

Royal Educational Institute

ANNUAL REPORT



SESSION 2016-2017

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ROYAL EDUCATIONAL INSTITUTE

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ABOUT THE COLLEGE

Royal Educational Institute was established under the chairmanship of Shri Vijay Agrawal, in 2005 with a dream to provide composite and quality education to young minds in legal, technical and educational field so that they become efficient lawyers, academicians, software developers and managers etc. who are ready to face tough challenges in the competitive world and also prove to be good human beings in order to serve the society at large.

We have:-

- Government Recognized
- World Class Infrastructure
- Highly Qualified, Competent and committed Faculty
- 100% Placements
- Most Hi-tech, fully Wi-Fi campus
- Personality Enhancement

Other Distinctive Features

- Extra Co-Curricular activities and programs like Scout guide camps, Social Services, Cultural activity on regular basis.

- Well-equipped, modern computerized library with rich collection of standard text books, Editorial Reports, Foreign Journals, Magazines & Periodicals.
- Scholarship to meritorious students. Special arrangements for teaching practices in English and Hindi medium Schools.
- Well furnished lecture halls with modern teaching aids.
- Pollution free, lush green, beautiful and impressive campus.
- Transport facility from Metro head.
- Industrial tours/ Educational tours.

ABOUT DEPARTMENT

INTRODUCTION OF B.B.A COURSE

BBA (Bachelor of Business Administration) Affiliation : CCS University, Meerut Duration: 3 Years (6 Semesters) Eligibility: 10+2 or equivalent with minimum 45% marks (40% for SC /ST)

Bachelor of Business Administration (BBA) is a three-year degree course affiliated to Ch. Charan Singh University, Meerut. Since Management is one of the most preferred career options today, BBA is a natural corollary to this preference. At REI, this course has been designed to impart basic principles of management to the future managers, so that they achieve a strong grounding in management studies. This is beneficial for students if they pursue higher Studies , Management, or if they pursue any other course that is related to any other aspect of corporate world. BBA at REI helps students in developing business and personal competence through their exposure to the real business problems, analysis of cases and industrial visits .

INTRODUCTION OF B.C.A COURSE

BCA (Bachelor of Computer Application) Affiliated to: CCS University, Meerut Eligibility: 10+2 or equivalent with minimum 45% marks (40% for SC /ST) Bachelor of Computer Applications (BCA) is the real opening path for those 12th passed students who have a desire to develop as an IT professional. REI runs this course under affiliation with CCS University, Meerut. The course has a global focus on its curricula. Lot of emphasis is laid on latest computer applications through different software. The Institute is maintaining a high standard of teaching in classrooms and practicals in computer laboratories with highly qualified and experienced faculty

INTRODUCTION OF B. ED COURSE

Bachelor of Education Affiliated to: CCS University, Meerut Eligibility: Graduation with minimum 50% marks (45% for SC /ST). B.ED is a 2 years bachelor degree one has to undertake to become a teaching professional. The National Council of Teacher Education (NCTE) has made the B.Ed degree compulsory for candidates who wish to teach at public schools in India at any level.

LABS IN EDUCATION DEPARTMENT

The Laboratory is an experimenting place where students convert their theoretical knowledge into practical for development of all round aspects of students. Lab play an important role.

There are 3 main Labs for Education Department:

EDUCATIONAL IT LAB

REI has well-equipped education technology lab for B.Ed. students. It is being utilized by all the students. Students are acquainted with knowledge, uses, working and operation of

various technology and aids. Students are taught how to prepare transparencies, power point presentations. They are given basic information regarding MS Office, MS Word, and MS Excel so that they can use them as per requirements during their academic session and in future also. Teachers make use of various aids for the teaching purpose and giving demonstration lessons to make the learning of various topics interesting and effective.

PSYCHOLOGY LAB

It is well- furnished with all related facilities for the trainees of B.Ed. Knowledge of psychology is essential for the perspective teachers. It enables the students to understand ways of conducting psychological tests. Main objective of this lab is to acquaint the students with the administration and interpretation of the test, so that they can know about the learner and can help in development of balanced personality of the learner. All important tests are available in the lab. for the Students of Education Department have facility to take and use the tests for their session work.

LANGUAGE LAB

College established a language lab in order to make students proficient in language communication. The purpose of a language lab is to involve students to actively participate in language learning exercises and get more practice than otherwise possible in a traditional classroom environment. Lab is well-equipped for the students to include them in their course work and give them full opportunity to utilize their skills of communication.

LIBRARY

The Institute has a well-furnished and efficiently organized Library. It is well stocked with latest editions of Books by eminent authors on various titles to cater to needs and requirements of its readers. The Institute has also provided the facility of Book-Bank

to the student. It has rich collection of books including text book, reference books. The institute also provides daily current affairs learning through newspaper reading.

SEMINAR HALL

The institute has a Seminar hall which is well equipped with various modern audio visual equipments. The hall is frequently used for Guest Lectures and invites educationist's experts in different fields of education. This hall has full facility for the organization of seminars and workshops.

SPORTS ROOM

Coordinator – **name** for Physical Fitness the Institute develop a sports room for many indoor games- carom board, chess, Table tennis. Available kits for outdoor games- cricket, volley ball, badminton etc.

MICRO TEACHING

Micro teaching was organised from 26th November, 2016 to 4th December, 2016

The student's teachers used innovative Microteaching Techniques for developing teaching skills. The following teaching skills were developed through Micro plans.

1. Introduction Skill
2. Explanation and stimulus Variation Skill
3. Probing Question and Reinforcement Skill
4. Illustration Skill
5. Blackboard skill Single Micro lesson plan was delivered by each student teacher per day. The plans were evaluated by

teacher educators. The feedback was also provided to the students teachers for improvement in their teaching skills

ACADEMIC ACTIVITIES

ORIENTATION PROGRAMME(2016-17)

Royal Educational Institute, Ghaziabad organized an orientation programme for the newly admitted students in all courses at the institute premises on 4 August 2015. The major objective of the programme was to make the parents and students aware of the academic aspects of the course, the rules and regulations of the Institute and ensuring parental participation in monitoring the performance and progress of the students.

The programme was inaugurated with the lighting of the lamp by the Chairman Shri Vijay Agarwal and other dignitaries.

Shri Vijay Agarwal, while delivering a speech on the occasion, said that it was not the events but the attitude that caused success. One third of what constitutes a person is his genetic inheritance; another one third comes from the kind of upbringing he /she receives and the remaining one third from one's own self. He also stressed the importance of dedication to one's profession and the need to have proper planning before taking up and implementing any project.

In his brief address to the students and parents, the Principal of REI, Prof. Dr.Poonam Chaudhary expressed delight over the fact that REI crossed over ninety percentage of admission. She also reiterated the Management's commitment to elevate the Institute to the status of one of the 10 best colleges in the state within the shortest time possible and he sought the cooperation and support of the parents for same.

Dr. Anita Agarwal, Head of the Department of Education gave necessary information about the academic design of the first year courses and the University and Institute rules and regulations regarding academic matters.

A vote of thanks was proposed by Dr. Tina Garg, Principal of RCL and the programme was compeered by Mr. Ashutosh Mishra and Mr. Neeraj Kumar Singh.

INDEPENDENCE DAY

Independence day of India was celebrated in Royal Educational Institute on 15th August 2016, at Thursday . This year in 2019, India celebrated its 70th independence day to pay tribute and remember all the freedom fighter who fought for us. The gamut of celebration activities held on the campus consisted of special morning assembly and parade. The entire college assembled at the ground. The Chairman Mr. Vijay Agrawal hoisted the Tricolor followed by National anthem. After the anthem, group song "Ae mere watan ke logo" filled every one with pure patriotism. Some students gave an impressive and powerful speech.

At the end, the Principal gave a speech reminding the students and the teachers of the sacrifices made by our great freedom fighters and made us take pledge that we would serve our motherland, India with heart, body and soul. The function came to an end with distribution of sweets among students and staffs.

TEACHER'S DAY

A joint effort by all the students was to celebrate teacher's day on 5th September 2016.

The event started by 11 am in Seminar Hall. The REI Students contributed in this celebration. The seminar hall over flowed with pupil who wanted to celebrate teachers day with respect and love

for their gurus (teachers). Once again it was one of the very successful events organized by all the students of Royal Educational Institute. Students distributed cards to the faculty members, Non Teaching faculty of the college. A program was organized for all the faculty members and non-teaching staff of the College. The efforts of the students were appreciated by all the teachers.

SPORTS DAY

The Royal Educational Institute celebrated its annual sports day on 15 NOVEMBER 2016 at college ground. It was a day filled with fervour and exhilaration, amidst thrills and cheers. Mr. Manish Porwal welcomed the gathering. He emphasized on importance of sports in all student's life , followed by a brief report of sports activities and achievements of college.

Students participated in indoor games like chess, table tennis and outdoor games like kabbadi, race, badminton, volley- ball tug of war . The college playground rimmed with flags reverberating with the sound of cheers made everyone's day. Students participated with full energy and the event was a great success.

CULTURAL ACTIVITIES

MEHENDI COMPETITION

To motivate and to nurture the talent of students and to have lots of fun and enjoyment apart from the studies, a Mehndi competition was organized on 11 Oct 2016 in the REI premises and students of BA, B.COM, BBA and BCA participated in the events with a lot of joy and excitement.

DIWALI MELA

Diwali Celebration“Diwali Mela- A Foodie Village ”activity was organized in the campus of Royal Educational Institute on 19 October 2016,with believe that this will enhance marketing skills of students in restricted boundaries. Students from all departments participated in this, they have to prepare their food without fire& games and arrange their stall themselves and develop all marketing strategies to earn profit. Principal Dr Poonam Choudhary was also present at the moment this gave an emotional and recreational touch. Activity of Foodie Village started at 11.00 am with full energy and excitement. Principal Mam along with all faculty members arrived at food village. The organizers believed that such types of events help in developing essential skill of marketing and also go a long way to boost confidence of students to face customers comfortably. There were about 30 students from all departments participating in the event who were divided into 14 teams. Three teams were declared winners on the basis of maximum percentage of profit on sale against input cost. The students were well prepared for the purpose and entertained the customers to a great extent with their performance. The judges themselves were also highly pleased with their logical presentation. The activity was started with the 12 participating teams and team coordinators.

List of Add on courses

- 1. Computer Proficiency**
- 2. Yoga Meditation**
- 3. Communication skill and Personality development**
- 4. Language Proficiency**

Computer Proficiency

Course Objectives:

- Use the basic vocabulary and terminology related to computer and word processing
- Open, save and format a basic document
- Type a simple note or a letter using Microsoft Word
- Perform basic format and editing on a word document
- Create tables and calendars
- Use different basic computer language software and programs to practice English and typing skills

Course Outcome:

- Set up logical storage locations on your hard drive so that you can easily store and retrieve information.
- Manage your MS Outlook files by using tools such as archiving, storage folders and message rules.
- Create a word document and navigate your way around the basic applications.
- Create an excel workbook and navigate your way around the basic applications.
- Create a professional email signature and learn how to edit and update it with important and timely company information.
- Create and present a basic PowerPoint presentation complete with headings, bullet points and pictures.

MODULE I:

Managing Your PC and MS Outlook Managing Your PC: This session will give you a basic overview of how the storage folders work on your computer's hard drive. You will learn to create logical storage folders and also learn how to search for files using Windows Explorer. MS Outlook Management: Storage Folders, Creating New Folders, View Options, Archiving, Creating a Professional Email Image: Create an email signature that encompasses your corporate image, Learn to access and update your signature so that you can make timely changes such as seasonal company messages and offers.

MODULE II:

Navigating Word Time Management Outlook Calendar Scheduling appointments Meeting requests Creating tasks Navigating your way around a word document Important Tools Navigating the applications Customization Creating a word document (from a template) Building the document Inserting a picture Inserting a table Editing a table Copy & paste text Printing the document

MODULE III:

Navigating Excel Navigating your way around an Excel workbook, Important Tools Navigating the applications customization Creating a workbook, Using Quick Fill Auto Sum Basic Formula's General Formatting Sorting Data Filters Creating a chart Print Set Up Printing the document Sending a workbook through email

MODULE IV:

Creating a PowerPoint Presentation Participants will learn to (and go through process of) Less is better, Important Tools, Navigating the applications, Customization, Creating slides (including a slide master), Creating bullet points, Inserting graphics, Inserting spread sheets, Edit options, Using layout to organise content Animation, Delivering the presentation – Running slide show Presentation View.

MODULE V:

Database Management with MS-Access Introduction to Databases Starting Access 2007 The Getting Started Page and Opening a Database What's New in Access 2007 Understanding the Access Program Screen Understanding the Ribbon Using the Office Button and Quick Access Toolbar Using Keyboard Commands Using Contextual Menus Using Help Database Basics Working with Database Objects Tour of a Table Adding, Editing and Deleting Records Tour of a Form Tour of a Query Tour of a Report Previewing and Printing a Database Object Selecting Data Cutting, Copying and Pasting Data Using Undo and Redo Checking Your Spelling Using the Zoom Box Exiting Access 2007

Reference Books:

1. Gill, Nasib S.: Essentials of Computer and Network Technology, Khanna Book Publishing Co., New Delhi.
2. Gill Nasib Singh: Computing Fundamentals and Programming in C, Khanna Books Publishing Co., New Delhi.
3. Chhillar, Rajender S.: Application of IT in Business, Ramesh Publishers, Jaipur.

4. Donald Sanders: Computers Today, McGraw - Hill Publishers.
5. Davis: Introduction to Computers, McGraw -Hill Publishers.
6. V. Rajaraman : Fundamental of Computers, Prentice-Hall India Ltd., New Delhi.
7. Learning MS-Office2000 by R Bangia (Khanna Book Pub)
8. Teach yourself MS -Office by Sandlers (BPB Pub).
9. Using MS Office by Bott(PHI). Note: Latest and additional good books may be suggested and added from time to time , covering the syllabus.

Yoga Meditation

Course Objectives:

- Promoting positive health, prevention of stress related health problems and rehabilitation through Yoga.
- Invoke scientific attitude and team spirit to channelize their energies in to creative and constructive endeavors.
- To enable them to establish Yoga Therapy centers in the service of common man.

Course Outcome:

Upon completion of the course, the student will be able to demonstrate knowledge of the following topics:

- Develop body awareness.
- Learn how to use their bodies in a healthy way.

- Manage stress through breathing, awareness, meditation and healthy movement.
- Build concentration.
- Increase their confidence and positive self-image.
- Feel part of a healthy, non-competitive group.

MODULE I:

Foundations of Yoga: History, Evolution of Yoga and Schools of Yoga: Origin of Yoga, History and Development of Yoga, , Aim and Objectives of Yoga, True Nature and Principles of Yoga. Yoga in Modern Times: Yogic Traditions of Ramakrishna and Swami Vivekananda, Shri Aurobindo; Yoga traditions of Maharshi Ramana and Swami Dayanand Saraswat.

MODULE II:

Behavioral Psychology: Psychology as a Science of Behavior; Definition of Behavior; Psychic forces and human behavior, behavior and Consciousness, Psychological basis of behavior; MODULE I: MODULE II: Course Outcome: Personality: Nature and Types of Personality; Determinants of Personality: Heredity and Environment; Facets and Stages of Personality Development; Personality Theories of Sigmund Freud, Alfred Adler and C.G. Jung, Carl Rogers; Assessment of Personality.

Dr.ManishPorwal welcomed the Yoga Instructor Acharya and Team, and introduced them to the students. He addressed the participants and shared her views regarding Yoga. He

emphasized the importance and role of Yoga in the life and routine schedule of every individual to keep us physically and mentally fit. Everyone should practice the yoga asanas everyday in their hectic life schedule.

Language Proficiency

Course Objectives:

- This course aims to prepare students to communicate effectively in both speaking and writing in various professional contexts.
- In order to achieve this, students will be given intensive training to acquire the forms and proper register for telephone communication, greetings and introductions, and formal and informal presentations, and to master the forms and proper register for writing emails, reports, and formal proposals, business letters, research papers and articles and the preparation of letters of introduction to accompany Curriculum Vitae for job applications.

Course Outcome:

- The students developed the habit of expressing things in English

- Students became efficient in writing grammatically correct English
- It created professional awareness in terms of writing and speaking

MODULE I:

Learning the Sounds of English, Production of Speech Characteristics of Voice Organization of Speech (from Speaking English Effectively by Krishna Mohan & N.P. Singh)

MODULE II:

Modes of Delivery Speeches for Special Occasion Motivation and Personality Development Pronouncing individual sounds (from Speaking English Effectively by Krishna Mohan & N.P. Singh) Acquiring the right intonation (Practice Material by course teacher) Developing conversational ability (Practice Material by course teacher)

MODULE III:

Public Speaking and Oral Presentation (from Developing Communication Skills by Krishna Mohan & Meera Banerji) Role Play (Practice Material by course teacher) Welcome Address – Vote of Thanks – Inaugural address – Speeches based on

situations – Immortal speeches by various personalities
(Models chosen by course teacher)

MODULE IV:

Correct English Usage Tests: Building Blocks – Spotting Errors
– Sentence Improvement Vocabulary Tests: Building Blocks –
Test of Synonyms – Test of Antonyms – Test of Analogy (From
Objective English by Edgar Thorpe & Showik Thorpe)

MODULE V:

English Proficiency Tests: One Word Substitutions – Idioms
and Phrases – Idiomatic Use of Verbs – Cloze Tests (From
Objective English by Edgar Thorpe & Showik Thorpe) Written
Communication: Business Correspondence – Job Applications
with Letters of introduction and Curriculum Vitae – Technical
Proposals – Research Paper and Articles – Advertising and Job
Description (from Developing Communication Skills by Krishna
Mohan & Meera Banerji)

Text Books: -

Mohan, Krishna and Banerji, Meera. Developing
Communication Skills. New Delhi, Trinity Press, 2015. - Mohan,
Krishna and Banerji, Meera. Speaking English Effectively. New

Delhi, Trinity Press, 2015. - Thorpe, Edgar and Thorpe, Shovik.
Objective English. 6 th Ed. New Delhi: Pearson, 2016

Language is the medium for comprehending ideas, for reflection and thinking, as well as for expression and communication. Enhancing one's own capacity in language proficiency is thus a vital need of student-teacher irrespective of the subject area that they are going to teach .To enhance and strengthen the English language proficiency of students.

Communication skill and Personality development

Course Objectives:

- Impart the fundamentals of English as a language.
- Deal systematically with the four aspects of language i.e. reading, writing, listening and speaking.
- Facilitate an improved academic performance.
- Remove fear which is a stumbling block for many in their quest for speaking better.

Course Outcome:

- Increased ability of kids to overcome anxiety and nervousness when preparing for public speaking
- Increased confidence in public speaking

- Ability to make quality speeches/presentations
- Improved English grammar, tenses and vocabulary and fluency in speaking

MODULE I:

Effective Communication: Concept of Effective Communication, Components of Effective Communication Conviction, confidence & enthusiasm, Type of communication, verbal, Non-Verbal Communication – its importance and Nuances :- Facial Expression, Posture, Gesture, eye contact, Appearance barriers in communication feedback

MODULE II:

Listening: It's importance, Good and Bad listening, Listening Communication Process, Advantage of listening, How to become a good listener

MODULE III:

Language for Communication: Language and Communication; General Principles of Writing; Improving Writing Skills, Essentials of good style, Expressions and words to be avoided; Grammar and Usage

MODULE IV:

Reading Skills: Reading Skill; Purpose of Reading; Types of Reading; Techniques for Effective Reading.

MODULE V:

Employment Communication - Resume: Contents of Good Resume; Guidelines for Writing Resume; Different Types of

Resumes; Reason for a Cover Letter to Apply for a Job-Format of Cover Letter; Different Types of Cover Letters, Job Interview: Importance and Factors Involving Job Interview; Characteristics of Job Interview; Job Interview Process; Job Interview Techniques- Manners and etiquettes to be maintained during an interview; Sample Questions Commonly asked During Interview.

ACTIVITIES: AT A GLANCE





