

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2014-15)

2014-15

I. Details of the Institution

1.1 Name of the Institution

B.C.M. College of Education, Ludhiana

1.2 Address Line 1

B.C.M. College of Education

Address Line 2

Sector-32 A, Chandigarh Road

City/Town

Ludhiana

State

Punjab

Pin Code

141010

Institution e-mail address

bcmcollegeedu@gmail.com

Contact Nos.

0161-2223252

Name of the Head of the Institution:

Dr. Monika Sethi, Offg. Principal

Tel. No. with STD Code:

0161- 2223252

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (*For ex. MHCOGN 18879*)

OR

1.4 NAAC Executive Committee No. & Date:
(*For Example EC/32/A&A/143 dated 3-5-2004.*
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.10	2009	2014
2	2 nd Cycle	--	--	--	--
3	3 rd Cycle	--	--	--	--
4	4 th Cycle	--	--	--	--

1.7 Date of Establishment of IQAC :

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR 2009-10 submitted to NAAC on 01/02/2011
- ii. AQAR 2010-11 submitted to NAAC on 24/04/2012
- iii. AQAR 2011-12 submitted to NAAC on 01/02/2013
- iv. AQAR 2012-13 submitted to NAAC on 17/02/2014
- v. AQAR 2013-14 Submitted to NAAC on 17/12/2014

1.9 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☐ Totally Self-financing ☒

1.10 Type of Faculty/Programme

Arts ☐ Science ☐ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☒ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

Panjab University, Chandigarh

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

--

University with Potential for Excellence

--

UGC-CPE

--

DST Star Scheme

--

UGC-CE

--

UGC-Special Assistance Programme

--

DST-FIST

--

UGC-Innovative PG programmes

--

Any other (*Specify*)

--

UGC-COP Programmes

--

2. IQAC Composition and Activities

2.1 No. of Teachers

03

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

04

2.4 No. of Management representatives

02

2.5 No. of Alumni

04

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

15

2.10 No. of IQAC meetings held

10

2.11 No. of meetings with various stakeholders:

Faculty

Non-Teaching Staff Students

Alumni

1

Others

1

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

✓

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

International

National

State

Institution Level

✓

(ii) Themes

1. A Workshop on "Writing Research Proposal" on 22nd November ,2014 was organized for M.Ed. students. Dr. Navleen kaur, charirperson , Deptt. Of Community Education and Disability studies ,Chandigarh,was the resource person.
2. Best out of waste workshop was organized by Mrs. Yamuna, Asst. Prof.
3. Subject Seminar organized on Stress Management by Dr. Gagan Aneja, Practising Psychologist, Mumbai.
4. Subject Seminar organized on CCE Scheme by Mrs. Madhu Sharma, CCE Coordinator (B.C.M. Sr. Sec. School, Sector 32, Ludhiana).
5. Seminar on Paradigm Shift in school education- A call for action by Dr.

2.14 Significant Activities and contributions made by IQAC

1. Skill Will Week
2. SWOT Analysis
3. Faculty Development Programmes
4. Library Tasks
5. Release of Research Publications
6. Workshop for Students

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year .

Plan of Action	Achievements
<p>* Initiation of new course B.Ed Special Education (Learning Disability).</p> <p>* Involvement of stakeholders</p> <p>*Publication of Journal and Books</p> <p>*Modules of Soft Skill Education</p> <p>*New Curriculum Transaction Strategies</p> <p>* Remedial classes will be conducted to meet the individual needs of the students.</p>	<p>* The college started new course B.Ed Special Education (Learning Disability) after getting approval from RCI, India in 2013 and P.U. Chd. In 2014 with 25 seats.</p> <p>* Self Prepared Feedback Performa's were used to take feedback from parents of students and Alumni regarding curriculum transaction, infrastructure facilities, student support and placement services.</p> <p>* Second Issue of collection of book reviews in the form of book "Reverberates" with ISBN no. And third and fourth issue of Research Journal " BCM Research Colloquium" were published in the year.</p> <p>*To equip the students for the upcoming problems in education system, modules of "Soft Skill Education" were prepared and improved by the coordinators.</p> <p>* The new curriculum transaction strategies were adopted with the introduction of Semester System from the session 2014-15.</p> <p>*Unit tests were started to enhance the results.</p> <p>* Remedial Classes were organized after unit tests.</p>

ANNEXURE I attached

2.15 Whether the AQAR was placed in statutory body

Yes ☒ No ☐

Management ☒ Syndicate ☐

Any other body ☐

Provide the details of the action taken

After taking feedback from students , it was discussed with management and necessary actions were taken accordingly.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	01			
UG	01			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others B.Ed Special Education (Learning Disability)	01	01		
Total	03			
Interdisciplinary				
Innovative	Add on course (Soft Skill Education)			

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	√
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni ☐ Parents ☒ Employers ☐ Students ☒
(On all aspects)

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

ANNEXURE II attached

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

With the introduction of semester system, the syllabus was revised and divided into two semesters by the Panjab University, Chandigarh and same was implemented in the college in the session 2014-15.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

B.Ed. Special Education (Learning Disability)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
18	17	1	--	--

2.2 No. of permanent faculty with Ph.D.

05

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
05	--	--	--	--	--	--	--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

--	--	--
----	----	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		2	1
Presented papers		3	
Resource Persons		3	

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Need Based Remedial Coaching
- Publication of Book “REVERBERATES” with ISBN No. 978-93-84507-75-6
- Skill Will Week

2.7 Total No. of actual teaching days during this academic year

205

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Semester System as opted by P.U., Chd. affiliated body

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

Curriculum Revision Workshop of P.U.,Chd.

10

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

95%

2.11 Course/Programme wise

distribution of pass percentage : (2014-15)

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Ed.	275	251	275			100%
M.Ed.	35	33	35			100%
B.Ed. (Spl. Edu.)	25	22	25			100%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

By organizing meetings with various stakeholders time to time and taking feedback on the Self- Prepared Performa's from students on various ongoing activities and aspects of the institution.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	01
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	10
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	03	—	—	—
Technical Staff	02	—	—	—

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- ★ One day research workshop for M.Ed. Students on ‘Writing Research Proposal’ was organized on 22nd November, 2014. Dr. Navleen Kaur, Chairperson, Deptt. of Community Education and Disability, Chandigarh was the resource person.
- ★ Research publication in the form of referred journal “ BCM Research Colloquium” with ISSN no.-2320-9321 were published.
- ★ Publication of Book reviews in the form of book “Reverberates” with ISBN no. 978-93-84507-75-6
- ★ College released a book named “ Nurturing Higher Education- A step towards Excellence” with ISBN no. 978-93-80748-94-8

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	--	10	--
Non-Peer Review Journals	--	--	--
e-Journals	--	02	--
Conference proceedings	--	25	--

3.5 Details on Impact factor of publications:

Range	--	Average	--	h-index	--	Nos. in SCOPUS	--
-------	----	---------	----	---------	----	----------------	----

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	--	--	--	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects <i>(other than compulsory by the University)</i>	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	--	--	--

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the
Institution

Level	International	National	State	University	College
Number	--	--	--	--	03
Sponsoring agencies	--	--	--	--	--

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International ☒ National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	--
	Granted	--
International	Applied	--
	Granted	--
Commercialised	Applied	--
	Granted	--

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
--	--	--	--	--	--	--

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level

--

State level

--

National level

--

International level

--

3.25 No. of Extension activities organized

University forum

College forum

08

NCC

NSS

01

Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

The faculty of the institution performed various activities in the session 2014-15 as resource person, counsellor, superintendent, invigilator, inspection etc.

ANNEXURE III attached herewith

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area				
Class rooms				
Laboratories				
Seminar Halls				
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		25	Fees from students	
Value of the equipment purchased during the year (Rs. in Lakhs)		3,29,815	Fees from students	
Others				

4.2 Computerization of administration and library

- Data Soft Tech Server is being used in administrative work and library cataloguing.
- Research projects are made available on OPAC.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7963	1100000	101	25000	8064	1125000
Reference Books	4220	720000	100	31557	4320	751557
e-Books	e-books of INFLIBNET	5000 Annual	e-books of INFLIBNET	5000 Annual	e-books of INFLIBNET	5000 Annual
Journals	29	21000	3	4500	32	25500
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	55	01	04	01	--	03	03	01
Added	--	--	--	--	--	--	--	--
Total	--	--	--	--	--	--	--	--

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Awareness about centralized Post Matric Scholarship Scheme for SC/ST Category
- Special Period in time-table to aware students about use of Computer, Internet and ICT in teaching.
- Students prepare PPT's during Teaching Practice and Discussion Lessons.

4.6 Amount spent on maintenance in lakhs :

i) ICT

280800

ii) Campus Infrastructure and facilities

526683

iii) Equipments

iv) Others

Total :

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation programme was organized from 04.08.14 to 07.08.14 for B.Ed students and for M.Ed. students on 26.08.14 to aware the students regarding the services and facilities provided by the institution.
- Awareness about centralized Post Matric Scholarship Scheme for SC/ST category.
- Institution spent Rs. 3,15,352 on Youth and Heritage Festival, 98,797 on Skill in- Teaching and 49,680 on sports activities.
- Institution gave financial assistance of Rs. 40,000 to 12 Students as scholarship.

5.2 Efforts made by the institution for tracking the progression

- Talent Hunt Programme
- Need Based Remedial Coaching
- Organization of Annual Athletic Meet
- NSS Camp to develop social skills
- Add on course ' Soft Skills Education" to develop employability skills

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
305	35	--	--

(b) No. of students outside the state

03

(c) No. of international students

--

Men	No	%	Women	No	%
	20			320	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
276	26	--	08	02	312	289	51	--	--	--	340

Demand ratio 175.58%

Dropout % 1.47%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Coaching for CTET was given to the 31 students of the college by the faculty from 22/01/2015 to 18/02/15.

Co-ordinators of the TET coaching were Mrs. Geeta Kundi and Ms. Shilpa Kaura.

No. of students beneficiaries

11

5.5 No. of students qualified in these examinations

NET	--	SET/SLET	--	GATE	--	CAT	--
IAS/IPS etc	--	State PSC	--	UPSC	--	Others	04

5.6 Details of student counselling and career guidance

- M.Ed students organized special guidance programmes in different schools for the students of Senior Secondary Classes during teaching practice from 15.11.14 to 25.11.14.

No. of students benefitted

400

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
6	200	85	20

5.8 Details of gender sensitization programmes

Women cell celebrated women day on 13th March, 2015 in the college. The cell organized various activities like skit/drama, poem/ song and poster making competition on that day. Coordinators of the women cell are Dr. Ravinderjit Kaur, Dr. Manminder Kaur and Ms. Hardeep Kaur.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level

13

National level

--

International level

--

No. of students participated in cultural events

--

--

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	12	40,000
Financial support from government	40	1,56,8253
Financial support from other sources	----	----
Number of students who received International/ National recognitions	----	----

5.11 Student organised / initiatives

Rally : State/ Institution level National level International level

Exhibition: State/ Institution level National level International level

ANNEXURE IV attached

5.12 No. of social initiatives undertaken by the students
(Adult Education Programme in Khasi Kalan)

5.13 Major grievances of students (if any) redressed: Feedback was taken from students and actions were taken accordingly.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Rev.	<p>Vision- Achieving Inclusive Excellence; Transforming Society</p> <p>Mission</p> <ul style="list-style-type: none"> Valuing Integration of theory and practice to support the transformation of school and society. Developing a standard for professional dispositions that is based on an ethic of care routed in both integrity and responsibility. Providing quality education to prepare teachers and educational leaders with a sense of duty discipline, responsibility towards Nation and Society. Collaboration with other stakeholders of teacher education for quality evaluation, promotion and sustenance.
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6.2 Does the Institution has a management Information System

Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Faculty Members attended Curriculum Development Workshop for Two year B.Ed. Programme at various colleges.

ANNEXURE V attached

6.3.2 Teaching and Learning

- Classroom Transaction Practices- College is committed to provide best quality opportunities and environment to the Student Teachers by following innovative and enriching classroom transaction practices viz. Lecture cum Discussion, Seminars, Brain Storming, ICT integrated lessons, Projects, Teaching by Reflections, Online teaching through Teachers Web Portals etc.
- We never let the talent development suffer, because of the dearth of financial support. Students are financially supported on need basis. In the last seven years, 71 students were helped financially in the form of fee concessions.
- Teaching Practice in Schools was conducted in two phases. First phase of the teaching practice was from 01.11.14 to 25.11.14 and the second phase was from 13.04.15 to 25.04.15 . During teaching practice, students practically implemented the teaching skills learnt in the Course.
- The NSS Wing of the college organized a 7- day NSS Camp from January 5th- 11th , 2015. 55 volunteers participated in the camp with great zeal and enthusiasm under the guidance of Programme Officers, Mrs. Manjit Kaur and Ms. Shilpa Kaura. The various activities conducted by the volunteers during the camp include afforestation, cleanliness drive, medical and health camps, rallies concerning environment and social awareness.
- Subject seminars and skill will week was organized in the session 2014-15.

ANNEXURE VI attached herewith

6.3.3 Examination and Evaluation

The students of the college bagged university positions in the final examination conducted by PU, Chd.

Annexure VII attached herewith

6.3.4 Research and Development

The Internal Quality Assurance cell of the college organized various Faculty Development Programmes in the session 2014-15 to update the faculty of the college with latest changes in the curriculum and to share knowledge and experiences gained by faculty in the various seminars and workshops.

ANNEXURE VIII attached herewith

Library- For improving the quality in the usage of library resource following strategies were adopted.

- 101 text-books and 100 reference books were purchased during the year on which Rs. 25000 and Rs. 31557 were spent respectively.
- Best reader/ user was given at the end of the session.
- Monthly review of overdue books with students was done.

ICT/ Physical Infrastructure

For improving the quality and providing better facilities to students, following additions were made:

- Twenty Computers worth Rs. 69,500 were purchased in the session 2014-15.
- Three water-coolers worth Rs. 45,000 have been purchased.
- One AC has been purchased worth Rs. 32,000.
- Seven CCTV cameras worth Rs. 1,83,015 were purchased during the session 2014-15.

In order to improve the quality of human resource management, college formed various clubs (Eco Club, Women's Club, Red Ribbon Club, Peace club) and Committees (Student Council, Examination Committees, Cultural Committees etc) for the session 2014-15.

6.3.7 Faculty and Staff recruitment

In the session 2014-15, 5 new faculty members were recruited, one each for the teaching of Mathematics, Teaching of Pol. Sci., Teaching of Commerce and two in the faculty of education.

6.3.8 Industry Interaction / Collaboration

Educational Visits

- Visit to Braille Bhawan ,Ludhiana

60 students of B.Ed (Special Education – Learning Disability) and M.Ed of the college with teacher incharges, Dr. (Mrs.) Manminder Kaur and Mr. Nitin Raj visited Braille Bhawan on September 20th, 2014 and interacted with the teachers and students there. Teachers of the Braille Bhawan made the students aware about the various teaching aids used by them to teach their students. A cultural programme was also organized by the college students in which they entertained the inmates of Braille Bhawan by singing various traditional and folk songs. Inmates of the Braille Bhawan also participated in this cultural programme by singing songs.

- Visit to Regional Institute for Mentally Handicapped (RIMH) Chandigarh

Students of B.Ed Special Education and M.Ed Class visited Regional Institute for Mentally handicapped, Asha Deep Building, Sec 31, Chandigarh on November 2nd, 2014 under the guidance of Ms. Ritu Dang, Mr. Sunil Kumar, Dr. Sangeeta Arora and Mr. Nitin Raj. Students interacted with the faculty as well as the inmates of the institution during their visit to the institution.

- Teaching Practice

Teaching Practice in Schools was conducted in two phases for 45 days and in 18 schools as prescribed by P.U., Chd. First phase of the teaching practice was from 01.11.14 to 25.11.14 and the second phase was from 13.04.15 to 25.04.15. During teaching practice, students practically implemented the teaching skills learnt in the Course.

- One day Educational Trip

An educational trip to Pushpa Gujral Science city and Wonderland was organized for the students of the college on January 31st, 2015. Nearly 100 students of B.Ed and M.Ed enjoyed the trip along with six faculty members.

6.3.9 Admission of Students

Online Admission Help Desk for the admission was formed in the college to help students in applying for the course and 325 students were admitted in B.Ed. and M.Ed. courses for the session 2014-15.

6.4 Welfare schemes for

Teaching	Opportunities for professional development & salary increments
Non teaching	Time to time salary increments
Students	4,63,829 was spent on Skill- in- Teaching, Youth Festival and Sports Activities.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes ☒ No ☐

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	✓	P.U. annual inspection	✓	Management, Principal and faculty
Administrative			✓	Management and Principal

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes ☐ No ☒

For PG Programmes Yes ☐ No ☒

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Online internal assessment is submitted by the institution for submission of internal assessment.
- Semester system of examination was followed by the college as per the rules of PU,Chd.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

6.11 Activities and support from the Alumni Association

Guest demonstration lessons was organized by the college in order to expose students with various skills of the teaching process on 27th October,2014 . Ms. Sabrina, Science teacher, B.C.M. Sr. Sec. School , Ldh., Mrs. Paramjeet, Hindi teacher, D.C.M. Presidency School, Ldh. and Ms. Bhavleen Gaba (Alumni and M.Ed. Student) delivered the lectures in the subjects of Science,Hindi and Commerce respectively.

6.12 Activities and support from the Parent – Teacher Association

Parents of toppers are invited and honoured on Annual Convocation and Annual Prize Distribution Function and feedback was taken from them.

6.13 Development programmes for support staff

Faculty of the institution was encouraged for professional growth by participating in seminars/conferences/ workshops etc. They were encouraged for research work and publications in various research journals, monographs etc.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Students were encouraged not to use thermocols for making various teaching aids. During NSS camp, cleanliness drive was conducted in the college campus by the volunteers on 5th January, 2015. ECO Club of the college started Plantation Drive at Govt. Sr. Sec. School, Khasi Kalan during NSS Camp.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Skill Will Week and Need Based Remedial Coaching were the innovative strategies applied in the session 2014-15.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Action Taken Report
<p>* Initiation of new course B.Ed Special Education (Learning Disability).</p> <p>The college started new course B.Ed Special Education (Learning Disability) after getting approval from RCI, India in 2013 and P.U. Chd. in 2014 with 25 seats.</p> <p>* Involvement of stakeholders</p> <p>Self Prepared Feedback Performa's were used to take feedback from parents of students and Alumni regarding curriculum transaction, infrastructure facilities, student support and placement services and necessary actions were taken for the improvement of education system.</p> <p>*Publication of Journal and Books</p>

- Second Issue of collection of book reviews in the form of book “Reverberates” with ISBN no 978-93-84507-75-6.
- Third and fourth issue of Research Journal “ BCM Research Colloquium” were published in the year.
- A Book named “ Nurturing Higher Education- A step towards Excellence” was also released by the college, which is an anthology of 160 research papers.

***Modules of Soft Skill Education**

To equip the students for the upcoming problems in education system, modules of “Soft Skill Education” were prepared and improved by the coordinators.

***New Curriculum Transaction Strategies**

The new curriculum transaction strategies were adopted with the introduction of Semester System from the session 2014-15 as semester system was introduced in the B.Ed and M.Ed. courses.

*** Need Based Remedial classes will be conducted to meet the individual needs of the students.**

Remedial Classes were organized after unit tests and students were given special coaching according to their needs. Special time-table was prepared to cater the individual differences in the class-rooms.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Skill Will week
ANNEXURE IX attached
- Need Based Remedial Coaching
ANNEXURE X attached

7.4 Contribution to environmental awareness / protection

Gardening as a optional subject was taken by 90 students to make them aware about environment and plantation drive was organized in the college by the students.

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

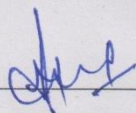
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

8. Plans of institution for next year

Perspective Plan of Action (2015-16)

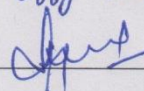
- Initiation of New Course
College will apply for 4 year integrated course leading to B.A. / B.Sc B.Ed course to NCTE, New Delhi.
- Innovative Practice- Institute will send project proposal on "Soft Skills Education Programme to foster Communication and Employability Skills among Pupil Teachers" to NCERT to participate in All India Competition on Innovative Practices and Experiments in Education for Schools and Education Institutes."
- Seminar and Workshop
 - College will pursue for UGC sponsored seminar on "Spectrum of Education- Vision 2020".
 - College will pursue for sponsored seminar by CDC, P.U. Chd. On the theme "Inclusive Education: Vision to Practice."
 - College will plan for workshop for stakeholders i.e. school teachers to enhance teaching skills of teachers.
- Alumni association meet will be organized for their participation in raising standards of education.
- Parent Teacher Association will organize interactive session with parents of the students and will discuss problems faced by parents of students during the course.
- Social Awareness Campaign
Being the Education college, students will pursue for social awareness campaign to aware the masses about "Inclusive Education" and will organize a seminar on it.

Name DR. MONIKA SETHI
Offg. Principal



Signature of the Coordinator, IQAC

Name DR. MONIKA SETHI
Offg. Principal



Signature of the Chairperson, IQAC

ANNEXURE I
ACADEMIC CALENDER

Academic Calendar		
August	Inauguration of the session Orientation Formation of Societies / Clubs Election of Student Council	Welcome Address by the Principal Talent Search Programme
September	Extension Lecture Preparation for Youth Festival	Teachers Day
October	Community Service Programme Orientation for Writing (M.Ed.) Synopsis	Alumni Meet Subject Seminar -PaperI/Extn. Lecture Youth Festival
November	Extension Lecture Selection of Student Editors for Magazine Subject Seminar-PaperII/Extn. Lecture Test for continous Internal Assessment	Pre-internship Filling of University Exam Forms PCP (USOL) Skill Will Week
December	NSS Camp University Theory Examination Semester-I Winter Break	
January	Demonstration lessons Celebration of Lohri Festival Macro Teaching lessons	Seminar/Workshop Teaching Aid Preparation Workshop
February	Subject Seminar-Paper IV/Extn. Lecture Research Workshop Pre Internship	Skill in Teaching Competitions Vocational Guidance to School Students
March	Convocation Annual Athletic Meet	
April	Test for Internal Assesment for semester-II Univeresity Theory Examinations semester-II	
May	Annual Prize Distribution	

ANNEXURE II
FEEDBACK FROM STUDENTS

Overall Appraisal of the Institution by Students

Rate each aspect out of 10

1	Academic Environment	9
2	Usefulness of teaching material	9
3	Fairness in Evaluation	8
4	Extent and Quality of feed back by teachers.	10
5	Opportunities of interaction with faculty	8
6	Methodology used by faculty	8
7	Pre-preparation for the class by faculty	8
8	Student – Teacher Relationship	10
9	Dealing of Administration Staff with the students	9
10	Interaction with Principal	9
11	Availability and access of relevant course books in Library	10
12	Computers facilities	10
13	Extra – curricular Activities	9
14	Actual Opportunities for practical work	9
15	Timely coverage of course	9
16	Opportunities for Intellectual enrichment	8
17	Social environment	8
18	Equipment, maintenance and opportunities for using the different labs.	9
19	Sufficiency of Infrastructure	8
20	Overall Rating of the Institute	10

Overall Appraisal of the Institution by Students

Rate each aspect out of 10

1	Academic Environment	10
2	Usefulness of teaching material	9
3	Fairness in Evaluation	10
4	Extent and Quality of feed back by teachers.	10
5	Opportunities of interaction with faculty	10
6	Methodology used by faculty	9
7	Pre-preparation for the class by faculty	9
8	Student – Teacher Relationship	10
9	Dealing of Administration Staff with the students	9
10	Interaction with Principal	10
11	Availability and access of relevant course books in Library	10
12	Computers facilities	9
13	Extra – curricular Activities	8
14	Actual Opportunities for practical work	10
15	Timely coverage of course	9
16	Opportunities for Intellectual enrichment	9
17	Social environment	9
18	Equipment, maintenance and opportunities for using the different labs.	8
19	Sufficiency of Infrastructure	9
20	Overall Rating of the Institute	9

ANNEXURE III

- 1) Dr. Manminder Kaur acted as IGNOU Counseling member Committee for IGNOU B.Ed and M.Ed Counseling
- 2) Dr. Ravinderjit Kaur performed Inspection Duty in Panjab University Final Examinations on December 24, 2014 at Khalsa College for Women, Ludhiana.
- 3) Dr. Monika Sethi performed Inspection Duty in Panjab University Final Examinations on December 31, 2014 at Govt. College for Women, Ludhiana.
- 4) Mrs. Suprerna Khanna and Dr. Manminder Kaur performed superintendent duty from December 13, 2014–January 4, 2015 at A.S College of Education, Khanna and Bhutta College of Education, Ludhiana respectively in the Panjab University Final Examinations.
- 5) Mrs. Manjit Kaur performed the duty of invigilator from December 13, 2014 - January 4, 2015 at D.D Jain College of Education, Ludhiana in the Panjab University Final Examinations.
- 6) Mrs. Suprerna Khanna acted as resource person at a workshop on the topic “Personality Development of the Teachers “at Gurukul Kangri University,Haridwar on January 8 ,2015.
- 7) Dr. Monika Sethi delivered an extension lecture on the topic “An Overview of Tools and Techniques of Facilitating Learning to Simulation Presentation” at Panjab Police Academy, Phillor on April 29th, 2015.
- 8) Mrs. Ramandeep Kaur Sidhu, Mrs. Geeta Kundi, Dr. Sangeeta, Mrs. Suprerna Khanna and Ms. Shilpa Kaura delivered extension lectures in R.S. Model Senior Secondary School, Ludhiana.
- 9) Dr. Monika Sethi, Mrs. Suprerna Khanna and Mrs. Ramandeep Kaur Sidhu delivered extension lectures in Punjab Police Academy.

ANNEXURE IV

Inauguration of Community Promotional Activity for session 2014-15

Community Promotional Activity has been organized in B.C.M college of Education on 5th January 2015. 25 students of B.Ed Special Education (Learning Disability) have participated. The theme of Community Promotional Activity is **‘INCLUSIVE EDUCATION’**.

SCHEDULE OF COMMUNITY PROMOTIONAL ACTIVITY CAMP FOR THE SESSION 2014-2015

REPORT OF FIRST DAY (05/01/2015)

The Community promotional activity volunteers started their day by campus cleaning of BCM College of Education, Sector 32. They were allotted with different areas of school campus to be cleaned by them. Students cleaned all the classrooms thoroughly including cleaning of fans, dust bins, student benches etc. Play ground and Garden of the school campus was cleaned by the students completely.

REPORT OF SECOND DAY (6-01-2015)

The students started their day by campus cleaning of Government High School, Khasi Kalan. They were allotted with different areas of school campus to be cleaned by them. Then the students watered the plants to enhance the greenery of the campus. The unwanted stuff around the school campus was also disposed off by the students. An Exhibition Programme was conducted by the students of B.Ed Special Education (Learning Disability) on Inclusive Education. Students of different classes were invited to visit the exhibition and were made aware of various types of disabilities.

REPORT OF THIRD DAY (7-01-2015)

It was the third day of camp which added a new experience in the lives of all the Community Promotional Activity volunteers of BCM College of Education as they all were putting their efforts for the upliftment of society with dedication and devotion. Rally was organized in the village Khasi Kalan on the third day on inclusive education & social evils. 55 students of B.Ed (General) & 25 students of B.Ed Special Education (Learning Disability) participated in the rally. They raised the slogans JAL HI JEEVAN HAI, NASHA CHHADHO KHODH WADHO, BHROON HATYA PAAP HAI, SHIKSHA HAI BHAIR SHIKSHA HAI VIKLAANGO KE LIYE SHIKSHA

HAI etc.to spread awareness among the villagers. It lasted a great impact the minds of villagers. Dr. Monika sethi, Mrs. Gurpreet Kaur, Mrs. Manjeet Kaur, Ms. Shilpa Kaura, Ms. Prableen Kaur, Mr. Sukhwinder Singh & Mr. Nitin also accompanied the CPA volunteers during the rally. Dr. Monika Sethi Ji encouraged the students to serve the society with dedication & devotion. She quoted the words of Mother Teresa “It doesn’t matter how much you do, it matter how much love you put in doing.

ANNEXURE V

Faculty members attended Curriculum Development Workshop for Two year B.Ed Programme .The detail is as per follows:

S.No.	Name of the faculty member	Venue& Date	Subjects
1.	Ms. Jasdeep Kaur, Ms. Geeta Kundi & Ms. Shilpa Kaura	Guru Gobind Singh College of Education, Giddarbaha on May 27 th ,2015	1. Course-3(Learning and Teaching) 2. Course EPC 1(Reading and Reflecting on Text) 3. Course- 4(Language across the curriculum) 4. Course -11(Optional Course - Peace Education) 5. Course 7(a+b) Pedagogy of School Part 1 and 2 5.1-Tg.of Maths 5.2 –Tg. Of Commerce 5.3-Tg. Of English 5.4-Tg. Of Sanskrit 5.5-Tg.OfComputer Education
2.	Dr.Parwinder Kaur , Ms. Ritu Dang & Ms. Prabhleen Kaur	Partap College of Education, Ludhiana on May 29 th ,2015	1.Gender ,School and Society 2.Guidance and Counselling- Course 11,Paper 4 3.Course 5-Understanding Disciplines and Subjects 4. Course 9-Assessment for Learning 5. Course EPC 4 Tg. Of Punjabi Tg. Of Physical Science Tg. Of Science

3.	Ms. Hardeep Kaur, Ms. Jasmeet Bedi & Mr. Sunil Kumar	Babeke College of Education, Daudhar on May 30 th , 2015	<ol style="list-style-type: none"> 1. Course -2 Contemporary India and Education 2. Course EPC 3-Critical Understanding of ICT 3. Course 11 (Optional- Health and Physical Education) 4. Course (Semester 3) School Internship 5. Course 7(a+b) Pedagogy of School Subjects Part 1 and 2 <ol style="list-style-type: none"> 5.1 Tg. Of Hindi 5.2 Tg. Of Political Science 5.3 Tg. Of Sociology 5.4 Tg. Of Public Administration

ANNEXURE VI

Subject Seminars

Paper II

Subject based seminar for Paper II (Learner Nature and Development) was organized on 24th January, 2015. The topic for seminar was “Stress Management“. Dr. Gaurav Aneja, M.D Psychiatrist was resource person on the occasion. He in his presentation discussed the various types of stress along with the strategies to cope with them.

Paper III (Teaching Learning Process)

Paper III (Teaching Learning Process) was organized on February 27th, 2015. The topic for seminar was “Continuous & Comprehensive Evaluation“. Mrs. Madhu Sharma, CCE Incharge, B.C.M Sr. Sec. School, Chd. Road was resource person on the occasion.

SKILLS WILL WEEK (Feb. 23rd - March 2nd, 2015)

Day I (Feb 23rd, 2015)

Sr. No.	Session and name of the activity	Resource Persons
1.	Inaugural Session <ul style="list-style-type: none">• Floral welcome of the guests• Lamp lighting Ceremony• Keynote Address by the Principal (off.)-Dr. Monika Sethi	
2	Session -I Personality Development (10.30 am -12.00 pm)	Dr. Ashu Toor (Asst. Prof.PAU,Ldh.)
3	Movie Session Tarre Zameen Par and reflections on the movie (1.00-3.00 pm)	

Day 2 (Feb 24th, 2015)

Sr.No.	Session and name of the activity	Resource Persons
1	Session –I Sharpening Communication Skills of Teachers (Lecture cum Demonstration Session on the Topic	Mrs. Pallavi (Lecturer, B. C.M Sr. Sec. School, Shastri Nagar, Ludhiana)

	Communication Skills)(10.00am-11.30 pm)	
2	Work Shop on Resume Writing (11.30 am-1.30 pm)	Dr. Charanjit Singh (Director, RICCS Computer Centre, Ludhiana)
3	Resume writing by students in Tutorial Groups (2.00-3.00 pm)	Tutorial Incharges

Day 3(Feb 25th, 2015)

Sr. No.	Session and name of the activity	Resource Persons
1	Session-I Seminar on the Topic “Paradigm Shifts in School Education- a call for action”(10.00 -11.00 am)	Dr. Paramjit Kaur (Principal, B. C. M Sr. Sec. School, Shastri Nagar, Ludhiana)
2	Session-II Panel Discussion on the topic- Is Social Networking boon or bane for our system? (11.30 am-1.00 pm)	<ul style="list-style-type: none"> • Dr. Vandana Shahi (Principal, B. C. M Sr. Sec. School, Dugri, Ludhiana) • Mrs. Manju Bhatti (Lecturer, B. C. M Sr. Sec. School, Sec-32, Ludhiana)

Day 4 Feb 26th, 2015)

Sr.No.	Session and name of the activity	Resource Persons
1	Extension Lecture on the topic “Importance of English in Modern day life” (11.30 am-1.00 pm)	<ul style="list-style-type: none"> • Mr. Vikas Kharbanda (Director, Metamorphosis, Ludhiana)

Day 5 Feb 27th, 2015)

Sr. No.	Session and name of the activity	Resource Persons
1	Subject Seminar on CCE (11.30 am-1.00 pm)	Mrs. Madhu Sharma,CCE Coordinator(B. C. M Sr. Sec. School, Sec-32, Ludhiana)

Day 6 Feb 28th, 2015)

Sr.No.	Session and name of the activity
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1	Test from “Reverberates” (10.30-11.30 am)
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Day 7 March 2nd, 2015)

Sr.No.	Session and name of the activity	Resource Persons
1	Mock Interview Session(Sharpening Interview Skills)(10.30 am-12.30 pm)	<ul style="list-style-type: none"> • Ms. Jaspreet Kaur (Director, Doraha Public School, Doraha) • Dr. Charanjit Singh (Director, RICCS Computer Centre, Ludhiana)
2	Session-II Concluding Session (1.00-3.00 pm)	

Talent Hunt

- ❖ College organized a week long Talent hunt programme from 3rd -9th September, 2014 in order to explore the hidden talents of the students.

ANNEXURE VII

ACADEMIC ACHIEVEMENTS IN PANJAB UNIVERSITY

B.Ed (Special Education), B.Ed., and M.Ed Results

B.Ed Special Education

B.Ed Special Education (LD) students of the college have achieved excellence by securing six positions out of first ten in the university merit list. The 1st, 2nd, 4th, 5th and 6th positions has been secured by the college students in P.U. B.Ed. Special Education Examinations (1st Semester). The detail is as per follows:

Name of the Student	Position In College/P.U
Ms.Jatinderjit Kaur	1 st in the University & 1 st Position in college
Ms.Kirandeep Kaur	2 nd in the university & 2 nd Position in college
Ms.Aditi Jain	4 th in University & 3 rd Position in college
Ms.Jyoti Sharma	5 th in University and 4 th in college
Ms.Leeza	6 th in University and 5 th in college
Ms.Rekha Saini	6 th in University and 5 th in college

B.Ed. Result

Sr. No.	Name	Position	Marks
1.	Yeenu	1 st in College 3 rd in College	936/1100
2.	Akansha	2 nd in college	927/1100
3.	Zinnia Arora	3 rd in college	924/1100

M.Ed Result

M.Ed students of the college achieved excellence by securing 100% result. A total of 35 students appeared in the P.U M.Ed examination (Ist Semester) and all of them passed with Ist division. The detail is as per follows:

- Total Students Appeared : 35
- Pass With 1st Division : 35
- In PU Merit List : 33

Name	Position In College/P.U	Marks
Ms.Rupinder Kaur	1 st Position in college 1 st in PU, Chd. Gold Medallist	1011/1200
Ms.Simmi	2 nd Position in college 5 th in PU, Chd.	993/500
3. Ms.Prabhjot Kaur	3 rd Position in college. 8 th in PU, Chd.	990/1200

ANNEXURE VIII

Faculty Development Programme

Faculty Development Programme was organized from March 28th – April 2nd 2014. The focus of the programme was to share the experience, information and knowledge gained by faculty through participating in various seminars and workshops during the session. The detail of the programme is as per below:

Sr.No	Date	Resource person	Topic
1	28-03-2014	Ms.GagandeepKaur, Asst. Prof.	Quality Education-Need of Hour
2	28-03-2014	Ms.JasmeetBedi, Asst. Prof.	Internet Phobia
3	29-03-2014	Ms.RamandeepKaur, Asst. Prof.	Faculty Development Programme
4	29-03-2014	Ms.PrabhleenKaur, Asst. Prof.	Quality Education
5	31-03-2014	Ms.ManminderKaur, Asst. Prof.	How to write a research paper
6	31-03-2014	Ms.SuprernaKhanna, Asst. Prof.	Stress and its type
7	01-04-2014	Ms.JasdeepKaur, Asst. Prof.	CBSE
8	01-04-2014	Ms.AmritpalKaur, Asst. Prof.	Punjabi Bhasha di AjokiStihi
9	02-04-2014	Ms.Aarti Sharma, Asst. Prof.	Bullying in Schools

Faculty Development Programme

Faculty Development Programme was organized from December 15th – December 27, 2014. The focus of the programme was to share the experience, information and knowledge gained by faculty through participating in various seminars and workshops during the session. The detail of the programme is as per below:

Sr.No	Date	Resource person	Topic
1.	15-12-2014	Mr. Nitin Raj	Learning Disability
2.	16-12-2014	Mr. Sunil Rai	Cyber Crime
3.	17-12-2014	Ms. JasmeetBedi	Forgetting
5.	19-12-2014	Ms. PrableenKaur	Mental Retardation
6.	20-12-2014	Ms.GagandeepKaur	Thinking

7.	22-12-2014	Ms.RituMahajan	Insurance
8.	23-12-2014	Ms. AmandeepKaur	Reiki
9.	24-12-2014	Ms. Jasdeep Kaur	Resilience among school children
10.	27-12-2014	Ms. GeetaKundi	Positive thinking

Faculty Development Programme

Faculty Development Programme organized by the Internal Quality Assurance Cell of the College was held from July 23rd -31st, 2015. The detail is as per below:

S.No.	Name of the faculty member	Topic for FDP	Date
1.	Ms. JasmeetBedi	Role of NAAC	July 23 rd ,2015
2.	Ms. Ritu Dang	Learning Possibilities in Science	July 23 rd ,2015
3.	Ms. Mini Sharma	Reflective Teaching	July 23 rd ,2015
4.	Mr. Sunil Kumar	Mobile Learning	July 24 th ,2015
5.	Ms. GeetaKundi	Vygotsky Theory	July 24 th ,2015
6.	Mr. Nitin	Autism	July 25 th ,2015
7.	Ms. JasdeepKaur	How to be Happy	July 25 th ,2015
8.	Dr. SangeetaArora	Internal Assessment and how to live	July 27 th ,2015
9.	Ms. SuprernaKhanna	Environmental Studies	July 27 th ,2015
10.	Ms. GagandeepKaur	How to be Successful in life	July 28 th ,2015
11.	Ms. Aarti Sharma	Tapping the Gold in Yourself	July 28 th ,2015
12.	Ms. RamandeepKaur	Initiatory School experience Programme	July 29 th ,2015
13.	Dr.ParwinderKaur	SarvShikshaAbhiyan	July 31 st ,2015

14.	Mr. Obaid Anwar	Special Education-An Over View	July 31 st ,2015
15.	Ms. SuprernaKhanna	Environmental Studies	July 31 st ,2015
16.	Ms. RituMahajan	Piaget Theory	July 30 th ,2015
17.	Ms. HardeepKaur	RAMSA	July 31 st ,2015
18.	Ms. Yamuna	Classical dance Form and Best Out of Waste	July 31 st ,2015

Research Workshop

1	Workshop on Writing Research Proposal on 22 nd November, 2014 for M.Ed. students.	Dr. Navleen Kaur, Chairperson, dept. of Community Education and Disability Studies, Panjab University, Chandigarh was the resource person.
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Research Journal

College released fourth issue of the BCM Research Colloquium, a biannual research journal(ISSN : 2320-9321). The Journal is dedicated to the research and scholarship that advance knowledge and refine the practice of education. The journal is ready with its fourth issue.

Release of Book

College released a book named ” Nurturing Higher Education-A Step towards Excellence.This book is an anthology of 160 research papers and research articles contributed by eminent educationists, researchers and practitioners from all over the nation. The book is edited by Mrs. Suprerna Khanna,Dr. Manminder Kaur and Ms. Gagandeep Kaur with Dr. Monika Sethi as Chief Editor.

ANNEXURE IX

Best Practice

Skill Will Week

Objectives- Skill-Will Week being the best practice of the institution is organized by keeping in view the following objectives-

- To make the pupil teachers aware about the soft skills by highlighting their importance in teaching profession.
- To acquaint the pupil teachers with their Strengths, Weaknesses, Opportunities and Threats.
- To improve Communication skills of Pupil Teachers.
- To develop Higher Order Thinking skills among Pupil Teachers.
- To develop reading habits and enrich the vocabulary of pupil teachers.
- To help the Pupil Teachers face the challenges of the world of work.

Context- In the highly competitive world, none can deny the significance of communication skills and above all employability skills. Teachers are expected to possess excellent communication skills as for a teacher, it is not only important to deliver a lecture but the quality presentation also imperative. Our being an education college focuses on the needs and professional growth of the pupil teachers. Therefore, B.C.M College of Education organizes Skill-Will Week every year to sharpen the communication and employability skills of the pupil teachers.(Annexure I)

Practice- College organizes a week long Skill Will programme every year to equip the student teachers with excellent communication and employability skills. During the week, different sessions viz. Extension lectures on Personality Development, Communication Skills, Paradigm Shift in School Education, Importance of English in modern day life etc.; Panel Discussion on current issues, Workshop on CV writing and Mock Interview Sessions are conducted by eminent educationists and resource persons to highlight the importance of effective communication for teachers.

Evidence of Success- Skill-Will Week programme has been successfully running for the past four years wherein the students are acquainted with the world of work and nevertheless their communication skills are also honed .The success of this programme can be further authenticated through the data from the Placement Cell of the college.

Problems Encountered

- Paucity of time due to overloaded curriculum
- Heterogeneous group of students from different educational backgrounds.
- Inviting resource persons for the various Skill-Will Week activities.

Resources Required

- Experts for conducting Mock Interview, Panel Discussions, Extension Lectures
- e-resources
- Expert faculty to coordinate the activity

SKILL WILL WEEK (FEB 21 -26, 2015)

Day I

Sr. No.	Session and name of the activity	Resource Persons
1.	Inaugural Session	
2	Session -I Personality Development (Presentation Skills and Public Speaking) (10.00 am -12.00 pm)	Dr. Ashu Toor (Asst. Prof.PAU,Ldh.)
3	Movie session-Tare Zameen par(12.30-2.30 pm)	

Day 2

Sr.No.	Session and name of the activity	Resource Persons
1	Teaching Aid Exhibition	

Day 3

Sr. No.	Session and name of the activity	Resource Persons
1	Session-I Seminar on the Topic “Paradigm Shifts in School Education- a call for action”(10.00 -11.00 am)	Dr. Paramjit Kaur (Principal, B. C. M Sr. Sec. School, Shastri Nagar, Ludhiana)
2	Session-II Mock Interview Session(Sharpening Interview Skills)(11.30 am-1.30 pm)	<ul style="list-style-type: none"> • Dr. Vandana Shahi (Principal, B. C. M Sr. Sec. School, Dugri, Ludhiana) • Dr. Charanjit Singh (Director, RICCS Computer Centre, Ludhiana)
3	Mock Interview Session in Tutorial Groups (1.30-2.30 pm)	Tutorial Incharges

Day 4

Sr.No.	Session and name of the activity	Resource Persons
1	Session –II Sharpening Communication Skills of Teachers (Lecture cum Demonstration Session on the Topic Communication Skills)(10.00-11.00 am)	Mrs. Pallavi (Lecturer, B. C. M Sr. Sec. School, Shastri Nagar, Ludhiana)
2	Work Shop on Resume Writing (11.00 am-12.30 pm)	Dr. Charanjit Singh (Director, RICCS Computer Centre, Ludhiana)
3	Resume writing by students in Tutorial Groups (1.00-2.30 pm)	Tutorial Incharges

Day 5

Sr.No.	Session and name of the activity	Resource Persons
1	Session-I Panel Discussion on the topic-Is Peer Pressure Beneficial or Harmful? (10.00 am-12.00 pm)	<ul style="list-style-type: none"> • Dr. Rekha Teji (Principal ,K.C College of Education, Nawashahar • Mrs. Amar Jyoti (Principal, B. C. M Sr. Sec. School, Basanti City, Ludhiana) • Mrs. Shikha Uppal (Lecturer, B. C. M Sr. Sec. School, Sector-32, Chandigarh Road, Ludhiana)
2	Session-II Concluding Session (12.30-2.00 pm)	

ANNEXURE X

Best Practice

Need Based Remedial Coaching

Session-2014-15

Objectives- Remedial teaching being the best practice of the institution is organised by keeping in view the following objectives:

- To provide need based coaching to the pupil teachers.
- To enhance the academic results of pupil teachers.
- To cater the needs of pupil teachers.
- To help the students in solving their problems related to content.

Context- Our being an education college focuses on all issues and provide remedial teaching to pupil teachers. Since 2010-11, college organised a week long remedial teaching to students. In this practice, all the students of B.Ed. were grouped into 3 groups i.e. Booster, Average and Remedial. The grouping of students were based on their marks of house tests. Criterion of grouping was based on the NPC. According to this NPC, Booster group consisted of upper 27% achievers in total students whereas Remedial group consisted of lowest 27% achievers in total students and remaining students were grouped as average group. Different type of strategies and methods were followed to provide need based teaching to the students. A special time-table was prepared for the all groups.

Practice- From the session 2014-15, this practice had been modified to Need Based Coaching to pupil teachers. The pupil teachers were provided counselling according to their needs. Above average and below average students were helped to enhance their results and to get university positions. During this practice,

- Mrs. Suprerna Khanna was appointed as co-ordinator of below average group and Dr. Manminder Kaur as co-ordinator of above average group and were asked to prepare special time-table for their groups.
- Special strategies were formulated to cater the needs of the students.
- Students were asked about their problems in different subjects and a weeklong coaching was provided to solve their problems covering various aspects like how to attempt the paper, use of diagrams, flow charts etc. In the paper, use of quotes in paper and language expression skills.
- Group discussions were conducted and after that written test were conducted and proper feedback was given to students to enhance the results.

Evidence of success- The success of this programme is evident from the university results of the college. There is an increase in the number of students in the university merit list. Detail of percentage of student in 3 consecutive years are as follow:-

Percentage	Number of students (2012-13)	Number of students (2013-14)	Number of students (2014-15)
80% and above	29	23	47
79-70%	119	217	204
69-60%	95	37	21

Problems Encountered

- Routine time-table is disturbed.
- Heterogeneous group of students from different educational background.
- Students are not psychologically ready to come on odd times.
- Faculty is over burdened as they need to employ extra efforts.

Resources required

- More study material for pupil teachers.
- Simple and easy material for pupil teachers.
- Expert faculty is needed.