALIGARH**

NAAC Accredited B, UGC recognized under section 2(f) & 12(B)  
Affiliated to Dr. B.R. Ambedkar University, Agra

---

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

Website: <http://aligarhcollege.in> • Email ID: [info@aligarhcollege.in](mailto:info@aligarhcollege.in)

Phone: +91 9917479514 | 9917479517

## **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 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.

## Infrastructure



Computer Lab



Biotech Lab



Botany Lab



Chemistry Lab



Zoology Lab



Physics Lab



Annual Function



Yoga Day



Poster Making



Science Exhibition



Swach Bharat Abhiyan



Tree Plantation

## **AAA Committee**

The Academic and Administrative Audit Committee for the year 2018-2019 consisting of the following members was constituted:

1. Prof. M. Muqim, Director, ACE
2. Dr. Sadaf Jafri, Acting Principal & Assistant Professor, ACE
3. Ms. Abida Ghaffar, Finance Officer, ACE
4. Mr. Wajid Ali, Registrar, D.El.Ed., ACE
5. Dr. Uzma Ahmad, Assistant Professor, ACE
6. Mr. Tariq Nafees, Assistant Professor, ACEM

The AAA committee visited the B.A, B.Com, B.Sc., B.Ed., & D.El.Ed. Departments, 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.

# CONTENTS

<b>Sr. No.</b>	<b>Particulars</b>	<b>Page No.</b>
1.	Infrastructure	
2.	Academic and Administrative Audit Report	
3.	Introduction & Objectives	
4.	Teaching-Learning & Special Features	
5.	Process of Academic and Administrative Audit	
<b>Departments</b>		
6.	B.Ed. Department	
7.	D.El.Ed. Department	
8.	Arts Department	
9.	Commerce Department	
10.	Science Department	
11.	Acknowledgement	

**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.

**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 main objectives of the College are:

- To provide quality education to all aspiring students through meaningful academic and professional courses keeping in mind the special needs of the economically, educationally and socially disadvantaged segment of the society.
- Critical thinking, independent decision making and creative problem solving.
- To encourage and promote moral, secular, scientific and nation-building values so that the students respect, protect and nurture the rich composite culture of the country and of each of its constituent units.
- The ability to work individually and collaboratively.
- To help students to discover and tap their fullest potential through appropriate co- and extra-curricular activities leading to integrated personality-development in order to become responsible and productive citizens of the country.
- An understanding of spiritual and ethical values including an awareness of the Vedic, medieval and contemporary world.
- To continually evaluate and appraise every facet of the College's programs to ensure relevance to the needs of the employment community, effective preparation of students for success in career and compatibility with the College's standards.
- The ability to be sensitive to the cultural and environmental issues and contributing to their sustenance.
- The development of leadership skills in establishing healthy relationships.

## **COLLEGE INFRASTRUCTURE:**

The major plus point of the college is its well-established infrastructure, being supportive to curricular, extra-curricular and co-curricular activities on healthy lines.

The college premises has two buildings Alpha and Beta with classrooms, labs, offices and washrooms catering to the needs of more than 500 students. Classrooms are well-equipped with adequate furniture, lighting and ventilation. Apart from this, the college is having audio-visual fitted auditorium, to help ICT enabled teaching-learning and programmes. College library has a rich collection of books, journals and magazines to meet the changing demands of user community. Computer labs with Internet connectivity as well as the computer systems to the departments and office are provided. College also has Wi-Fi facility and CCTV cameras installed.

Separate common room for girls with separate washrooms, Auditorium, canteen, open air theatre a large playground are some of the essential features of the college campus.

#### **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 domains 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. Most of the faculty members are doctorates and few of them are NET, JRF and PDF. Many of them have published their books and 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.

### **Academic and Administrative Audit**

The meeting of the AAA Committee was fixed on 22 June 2019. The Committee had a formal meeting in the office of the Principal. Dr. Sadaf Jafri, Acting Principal presented the overall developments and emphasized the progress made in the academic year

2018-19 in all spheres of activities. Members of the Committee discussed the procedural issues and began their exercise as per the programmed schedule. The Committee visited all the departments, support services, administrative sections and other infrastructural facilities and interacted with the teaching staff, students, officers, to know the academic and administrative performance. Apart from this, concerned Heads of all departments, sections and services made the presentation of the activities. This has given scope of thorough interaction and also for several clarifications.

The Committee after completing all stages of inspection and interactions prepared the AAA Report covering the summarized observations and recommendations.

The following experts were the part of Academic and Administrative Audit Team for the academic session 2018-19.

1. Prof. M. Muqim, Director, ACE
2. Dr. Sadaf Jafri, Acting Principal & Assistant Professor, ACE
3. Ms. Abida Ghaffar, Finance Officer, ACE
4. Mr. Wajid Ali, Registrar, D.El.Ed. ACE
5. Dr. Uzma Ahmad, Assistant Professor, ACE
6. 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 : 07

Sr. No.	Name of Faculty	Designation	Qualification
1.	Dr. M.S.A. Khan	Principal	MA, M.Ed. & Double Ph.D.
2.	Dr. Sadaf Jafri	Assistant Professor	MA, B.Ed, NET & Ph.D.
3.	Ms. Yaghma Asalat	Assistant Professor	M.Sc, M.Ed., NET, Ph.D.
4.	Dr. Sana Afrin	Assistant Professor	MA, Ph.D.
5.	Dr. Mohd Faaz	Assistant Professor	M.C.A, M.Ed., Ph.D & JRF
6.	Dr. Shafeeqa Bano	Assistant Professor	M.A, B.Ed, NET, Ph.D & PDF
7.	Mr. Aquib Kamal	Assistant Professor	M.A., M.Ed

**Admission Student Strength:**

Year	No. of Students
B.Ed. Part I	25
B.Ed. Part II	30
<b>Total</b>	<b>55</b>

**Result Analysis:**

B.Ed. Result			
Course	Appeared	Passed	Percent
B.Ed. Part I	25	R/A	R/A
B.Ed. Part II	30	R/A	R/A

***Departmental Infrastructure:***

1. Separate Classrooms.
2. Computer with internet and Printer.
3. Books are available in the library.
4. Well-equipped classrooms with furniture (Table, Chairs, Fan, Boards, etc.).
5. Separate arrangement for e learning facilities

***Observations:***

- Department has 6 well qualified and 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 seats to 100.
- 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.	Ms. Yaghma Asalat	Assistant Professor	M.Sc., M.Ed. & Ph.D.
3.	Mr. Aquib Kamal	Assistant Professor	MA & M.Ed.
4.	Dr. Sana Afrin	Assistant Professor	MA & Ph.D.
5.	Mr. Lokesh Sharma	Assistant Professor	M.Sc. & B.Ed.

**Admission Student Strength:**

Year	No. of Students
D.El.Ed. Semester I (Batch 2018)	50
D.El.Ed. Semester II (Batch 2018)	41
D.El.Ed. Semester III (Batch 2017)	36
D.El.Ed. Semester IV (Batch 2017)	36
<b>Total Admission D.El.Ed. First Year + D.El.Ed. Second Year</b>	<b>50+36=86</b>

### **Result Analysis:**

<b>D.El.Ed. Result</b>			
<b>Course</b>	<b>Appeared</b>	<b>Passed</b>	<b>Percent</b>
D.El.Ed. Semester Part I	42	35	83.33
D.El.Ed. Semester Part II	41	R/A	R/A
D.El.Ed. Semester Part III (Batch 2017)	36	35	97
D.El.Ed. Semester Part IV (Batch 2017)	36	36	100

### **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.
- Proper facilities for handicapped children.

### **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 : 06

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.	Dr. Nazia Khalique	Assistant Professor	Political Science	M.A & Ph.D
4.	Dr. Shabbir Ahmad	Assistant Professor	Hindi	M.A & Ph.D.
5.	Dr. Sadaf Jafri	Assistant Professor	Psychology	MA, PH.D. & NET
6.	Prof. Durdana Qasmi	Professor	Urdu	M.A., Ph.D

**Admission Student Strength:**

Year	No. of Students
BA Part I	63
BA Part II	13
BA Part III	10
<b>Total</b>	<b>86</b>

**Result Analysis:**

B.A. Result			
Course	Appeared	Passed	Percent
B.A Part I	50	49	98
B.A Part II	13	13	100
B.A. Part III	10	09	90

***Departmental Infrastructure:***

1. Well-equipped Laboratory and Class Rooms (Table, Chairs, Blackboard, Fan, Etc.).
2. Computer with internet and printer
3. Geography and Psychology lab available.

***Observations:***

- The B.A Department has well qualified and experienced teaching faculty.
- Innovative teaching methods and techniques are adopted in teaching and practical demonstrations.
- Proper facilities for handicapped children.

***Recommendations:***

- ✓ Funds need to be made available for organizing workshops and seminars.
- ✓ Special attention may be given to economically weaker-rural students to develop familiarity with computer applications.
- ✓ The department may conduct short-term certificate courses.
- ✓ Guest lectures should be arranged on important topics.
- ✓ Admission in 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 : 03

Sr. No.	Name of Faculty	Designation	Subject	Qualification
1.	Mr. Mohsin Ali Khan	Assistant Professor	Commerce	M.Com, B.Ed
2.	Mr. M. A Khusroo	Assistant Professor	Management	MBA
3.	Mr. Tariq Nafees	Assistant Professor	Management	MBA

**Admission Student Strength:**

Year	No. of Students
B.Com Part I	21
B.Com Part II	07
B.Com Part III	04
<b>Total</b>	<b>32</b>

**Result Analysis:**

Course	Appeared	Passed	Percent
B.Com Part I	14	13	93
B.Com Part II	07	07	100
B.Com Part III	04	04	100

**Departmental Infrastructure:**

1. Separate Classrooms.
2. Departmental PC with Internet
3. Departmental Printer
4. 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:***

- ❖ More Qualified Faculty is required.
- ❖ Funds may be made available for organizing workshops and seminars.
- ❖ Industrial visits to be conducted
- ❖ 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 : 07

Sr. No.	Name of Faculty	Designation	Qualification
1.	Dr. Uzma Ahmad	Assistant Professor (Zoology)	M.Sc. Zoology & Ph.D.
2.	Dr. Rashid	Assistant Professor (Chemistry)	B.Sc. M.Sc., Ph.D
3.	Dr. Shaila Imtiyaz	Assistant Professor	M.Sc & Ph.D
4.	Dr. Asim Azhar	Assistant Professor	M.Sc., & Ph.D
5.	Mr. Lokesh Sharma	Assistant Professor (Physics)	M.Sc. Physics, B.Ed
6.	Ms. Samra Hasan	Assistant Professor (Botany)	M.Sc. Botany.
7.	Mr. Mohd. Umar	Assistant Professor (Mathematics)	M.Sc. & Ph.D (Pursuing).

### **Admission Student Strength**

Year	No. of Students
B.Sc. Part I	72
B.Sc. Part II	28
B.Sc. Part III	00
<b>Total</b>	<b>100</b>

### **Result Analysis:**

Course	Appeared	Passed	Percent
B.Sc. Part I	60	46	77
B.Sc. Part II	28	28	100
B.Sc. Part III	NIL	NIL	NIL

***Departmental Infrastructure:***

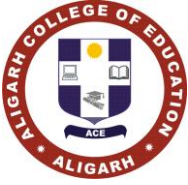
1. Computer with Internet and printer
2. Separate labs for all subjects.
3. Well-equipped furniture (Table, Chairs, Fan, and Cupboard etc.)
4. Well Qualified teachers.

***Observations:***

- Innovative methods and techniques are adopted in teaching and practical demonstrations.
- Received very good feedback from the students.

***Recommendations:***

- ❖ Improvement is required in admissions.
- ❖ Requirement of qualified faculty for Physics paper.
- ❖ Improvement in labs is required.
- ❖ More Books are required in the library.
- ❖ Invited lectures in all courses.
- ❖ Plan workshops and seminars
- ❖ Work on research publications and book chapters.



# ALIGARH COLLEGE OF EDUCATION, ALIGARH

(Affiliated to Dr. B.R. Ambedkar University, Agra)

Kasimpur Tiraha, Anupshahar Road,  
Chherat-202122 (UP)

E-mail: [info@aligarhcollege.in](mailto:info@aligarhcollege.in)  
Website: <http://aligarhcollege.in>

**PHONE: +91 9917479514 | 9917479517**

## 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

**Dr. Uzma Ahmad**

Assistant Professor, ACE

**Mr. Tariq Nafees**

Assistant Professor, ACE