

## 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)

2015-16

#### I. Details of the Institution

1.1 Name of the Institution

B.C.M. College of Education,

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 <sup>st</sup> Cycle	A	3.10	2009	2014
2	2 <sup>nd</sup> Cycle	--	--	--	--
3	3 <sup>rd</sup> Cycle	--	--	--	--
4	4 <sup>th</sup> 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
- vi. AQAR 2014-15 submitted to NAAC on 15/01/2016

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

06

2.7 No. of Employers/ Industrialists

-----

2.8 No. of other External Experts

-----

2.9 Total No. of members

21

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff  Students  Alumni  Others

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” was organized on 21<sup>st</sup> March, 2016 for M.Ed. students. Dr. Gurmeet Singh, Asstt. Prof., Malwa College of Education was the resource person. He enlightened the minds of students with various key points related to research. Students were guided about selection of research topics, framing of hypotheses, sources of data collection etc.
2. Best out of waste workshop was organized by Mrs. Yamuna, Asst. Prof., B.C.M College of Education. This workshop proved to be of great help for the students as they were acquainted with the knowledge of preparation of various teaching aids.
3. Subject Seminar was organized on CCE Scheme by Mrs. Madhu Sharma, CCE Coordinator B.C.M. Sr. Sec. School, Sector 32, Ludhiana. She highlighted the basic pattern of evaluating students performance in accordance with the norms of Continuous Comprehensive Evaluation Scheme introduced by C.B.S.E in 2010.
4. Seminar on Paradigm Shift in school education- A call for action by Dr. Paramjit Kaur Principal, B.C.M. Sr. Sec. School, Shastri Nagar, Ludhiana. She made deliberate effort to throw light on the major changes in the Indian Education System.

## 2.14 Significant Activities and contributions made by IQAC

- |   |
|---|
| <ol style="list-style-type: none"> <li>1. Skill Will Week</li> <li>2. Publication of a book</li> <li>3. NCERT Project on Innovative Practice</li> <li>4. Faculty Development Programme</li> <li>5. Art and Craft Workshops for students.</li> </ol> |
|---|

## 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</p> <p>* NCERT Project</p> <p>*Alumni Association</p>	<p>* NCTE team comprising of two members, Mr. C.M Srivastva and Dr. Chotu Singh visited the college on January 18<sup>th</sup>, 2016 for approval of B.A B.Ed /B.Sc B.Ed programme.</p> <p>* NCERT, New Delhi awarded the project entitled “Soft Skills Education Programme to Foster Communication and Employability Skills among Pupil Teachers” in All India Competition on Innovative Practices presented by Dr. Monika Sethi, Offg. Principal, Team Leader and Dr. Jasdeep Kaur, Project Co-ordinator.</p> <p>* Ms. Jaspreet Kaur, (session 2009-10) alumni of the college was invited as a Giddha Instructor to train the team of the college for the participation in Youth Festival.</p> <p>* Mr. Vivek and Miss. Vandana (session 2014-15) Alumni of the college were invited to share</p>



PhD				
PG	01			
UG	02			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others (Add on course- Soft Skill Education)	01			
Total	04			

Interdisciplinary				
Innovative				

- 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 I attached**

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

As per NCTE norms 2014, semester system was introduced by Panjab University, Chandigarh. Principal of the college attended the meeting of Board of Studies to revise the syllabus of B.Ed and M.Ed as scheduled by Panjab University, Chandigarh and the same was implemented in the college

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

-----

**Criterion – II**

**2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent

Total	Asst. Professors	Associate Professors	Professors	Others
25	24	1	--	--

faculty

2.2 No. of permanent faculty with Ph.D.

06

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
01	--	--	--	--	--	--	--	--	--

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	-----	18	-----
Presented papers	-----	10	-----
Resource Persons	-----	7	-----

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

- An initiative was taken for the students facing language related problems. Individualised need based coaching was given to 04 students who belonged to other states.
- Publication of Book “REVERBERATES- Outstanding Book Reviews- 2016” with ISBN No. 978-93-84507-75-6. 59 book reviews were selected for publication which was the reflection of reading habits of the faculty members of the various sister institutions were published.
- Skill Will Week was organised from 23<sup>rd</sup> February to 29<sup>th</sup> February, 2016 to inculcate the communication and employability skills among students. **(Annexure-VI)**

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

214

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. affiliating body

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

Curriculum Revision Workshops organised by 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 : (2015-16)

Title of the Programme	Total no. of students appeared	Division				
		Distinction (Above 70 %)	I %	II %	III %	Pass %
B.Ed.	111	65.76%	100%			100%
M.Ed.	28	46.45%	100%			100%
B.Ed. (Spl. Edu.)	07	85.71%	100%			100%

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

- ★ Meeting with various stakeholders were organised from time to time.
- ★ Self prepared Performa was filled by the students for the overall appraisal of the institution.
- ★ Rating scale was used to take feedback regarding resource persons of the session.
- ★ Performance of teachers was appraised with the help of Rating Scale.
- ★ Corrective measures were taken to encounter the problems faced by the students.
- ★ Innovative teaching and learning strategies were implemented for the better understanding of the students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-----
UGC – Faculty Improvement Programme	-----
HRD programmes	-----
Orientation programmes	-----

Faculty exchange programme	-----
Staff training conducted by the university	02
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	-----
Others (Resource person at DD Punjabi)	01

#### 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

<ul style="list-style-type: none"> <li>★ A Workshop on “Writing Research Proposal” was organized on 21<sup>st</sup> March, 2016 for M.Ed. students. Dr. Gurmeet Singh , Asstt. Prof., Malwa College of Education was the resource person. He enlightened the minds of students with various key points related to research. Students were guided about selection of research topics, framing of hypotheses, sources of data collection etc.</li> <li>★ Publication of Book “REVERBERATES- Outstanding Book Reviews-2016” with ISBN No. 978-93-84507-75-6. 59 book reviews were selected for publication which was the reflection of reading habits of the faculty members of the various sister institutions were published.</li> <li>★ College released a book named” Education for Sustainable Development – Vision to Reality” with ISBN no. 978-93-85447-23-5. Articles and research papers from distinguished scholars were taken and published after thorough review by the editorial board.</li> </ul>
---

##### 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	01	B.C.M Management	18,782	18,782
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)

Note: SC and BC category students and the students belonging to minority categories received scholarships from Online Submission on Aashirwad Portal, Prerna Portal and National Scholarships Scheme.

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 (With sister institutions for Teaching Practice)

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	01
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
01	--	01	--	--	--	--

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

01
01

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

01
----

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	50	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 2015-16 as resource person, counsellor, superintendent, invigilator, inspection, evaluation etc.

**ANNEXURE II** 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	5000sq. m			
Class rooms	9(5730.50sq.m )			
Laboratories	7(2427.25sq. m)			
Seminar Halls	2(2258.63sq.m)			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	Music system and mikes	9,35,147	Fees from students	9,35,147
Value of the equipment purchased during the year (Rs. in Lakhs)	-----	-----	-----	-----
Others	-----	-----	-----	-----

#### 4.2 Computerization of administration and library

- ★ The library has the facility of Online Public Access Catalogue (OPAC) through which books can be accessed online in the Local Area Network (LAN).
- ★ INFLIBNET is available through which e-book is made available to faculty and students.
- ★ Data Tech Software internetworking server is used in administrative block.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8064	1125000	93	34050	8157	1159050
Reference Books	4320	751557	10	3720	4330	755277
e-Books	e-books of INFLIBNET	5000 Annual	-----	-----	e-books of INFLIBNET	5000 Annual
Journals	32	25500	---	---	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	55	01	04	01	--	03	03	01

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

- 20 new monitors were purchased worth Rs. 59,406 for the up gradation of technology.
- Local Area Networking and Wi-Fi facility is available in college campus.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	53,940
ii) Campus Infrastructure and facilities	1,58,438
iii) Equipments	45,709
iv) Others	7,49,000
Total :	10,07,087

### Criterion – V

## 5. Student Support and Progression

### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation programme was organized from 18th August to 22<sup>nd</sup> August for B.Ed students and for M.Ed. students so as to aware the students regarding the services and facilities provided by the institution.
- Awareness about centralized Post Matric Scholarship Scheme for SC/ST category and helped them in online filling of applications at Aashirwad Portal for Scholarship.
- Institution spent Rs. 2,10,667 on Youth and Heritage Festival and 23,737 on sports activities.

## 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

### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
118	28	--	--

### (b) No. of students outside the state

05
----

### (c) No. of international students

--
----

No	%
11	7.53

Men

Women

No	%
135	92.47

Last Year (2014-15)						This Year (2015-16)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
289	51	--	--	--	340	108	26	--	11	01	146

Demand ratio 63.47%

Dropout 5.063%

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

Coaching for Teacher Eligibility Test (TET) was given to 34 students from 6<sup>th</sup> June, 2016 to 22<sup>nd</sup> June, 2016 to prepare the students for Punjab State Teacher Eligibility Test (PSTET) which was scheduled to be held on 21<sup>st</sup> August, 2016 and Central Level Teacher Eligibility Test (CTET) to be held on 18<sup>th</sup> September, 2016. PSTET is conducted by SCERT at State Level and CTET is conducted by CBSE at National Level.

No. of students beneficiaries

34
----

5.5 No. of students qualified in these examinations

NET	--	SET/SLET	--	GATE	--	CAT	--
IAS/IPS etc	--	State PSC	--	UPSC	--	Others (CTET and PSTET)	10

5.6 Details of student counselling and career guidance

- ★ Dr. Manminder Kaur provided guidance services to 13 practicing schools of the city during Pre-Internship programme held from November 2<sup>nd</sup> -16<sup>th</sup>, 2016.
- ★ A Career Counselling session was conducted by Ms. Gagandeep Kaur for the students of Govt. High School, Khasi Kalan on January 7<sup>th</sup>, 2016.
- ★ 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
<p>Note: As per NCTE norms, B.Ed and M.Ed course is of two years from the session 2015-16. Therefore, the students of the session 2015-16, will complete their degree in 2017 and after that they will be placed in different institutions.</p>			

## 5.8 Details of gender sensitization programmes

### WOMEN'S DAY CELEBRATION

- ★ Women Cell celebrated Women's day on 4<sup>th</sup> April, 2016 with full fervor, zest and zeal with the theme "Look beyond Looks". M.Ed,B.Ed(General) and B.Ed (Special Education) students participated whole heartedly in the event by reciting poems, songs, motivational stories, dramatics, skits etc highlighting the different roles of Women.

## 5.9 Students Activities

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

State/ University level  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	---	----
Financial support from government	32	19,84,000
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 III attached**

5.12 No. of social initiatives undertaken by the students

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

- ★ Under the able guidance of Dr. Ravinderjeet Kaur, Grievance redressal cell has been established in the college to give immediate solution to the problems of the students (if any).
- ★ There is a provision of suggestion box in the college to get suggestions and to know the grievances of the students so that needful actions can be taken by the higher authorities.
- ★ Anti-ragging committee has been formed under the supervision of Dr. Monika Sethi , Dean Student Welfare to look into the matters related to ragging.

## Criterion – VI

### 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision- Achieving Inclusive Excellence; Transforming Society

Mission

- 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 rooted 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.

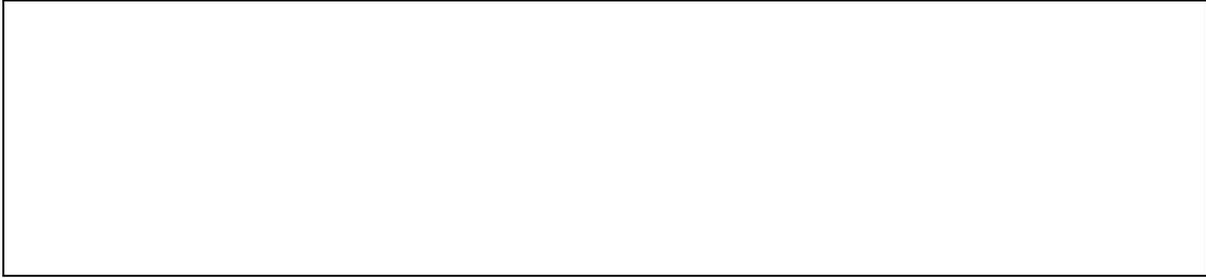
6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

- ★ Dr. Monika Sethi attended Board of Studies Meeting held at Panjab University, Chandigarh to finalise B.Ed and M.Ed Curriculum.
- Dr. Monika Sethi Attended a meeting of Principals 'meet regarding NAAC and Choice based credit system and Self federation colleges regarding 2 year B.Ed/M.Ed Course at Panjab University, Chandigarh on November 26<sup>th</sup>, 2015 .
- Dr. Monika Sethi attended workshop regarding internship for Semester III at G.H.G Khalsa College of Education, GurusarSadhar on January 22<sup>nd</sup>, 2016.
- Dr. Monika Sethi attended meeting at Dept. of Youth Welfare, Panjab University, Chandigarh on January 25<sup>th</sup>, 2016 regarding norms and eligibility for participation in Zonal and Inter zonal Youth Festival keeping in view two year B.edamd M.Ed course.
- Dr. Monika Sethi along with Mr. Obaid Anwar attended meeting for B.Ed Special Education Curriculum Revision at Dept. of Community Education and Guidance, Panjab University, Chandigarh on February 17<sup>th</sup>, 2016.
- Mrs. Ritu Dang attended a meeting at Dev Samaj College of Education, Chandigarh on August, 6<sup>th</sup>, 2015 regarding Youth Festival.
- Mrs. Mini Sharma attended one day workshop on syllabus revision for Teaching of English at GHG Khalsa College of Education, SidhwanKhurd on September 16<sup>th</sup>, 2015.
- Mrs. Ritu Dang attended a meeting regarding participation in Youth Festival at Dev Samaj College of Education, Chandigarh on September 18<sup>th</sup>, 2015.
- Dr. Manminder Kaur and Ms. Ritu Dang attended curriculum revision workshop for revising Two Year B.Ed Curriculum as per NCTE 2014 at Dev Samaj College of Education, Chandigarh on February 5<sup>th</sup>, 2016.
- Dr. Monika Sethi attended the meeting of Board of Studies on 16<sup>th</sup> June 2016 at Panjab University, Chandigarh regarding syllabus of Semester I & III of B.Ed (General).



### 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, and ICT integrated lessons, Projects, Teaching by Reflections, Online teaching through Teachers Web Portals etc.
- Teaching Practice in Schools was conducted in two phases. First phase of the teaching practice was from 02.11.15 to 16.11.15 and the second phase was from 04.04.16 to 19.04.16 . 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 02.012016 to 08.012016. 50 volunteers participated in the camp with great zeal and enthusiasm under the guidance of Programme Officers, Mrs. Manjit Kaur and Mrs. Aarti Sharma. The various activities conducted by the volunteers during the camp include afforestation, cleanliness drive, medical and health camps, rallies concerning environment and social awareness.

### 6.3.3 Examination and Evaluation

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

**Annexure IV attached herewith**

### 6.3.4 Research and Development

#### Research Workshop

- ★ One day research workshop for M.Ed. Students on ‘Writing Research Proposal’ was organized on 21<sup>st</sup> March, 2016. Dr. Gurmeet Singh, Asstt. Prof. , Malwa College of Education was the resource person.

#### Release of Book

- ★ Publication of Book reviews in the form of book “Reverberates” with ISBN no. 978-93-84507-75-6.
- ★ College released a book named Education for Sustainable Development – Vision to Reality” with ISBN no. 978-93-85447-23-5.

#### Attended Research Workshop

- ★ Ms. Shilpa Kaura, Asst. Prof. and Ms. Vandana Verma, M.Ed student attended the seven days National Workshop on “ Basics in Research Methodology and Statistical Techniques” from 24<sup>th</sup> June, 2016 to 30<sup>th</sup> June 2016 at KIMT, Ludhiana. The workshop was organised by Association for Research and Advanced Studies in collaboration with KIMT.

#### Faculty Development Programme

- ★ The Internal Quality Cell of the college organised Faculty Development Programme in the session 2015-2016 to enhance the skills of the faculty. (**Annexure V**)

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

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

- Glory of the library was enhanced with the addition of Text books and Reference books purchased during the year.
- Best reader was awarded 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:

- A music system worth Rs. 9,53,147 was purchased in the session 2015-16.
- A cooler worth Rs. 3460 have been purchased.
- A grass cutting machine and exhaust fan worth Rs. 3959 and Rs. 890 respectively were purchased.

### 6.3.6 Human Resource Management

In order to improve the quality of human resources, college formed various clubs (Eco Club, Literary Club, Red Ribbon Club, Peace club and Fine Arts Club) for the session 2015-16 as given below:

Name of Club	Name of Members
Peace Club	Ms. Jasmeet Bedi, Mrs. Ritu Mahajan and Ms. Prabhleen Kaur
Literary Club	Dr. Sangeeta, Mrs. Manjeet Kaur and Mrs. Amita
Eco Club	Mrs. Ritu Dang, Mrs. Jasdeep Kaur and Mrs. Kawalpreet Kaur.
Red Ribbon Club	Mrs. Suprerna Khanna, Ms. Amandeep Kaur and Ms. Gagandeep Kaur
Fine Arts Club	Mrs. Yamuna and Mrs. Hardeep Kaur

### 6.3.7 Faculty and Staff Recruitment

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

### 6.3.8 Industry Interaction / Collaboration

#### **Educational Visits**

##### **★ Visit to A Special School (Braille Bhawan)**

B.C.M College of Education organized a visit to one such place that demonstrates exponential courage by its inhabitants on the 30<sup>th</sup> of November, 2015- a special school for the visually challenged students known as Government Institute for the Blind, Braille Bhawan. The visit helped the pupil-teachers in gaining an insight into the specialized and differentiated instructions, mediums of instruction and instructional material. It also helped them to gain a better understanding of the need of an inclusive setting in which these differently- able students can also participate and shine through.

##### **★ Teaching Practice Phases**

Teaching Practice in 18 Schools was conducted in two phases for 45 days as prescribed by P.U.,Chd. First phase of the teaching practice was from 02.11.15 to 16.11.15 and the second phase was from 04.04.16 to 16.04.16. During teaching practice, students practically implemented the teaching skills learnt in the Course.

##### **★ Celebration of World Disability Day**

World's disability Day was celebrated on 4 December, 2015. The aim of celebrating this day was to encourage a better understanding of people affected by a disability. Such efforts not only helps to create awareness about the rights, dignity and welfare of disabled people but also raises awareness about the benefits of integrating disabled persons into every aspect of life. Dr. Vibhu Narad, pediatric surgeon, Ludhiana and Mrs. Paramjit Kaur, Principal, Braille Bhawan, Ludhiana were the guests of the day. Dr. Vibhu Narad delivered a highly informative lecture on disability- concept[t, types, consequences and remedies. Mrs. Paramjit Kaur stressed on self empowerment. She encouraged the students to face challenges and difficulties of the life.

##### **★ Organization of Rally on World's Disability Day**

A rally was organized on the occasion in which as many as 150 students of the college took part. Students showed a great enthusiasm for the rally and raised the slogans in order to spread awareness on the issue of Disability. The chief guest of the day were Mrs. Paramjit Kaur and Dr. Vibhu Narad along with Sh. S.K Mehtaji, Sh. R.B Khannji flagged off the rally. The rally after passing through various parts of the Sector 32A, Urban Estate culminated at the college campus. The students very successfully made the people of the locality aware about the concept of inclusive education and giving equal rights and respect to the persons with disabilities

#### 6.3.9 Admission of Students

Online Admission Help Desk for the admission was formed in the college to help students to apply for B.Ed, M.Ed and B.Ed( Special Education) for the session 2015-16.

#### 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

10874296

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	<input checked="" type="checkbox"/>	P.U. Annual Inspection was conducted on 17/07/2015	<input checked="" type="checkbox"/>	Management, Principal and faculty
Administrative			<input checked="" type="checkbox"/>	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.
- Unit tests were conducted for the B.Ed (General), B.Ed (Special Education) and M.Ed students from Feb 15<sup>th</sup>- 20<sup>th</sup> ,2016.

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

- ★ Ms. Jaspreet Kaur (2009-2010) alumni of the college was invited as a Giddha Instructor to train the team of the college for the participation in Youth Festival.
- ★ Mr. Vivek and Miss. Vandana (2014-15) Alumni of the college were invited to share their experiences of the NSS Camp at the inauguration of the NSS Camp for the session 2015-16.

6.12 Activities and support from the Parent – Teacher Association

Parents of toppers were honoured whose wards were facilitated with “Rollof Honour” on Annual Convocation cum Prize Distribution Function held on 27<sup>th</sup> March,2015.

- ★ Parents of three students from M.Ed (Ms. Baljeet Kaur, Ms. Simranjeet Kaur and Ms. Manakaran Kaur), four from B.Ed General (Ms. Priya Sharma, Ms. Kiranvir Kaur, Ms. Parminder Kaur and Ms. Ritu Kanda) and six from B.Ed Special Education (Ms. Jatinderjit Kaur, Ms. Kirandeep Kaur, Ms. Aditi Jain, Ms. Jyoti Sharma, Ms. Leeza and Ms. Rekha Saini) were honoured respectively.

6.13 Development programmes for support staff

- ★ Class IV employees are given increments in their pay from time to time in order to boost their morale.
- ★ They are provided with special gifts on sports day for their unassailable support to the college and faculty members.

#### 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.
- ★ ECO Club of the college organised 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.

1. Get Set Go!!!- An Initiative for Students facing Language Related Problems. (ANNEXURE – V)
2. Soft Skills Education Programme to foster Communication and Employability Skills among Pupil teachers. . (ANNEXURE – VI)

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><b>*Initiation of new course</b></p> <p>* NCTE team comprising of two members, Mr. C.M Srivastva and Dr. Chotu Singh visited the college on January 18<sup>th</sup>, 2016 for approval of B.A B.Ed /B.Sc B.Ed programme.</p> <p><b>* NCERT Project</b></p> <p>*NCERT, New Delhi awarded the project entitled “Soft Skills Education Programme to Foster Communication and Employability Skills among Pupil Teachers” in All India Competition on Innovative Practices presented by Dr. Monika Sethi, Offg. Principal (Team Leader) and Dr. Jasdeep Kaur (Project Co-ordinator)</p>

### **\*Alumni Association**

\* Ms. Jaspreet Kaur(2009-2010) alumni of the college was invited as a Giddha Instructor to train the team of the college for the participation in Youth Festival.

- ★ Mr. Vivek and Miss. Vandana (2014-2015) Alumni of the college were invited to share their experiences of the NSS Camp at the inauguration of the NSS Camp for the session 2015-16.

### **\*Parents Teachers Association**

Parents of toppers were honoured whose wards were facilitated with “Rollof Honour” on Annual Convocation cum Prize Distribution Function held on 27<sup>th</sup> March,2015.

- ★ Parents of three students from M.Ed (Ms. Baljeet Kaur, Ms. Simranjeet Kaur and Ms. Manakaran Kaur), four from B.Ed General (Ms. Priya Sharma, Ms. Kiranvir Kaur, Ms. Parminder Kaur and Ms. Ritu Kanda) and six from B.Ed Special Education (Ms. Jatinderjit Kaur, Ms. Kirandeep Kaur, Ms. Aditi Jain, Ms. Jyoti Sharma, Ms. Leeza and Ms. Rekha Saini) were honoured respectively.

### **\* Social Awareness Campaign**

\*A Rally was organised on 4<sup>th</sup> December, 2015 to mark the World’s Disability Day to create an awareness on “ Inclusive Education”

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

1. Get Set Go!!!- An Initiative for Students facing Language Related Problems.
2. Soft Skills Education Programme to foster Communication and Employability Skills among Pupil teachers.

7.4 Contribution to environmental awareness / protection

- ★ 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.
- ★ ECO Club of the college organised Plantation Drive at Govt. Sr. Sec. School, Khasi Kalan during NSS Camp.

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 (2016-17)**

- 1) IQAC of College will send proposal for organizing College Development Council, Panjab University sponsored seminar.
- 2) IV issue of Reverbrates will be published
- 3) Seminar on Inclusive Education will be organized in February, 2017.
- 4) Verification of Title of Research journal will be sent to RNI.
- 5) Book publication on current issue with ISBN will be pursued by IQAC.
- 6) Faculty Exchange Programme will be organized.
- 7) Academic auditing will be our regular feature in future.
- 8) ECO Club will be given the charge to conduct Green Auditing every year.
- 9) Self Prepared feedback performas will be prepared to get the feedback of stakeholders like Parents, Alumni and heads of the practicing schools.
- 10) Placement Fair will be organized for the students of IV Semester.

Name Dr. MONIKA SETHI

Name Dr. MONIKA SETHI  
Offg. Principal.

[Signature]  
Signature of the Coordinator, IQAC

[Signature]  
Principal  
B.C.M. College of Education  
Signature of the Coordinator, IQAC  
Ludhiana-141010

\*\*\*

## ANNEXURE I

### FEEDBACK FROM STUDENTS

Teacher Evaluation by Students Please rate the Course teachers on the following attributes using the 10- points scale shown:		Teacher Evaluation by Students Please rate the Course teachers on the following attributes using the 10- points scale shown:		Teacher Evaluation by Students Please rate the Course teachers on the following attributes using the 10- points scale shown:																									
10	9	8	7	6	5	4	3	2	1	10	9	8	7	6	5	4	3	2	1	10	9	8	7	6	5	4	3	2	1
Very Good		Very Poor		Very Good		Very Poor		Very Good		Very Poor		Very Good		Very Poor		Very Good		Very Poor		Very Good		Very Poor		Very Good		Very Poor			
Name of the Teacher - Attributes		Rating		Name of the Teacher - Attributes		Rating		Name of the Teacher - Attributes		Rating		Name of the Teacher - Attributes		Rating		Name of the Teacher - Attributes		Rating		Name of the Teacher - Attributes		Rating		Name of the Teacher - Attributes		Rating			
Mr. Lovepreet Singh		10		Mrs. Jandeep Nandan		9		Mrs. Hardeep Nandan		8		Mrs. Hardeep Nandan		9		Mrs. Hardeep Nandan		8		Mrs. Hardeep Nandan		7		Mrs. Hardeep Nandan		5			
1. Communication Skills		10		1. Communication Skills		9		1. Communication Skills		8		1. Communication Skills		9		1. Communication Skills		8		1. Communication Skills		7		1. Communication Skills		5			
2. Interest generated by Teacher		10		2. Interest generated by Teacher		9		2. Interest generated by Teacher		8		2. Interest generated by Teacher		9		2. Interest generated by Teacher		7		2. Interest generated by Teacher		7		2. Interest generated by Teacher		5			
3. Ability to integrate course material with environment/ other issues/ other subjects.		9		3. Ability to integrate course material with environment/ other issues/ other subjects.		8		3. Ability to integrate course material with environment/ other issues/ other subjects.		7		3. Ability to integrate course material with environment/ other issues/ other subjects.		8		3. Ability to integrate course material with environment/ other issues/ other subjects.		6		3. Ability to integrate course material with environment/ other issues/ other subjects.		6		3. Ability to integrate course material with environment/ other issues/ other subjects.		5			
4. Impartial & equal dealing with all the students.		10		4. Impartial & equal dealing with all the students.		7		4. Impartial & equal dealing with all the students.		6		4. Impartial & equal dealing with all the students.		7		4. Impartial & equal dealing with all the students.		5		4. Impartial & equal dealing with all the students.		5		4. Impartial & equal dealing with all the students.		3			
5. Accessibility of the teacher in and out of the class		10		5. Accessibility of the teacher in and out of the class		6		5. Accessibility of the teacher in and out of the class		5		5. Accessibility of the teacher in and out of the class		6		5. Accessibility of the teacher in and out of the class		4		5. Accessibility of the teacher in and out of the class		4		5. Accessibility of the teacher in and out of the class		5			
6. Ability to design quizzes/ examination/ assignments to test understanding of the course.		10		6. Ability to design quizzes/ examination/ assignments to test understanding of the course.		5		6. Ability to design quizzes/ examination/ assignments to test understanding of the course.		4		6. Ability to design quizzes/ examination/ assignments to test understanding of the course.		5		6. Ability to design quizzes/ examination/ assignments to test understanding of the course.		4		6. Ability to design quizzes/ examination/ assignments to test understanding of the course.		4		6. Ability to design quizzes/ examination/ assignments to test understanding of the course.		4			
7. Sufficient timely feed back on students assignments / projects.		10		7. Sufficient timely feed back on students assignments / projects.		4		7. Sufficient timely feed back on students assignments / projects.		4		7. Sufficient timely feed back on students assignments / projects.		4		7. Sufficient timely feed back on students assignments / projects.		2		7. Sufficient timely feed back on students assignments / projects.		2		7. Sufficient timely feed back on students assignments / projects.		2			
8. Knowledge base of the teacher		10		8. Knowledge base of the teacher		5		8. Knowledge base of the teacher		5		8. Knowledge base of the teacher		5		8. Knowledge base of the teacher		2		8. Knowledge base of the teacher		2		8. Knowledge base of the teacher		2			
9. Sincerity/ Commitment of the teacher		10		9. Sincerity/ Commitment of the teacher		6		9. Sincerity/ Commitment of the teacher		6		9. Sincerity/ Commitment of the teacher		6		9. Sincerity/ Commitment of the teacher		5		9. Sincerity/ Commitment of the teacher		5		9. Sincerity/ Commitment of the teacher		5			
10. Punctuality		10		10. Punctuality		5		10. Punctuality		5		10. Punctuality		5		10. Punctuality		4		10. Punctuality		4		10. Punctuality		4			

Teacher Evaluation by Students  
Please rate the Course teachers on the following attributes using the 10- points scale shown:

10 9 8 7 6 5 4 3 2 1 Very Good		10 9 8 7 6 5 4 3 2 1 Very Poor		10 9 8 7 6 5 4 3 2 1 Very Good		10 9 8 7 6 5 4 3 2 1 Very Poor	
Name of the Teacher - Attributes	Rating	Name of the Teacher - Attributes	Rating	Name of the Teacher - Attributes	Rating	Name of the Teacher - Attributes	Rating
Miss. Pabbeeen MAM.	10	MAN MONIKA SETHI.	10	DOHI MAM	10		
1. Communication Skills	10	1. Communication Skills	10	1. Communication Skills	10		
2. Interest generated by Teacher	10	2. Interest generated by Teacher	10	2. Interest generated by Teacher	10		
3. Ability to integrate course material with environment/ other issues/ other subjects.	9	3. Ability to integrate course material with environment/ other issues/ other subjects	10	3. Ability to integrate course material with environment/ other issues/ other subjects.	10		
4. Impartial & equal dealing with all the students.	10	4. Impartial & equal dealing with all the students.	10	4. Impartial & equal dealing with all the students.	10		
5. Accessibility of the teacher in and out of the class	10	5. Accessibility of the teacher in and out of the class	10	5. Accessibility of the teacher in and out of the class	10		
6. Ability to design quizzes/ examination/ assignments to test understanding of the course.	10	6. Ability to design quizzes/ examination/ assignments to test understanding of the course.	10	6. Ability to design quizzes/ examination/ assignments to test understanding of the course.	10		
7. Sufficient timely feed back on students assignments / projects.	10	7. Sufficient timely feed back on students assignments / projects.	10	7. Sufficient timely feed back on students assignments / projects.	10		
8. Knowledge base of the teacher	10	8. Knowledge base of the teacher	10	8. Knowledge base of the teacher	10		
9. Sincerity/ Commitment of the teacher	10	9. Sincerity/ Commitment of the teacher	10	9. Sincerity/ Commitment of the teacher	10		
10. Punctuality	10	10. Punctuality	10	10. Punctuality	10		

### Rating of the Resource Person

Please rate the following Resource Persons using the 10 points scale down:

10	9	8	7	6	5	4	3	2	1
↓					↓				
Very Good					Very Poor				

Name of the Resource Person	Topic	Rate out of 10
Ms.Aman Instructor in Fashion Designing LPU, Phagwara	Art Workshop	9
Mrs.Yamuna Asst.Prof. BCM College of Education, Ludhiana	Art Workshop	10
Dr.Charanjit Singh Director, RICC Computer Centre	Resume Writing	10
Swami Vivekanand Ji	Interactive Session on "Spiritual Development"	4
Dr.Paramjit Kaur Principal, B.C.M Sr.Sec.School, Shastri Nagar, Ludhiana	Interactive Session on the topic "Teachers in 21 <sup>st</sup> Century"	9
Ms.Amarjyoti Ms.Jaspreet Kaur Mrs.Manju Bhatti	Panel Discussion on topic "Are Reality Shows real or fabricated"	10
Dr.Vandana Shahi Dr.Charanjit Singh Dr.Rashmi Grover	Mock Interview	9 9 9
Dr.Gagandeep Kaur	Oral Hygiene	6
Mr.Ashok Singla	Investment in Mutual Funds	5
Dr.Ashoo Toor	Personality Development	9
Mrs.Madhu Sharma	Continuous and Comprehensive Scheme of Evaluation (CCE)	9
Mr.Vikas Kharbanda	Soft Skill and Communication: It's relevance in Employability	9

### Overall Appraisal of the Institution by Students

Rate each aspect out of 10

1	Academic Environment	10
2	Usefulness of teaching material	10
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	10
10	Interaction with Principal	9
11	Availability and access of relevant course books in Library	10
12	Computers facilities	9
13	Extra – curricular Activities	10
14	Actual Opportunities for practical work	10
15	Timely coverage of course	10
16	Opportunities for Intellectual enrichment	9
17	Social environment	10
18	Equipment, maintenance and opportunities for using the different labs.	10
19	Sufficiency of Infrastructure	9
20	Overall Rating of the Institute	9

**ANNEXURE II**  
**FACULTY ENRICHMENT**

1) Dr. Monika Sethi

- Attended meeting of FSFCOE at hotel Le Baron, Ludhiana regarding admission policy of two year B.Ed programme on June 20<sup>th</sup>, 2015.
- Attended Board of Studies Meeting held at Panjab University, Chandigarh to finalise B.Ed and M.Ed Curriculum.
- Attended a meeting of Principals ‘meet regarding NAAC and Choice based credit system and Self federation colleges regarding 2 year B.Ed/M.Ed Course at Panjab University, Chandigarh on November 26<sup>th</sup>,2015 .
- Attended workshop regarding internship for Semester III at G.H.G Khalsa College of Education, GurusarSadhar on January 22<sup>nd</sup>, 2016.
- Attended meeting at Dept. of Youth Welfare, Panjab University, Chandigarh on January 25<sup>th</sup>, 2016 regarding norms and eligibility for participation in Zonal and Inter zonal Youth Festival keeping in view two year B.edamd M.Ed course.
- Attended meeting related to AISHE at Rajiv Gandhi Bhawan, Panjab University, Chandigarh on January 28<sup>th</sup>, 2016.
- Attended seminar at Moga College of Education, Moga on the topic “Academic Workforce” on January 29<sup>th</sup>, 2016.
- Along with Ms. Suprerna Khanna presented paper on the theme “Developing Professional Learning Communities” at National conference on “Teacher Education Through Partnership and Collaborative Learning Communities” held at Partap College of Education, Ludhiana on 6th February, 2016. Three M.Ed students also attended the conference.
- Along with Mr. Obaid Anwar attended meeting for B.Ed Special Education Curriculum Revision at Dept. of Community Education and Guidance, Panjab University, Chandigarh on February 17<sup>th</sup>, 2016.

- Along with Ms. Hardeep Kaur presented paper on the theme “Implementation of Life Skills Education in Schools” at a National Level Seminar on the theme “Life Skills Education: Need of the hour” held at Guru Nanak College of Education, Gopalpur on February 19<sup>th</sup>, 2016.
  - Delivered two extension lectures on the topic ‘An Overview of Tools and Techniques of Facilitating Learning’ on July 15<sup>th</sup> and 21<sup>st</sup>, 2015.
  - Delivered an extension lecture on the topic ‘Modes and Patterns of Assessing Learning Gains through Objective evaluation’ at Punjab Police Academy, Phillor on February 24<sup>th</sup>, 2016.
- 2) Ms. Hardeep Kaur attended one day workshop in Home Science at PCT Baddowal on June 4<sup>th</sup>, 2015.
  - 3) Mrs. Suprerna Khanna attended 15 days Interdisciplinary refresher course on the topic “Environmental Studies” from June, 9<sup>th</sup> -29<sup>th</sup>, 2015 at Guru Nanak Dev University, Amritsar.
  - 4) Dr. Manminder Kaur, attended 15 days Interdisciplinary refresher course on the topic Environmental Studies from June, 27<sup>th</sup> –July 17<sup>th</sup>, 2015 at Panjab University, Chandigarh.
  - 5) Ms. Amandeep Kaur attended short term course for teacher educators from June, 7<sup>th</sup> -13<sup>th</sup>, 2015 at Guru Nanak Dev University, Amritsar.
  - 6) Mrs. Ritu Dang attended a meeting at Dev Samaj College of Education, Chandigarh on August, 6<sup>th</sup>, 2015 regarding Youth Festival.
  - 7) Mrs. Mini Sharma attended one day workshop on syllabus revision for Teaching of English at GHG Khalsa College of Education, SidhwanKhurd on September 16<sup>th</sup>, 2015.
  - 8) Mrs. Ritu Dang attended a meeting regarding participation in Youth Festival at Dev Samaj College of Education, Chandigarh on September 18<sup>th</sup>, 2015.
  - 9) Ms. Yamuna and two students from the B.Ed class attended an art workshop on November 27<sup>th</sup>, 2015 at B.C.M Arya Model, School, Shastri Nagar, Ludhiana
  - 10) Dr. Parwinder Kaur and Ms. Amandeep Kaur attended a seminar at Guru Nanak Sikh Studies Centre, Panjab University, Chandigarh on December 1<sup>st</sup>, 2015. Ms. Amandeep Kaur presented paper on the topic “Guru TegBahadur Ji Di Sakhshiyat”.
  - 11) Mrs. Ritu Dang and Ms. Hardeep Kaur attended RUSA sponsored workshop on “Lesson Planning” in the subjects of Science and Home Science respectively held on December 8<sup>th</sup>, 2015 at Govt. College of Education, Chandigarh.

- 12) Mrs. Ritu Dang attended a seminar on the topic “Two year B.Ed and M.Ed Course: Challenges and Consequences” at Dev Samaj College of Education, Chandigarh on January 29<sup>th</sup>, 2016.
- 13) Dr. Manminder Kaur, Ms. Jasmeet Bedi and three students of M.Ed class attended a seminar on the topic “Research in Education” at Malwa College of Education, Ludhiana on January 29<sup>th</sup>, 2016.
- 14) Dr. Manminder Kaur and Ms. Ritu Dang attended curriculum revision workshop for revising Two Year B.Ed Curriculum as per NCTE 2014 at Dev Samaj College of Education, Chandigarh on February 5<sup>th</sup>, 2016.
- 15) Ms. Ritu Dang attended 8<sup>th</sup> National Conference on Recent Advances in Chemical, Biological and Environmental Sciences” held at M.M Modi College, Patiala on February 19, 2016.
- 16) Dr. Sangeeta Arora presented paper on the theme “Teacher Education, Curriculum and Moral Values” at a seminar on the topic “Globalization and Values” held at Govt. College of Education, Patiala on February 24<sup>th</sup>, 2016.
- 17) Ms. Jasdeep Kaur attended a UGC sponsored seminar on the topic “Journey Towards Self Culture” held at Malwa Central College of Education, Ludhiana on February 19<sup>th</sup>, 2016.
- 18) Mr. Obaid Anwar attended Continuous Rehabilitation Education(CRE) programme on the topic “Learning Disability” at Dept. of Teacher Training and Non-Formal Education, Jamia Millia Islamia, New Delhi from February 24<sup>th</sup> -28<sup>th</sup>, 2016.
- 19) Ms. Hardeep Kaur, Asst. Prof., Teaching of Home Science and Ms. Jasdeep Kaur, Asst. Prof., Teaching of Science alongwith with four B.Ed students, Sapandeep Kaur, Saloni Sharma, Shivani, Surbhi attended a two day NCERT Workshop on “Popularisation of Science” on 22<sup>nd</sup> and 23<sup>rd</sup> April 2016 at Bhutta College of Education.
- 20) Ms. Hardeep, Asst. Prof., Teaching of Home Science and Ms. Yamuna, Asst. Prof., Teaching of Fine Arts were honoured and presented University Colour on behalf of B.Ed students for their brilliant performance in Intersersity Youth Festival competition at the Annual Function organized by Dept. of Youth Welfare, Panjab University, Chandigarh on 29<sup>th</sup> April 2016.
- 21) Ms. Ramandeep Kaur delivered two extension lectures on the topic Different Methods of Teaching at PAP, Phillour on July 16<sup>th</sup> and 22<sup>nd</sup>, 2015.
- 22) 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.
- 23) Miss Jasdeep Kaur gave an extension Lecture on the topic ‘Balance Diet’ to the students of Govt. High School, Khasi Kalan on January 7<sup>th</sup>, 2016.

24) Faculty members of the college delivered extension lectures at R.S Model Sr. Sec. School ,Ludhiana .The detail is as per follows:

S.No.	Name	Topic	Date
1	Mrs. Suprerna Khanna	Stress Management	June 3 <sup>rd</sup> ,2015
2	Mrs. GeetaKundi	Positive attitude towards teaching profession	June 3 <sup>rd</sup> ,2015
3	Mrs. Mini Sharma	Evaluation	June 4 <sup>th</sup> ,2015
4	Dr.Sangeeta Arora	Lesson Planning in Hindi	June 8 <sup>th</sup> ,2015
5	Ms. ShilpaKaura	Lesson Planning in Commerce	June 8 <sup>th</sup> ,2015
6	Ms. Jasdeep Kaur	Lesson Planning in Science	June 8 <sup>th</sup> ,2015

25) Ms. Jasdeep Kaur, Asst. Prof., Teaching of Science was the resource person on the live chat show “Gallaan Te Geet” on Doordarshan Jalandhar on 12<sup>th</sup> April 2016. The topic for deliberation was “Role of efficient Parenting Practices in bringing up children with Learning Disability.”

26) Dr. Manminder Kaur delivered an extension lecture on the topic ‘Supporting Learning Disabled Children in Classroom: Practical Approach towards it’ on 4th June 2016 at R.S. Model Sen Sec School.

27) Dr. Monika Sethi attended the meeting of Board of Studies on 16<sup>th</sup> June 2016 at Panjab University, Chandigarh regarding syllabus of Semester I & III of B.Ed (General).

28) Ms. Gagandeep Kaur was appointed as Central Level Observer from 21<sup>st</sup> June 2016 to 27<sup>th</sup> June 2016 at Baba Kundan College of Education, Ludhiana for the conduct of examination of B.Ed Special Education (Mentally Retarded) by National Board of Examination in Rehabilitation, Chennai.

29) Ms. Shilpa Kaura, Asst. Prof. and Ms. Vandana Verma, M.Ed student attended the seven days National Workshop on “Basics in Research Methodology and Statistical Techniques” from

24<sup>th</sup> June 2016 to 30<sup>th</sup> June 2016 at KIMT, Ludhiana. The workshop was organized by Association for Research and Advanced Studies in collaboration with KIMT wherein 40 candidates from various educational institutions participated.

### **Professional Development of Faculty**

- Dr. Manminder Kaur received degree in MA (Psychology) from IGNOU, University at Khanna Regional Centre on August 8<sup>th</sup>, 2015.
- Dr. Manminder Kaur has been selected as Added member of Faculty of Education, Panjab University, Chandigarh.

### **Guidance Services**

- Dr. Manminder Kaur provided guidance services to various practicing schools of the city during Pre-Internship programme held from November 2<sup>nd</sup> -16<sup>th</sup>, 2016.
- A Career Counselling session was conducted by Ms. Gagandeep Kaur for the students of Govt. High School, Khasi Kalan on January 7<sup>th</sup>, 2016.

### **Performed the Duty of Flying Squad**

- Dr. Monika Sethi, Principal, B. C. M. College of Education, along with Ms. Suprerna Khanna, Senior Faculty Member carried out inspection of Examination centers as flying squad during the University Annual and Semester Exams April-May 2016 on 6<sup>th</sup> April 2016 at Malwa College, Bondli, Samrala.
- Dr. Ravinderjeet Kaur, Vice Principal, B.C.M. College of Education, along with Ms. Jasmeet Bedi, Asst. Prof., Teaching of Hindi inspected Examination centers as a member of the Inspection Team during the University Annual and Semester Exams April-May 2016 on 21<sup>st</sup> April 2016 at Govt. College, Dhudike.
- Dr. Ravinderjeet Kaur, Vice Principal, B.C.M. College of Education, inspected Examination centers as a member of the Inspection Team during the University Annual and Semester Exams April-May 2016 on 26<sup>th</sup> April 2016 at Mata Ganga College of Education for Women, Kotan, Khanna.
- Ms. Suprerna Khanna, Senior Faculty Member and Dr. Sangeeta Arora, Asst. Prof., Teaching of Hindi carried out inspection of Examination centers as flying squad during the University Annual and Semester Exams April-May 2016 on 26<sup>th</sup> April 2016 at Malwa College, Bondli, Samrala.

## **ANNEXURE III**

## **SCHEDULE FOR NSS CAMP FOR THE SESSION 2015-2016**

### **03-01-2016**

1. Campus Cleanliness
2. Adult Education Programme
3. Recreational Activity – Self Expression

### **04-01-2016**

1. Cleanliness Drive at Khasi (Health Centre, Anganwadi And Religious Places)
2. Adult Education Programme
3. Good and New Activity

### **05-01-2016**

1. Workshop on Best Out Of Waste
2. Guidance Sevices Session – by Ms. Gangandeep Kaur
3. Adult Education Programme
4. Recall and Tell

### **06-01-2016**

1. Lecture on Balance Diet – by Ms. Jasdeep Kaur
2. Rally on Cleanliness Hygiene
3. Adult Education Programme
4. Story Weaving

### **07-01-2016**

1. Adult Education Programme
2. Plantation Drive
3. Extempore

### **08-01-2016**

1. Completion of Task
2. Valedictory Function

## **ANNEXURE IV**

### M.Ed Result 2016

<b>Total Students</b>	<b>26</b>
<b>Above 80%</b>	<b>07</b>
<b>Above 70%</b>	<b>11</b>
<b>Above 60%</b>	<b>07</b>
<b>Below 60%</b>	<b>01</b>

<b>Name of Student</b>	<b>Marks</b>	<b>Positions</b>
<b>Supreet Kaur</b>	<b>853/1000</b>	<b>1<sup>st</sup> in P.U</b> <b>1<sup>st</sup> in College</b>
<b>Sukhwinder Kaur</b>	<b>844/1000</b>	<b>2<sup>nd</sup> in College</b>
<b>Vandana Verma</b>	<b>842/1000</b>	<b>3<sup>rd</sup> in College</b>

### B.Ed (Special Education) Result 2016

<b>Total Students</b>	<b>07</b>
<b>Above 80%</b>	<b>03</b>
<b>Above 70%</b>	<b>02</b>
<b>Above 60%</b>	<b>01</b>

<b>Name of Student</b>	<b>Marks</b>	<b>Positions</b>
<b>Neelam Kumari</b>	<b>767/900</b>	<b>1<sup>st</sup> in P.U</b> <b>1<sup>st</sup> in College</b>
<b>Aastha Parmar</b>	<b>763/900</b>	<b>2<sup>nd</sup> in P.U</b> <b>2<sup>nd</sup> in College</b>
<b>Manpreet Kaur</b>	<b>721/900</b>	<b>4<sup>th</sup> in P.U</b> <b>3<sup>rd</sup> in College</b>

#### **B.Ed (General) Result 2016**

<b>Total Students</b>	<b>111</b>
<b>Above 80%</b>	<b>04</b>
<b>Above 70%</b>	<b>59</b>
<b>Above 60%</b>	<b>48</b>

<b>Name of Student</b>	<b>Marks</b>	<b>Positions</b>
<b>Kannu</b>	<b>777/950</b>	<b>1<sup>st</sup> in College</b>
<b>Sapandeep Kaur</b>	<b>762/950</b>	<b>2<sup>nd</sup> in College</b>
<b>Loveleen Kaur</b>	<b>761/950</b>	<b>3<sup>rd</sup> in College</b>
<b>Jasmeen Kaur</b>	<b>761/950</b>	<b>3<sup>rd</sup> in College</b>

## ANNEXURE V

### Faculty Development Programme

#### Faculty Development Programme

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

S.No.	Name of the faculty member	Topic for FDP	Date
1.	Ms. Jasmeet Bedi	Role of NAAC	July 23 <sup>rd</sup> , 2015
2.	Ms. Ritu Dang	Learning Possibilities in Science	July 23 <sup>rd</sup> , 2015
3.	Ms. Mini Sharma	Reflective Teaching	July 23 <sup>rd</sup> , 2015
4.	Mr. Sunil Kumar	Mobile Learning	July 24 <sup>th</sup> , 2015
5.	Ms. Geeta Kundi	Vygotsky Theory	July 24 <sup>th</sup> , 2015
6.	Mr. Nitin	Autism	July 25 <sup>th</sup> , 2015
7.	Ms. Jasdeep Kaur	How to be Happy	July 25 <sup>th</sup> , 2015
8.	Dr. Sangeeta Arora	Internal Assessment and how to live	July 27 <sup>th</sup> , 2015
9.	Ms. Suprerna Khanna	Environmental Studies	July 27 <sup>th</sup> , 2015
10.	Ms. Gagandeep Kaur	How to be Successful in life	July 28 <sup>th</sup> , 2015
11.	Ms. Aarti Sharma	Tapping the Gold in Yourself	July 28 <sup>th</sup> , 2015
12.	Ms. Ramandeep Kaur	Initiatory School experience Programme	July 29 <sup>th</sup> , 2015
13.	Dr. Parwinder Kaur	Sarv Shiksha Abhiyan	July 31 <sup>st</sup> , 2015
14.	Mr. Obaid Anwar	Special Education-An Over View	July 31 <sup>st</sup> , 2015
15.	Ms. Suprerna Khanna	Environmental Studies	July 31 <sup>st</sup> , 2015

16.	Ms. RituMahajan	Piaget Theory	July 30 <sup>th</sup> ,2015
17.	Ms. HardeepKaur	RAMSA	July 31 <sup>st</sup> ,2015
18.	Ms. Yamuna	Classical dance Form and Best Out of Waste	July 31 <sup>st</sup> ,2015

## ANNEXURE VI

### SKILLS WILL WEEK (Feb 23<sup>rd</sup> – 29<sup>th</sup> 2016)

#### Day I (23<sup>rd</sup> Feb. 2016)

Sr. No.	Session and name of the activity	Resource Persons
1.	Inaugural Session <ul style="list-style-type: none"><li>• Floral welcome of the guests</li><li>• Lamp lighting Ceremony</li><li>• Words of Welcome</li></ul> 10:00 am-10:30 am <ul style="list-style-type: none"><li>• Introduction of Skill Will Week</li></ul>	Principal (off.)-Dr. Monika Sethi  Ms. Mini Sharma
2	Session -I Personality Development 10:30 am -11:30 am 11:30 am -12:00 noon Break	Dr. Ashoo Toor (Asst. Prof. PAU, Ldh.)
3	Movie Session Tarre Zameen Par and reflections on the movie 12:00 noon -2:30 pm	

#### Day 2 (24<sup>th</sup> Feb. 2016)

Sr.No.	Session and name of the activity	Resource Persons
1	Interactive session 10:00 am-11:15 am 11:15 am -11:45am Break	Dr. Paramjit Kaur, Principal (B. C.M Sr. Sec. School, Shastri Nagar, Ludhiana)
2	Work Shop on Resume Writing 11:45am-1:00 pm	Dr. Charanjit Singh (Director, RICCS Computer Centre, Ludhiana)
3	Subject Seminar on CCE 1:00 pm-2:00 pm	Ms. Madhu Sharma (Lecturer, B. C.M Sr. Sec. School, Chd. Road, Ludhiana)

#### Day 3 (25<sup>th</sup> Feb.2016)

Sr. No.	Session and name of the activity	Resource Persons
1	Extension Lecture on the topic “Soft Skills and Communication: it’s relevance in Employability 10:30 am -11:30 am 11:30 am -12:00 noon (Break)	Mr. Vikas Kharbanda (Director, Metamorphosis, Ludhiana)
2	Alumni Interaction 12:00 noon-2:00 pm	

#### Day 4 (26<sup>th</sup> Feb. 2016)

Sr. No.	Session and name of the activity	Resource Persons
1	Session-II Panel Discussion on the topic- “Are Reality shows real or fabricated?” 10:30 am -12:00 noon 12:00 noon-12:30 pm Break	<ul style="list-style-type: none"> <li>• Ms.Amarjyoti (Principal B.C.M Sr. Sec. School, Basant City, Ludhiana)</li> <li>• Ms. Jaspreet Kaur (Director, Doraha Public School, Doraha)</li> <li>• Sh. D.P Guleria (Principal, B. C. M Sr. Sec. School, Sec-32, Ludhiana)</li> </ul>
2	Orientation on Interview Skills 12:30 pm-1:30 pm	Ms. Mini Sharma & Ms. Jasdeep Kaur

#### Day 5 (27<sup>th</sup> Feb. 2016)

Sr.No.	Session and name of the activity	Resource Persons
1	<p><b>Chief Guest:</b> Mr.B.D.Bhardwaj Head, NCERT, New Delhi</p> <p>Mock Interview Session(Sharpening Interview Skills 10:30 am -12:00 noon 12:00 noon-12:30 pm Break</p>	<ul style="list-style-type: none"> <li>• Dr. Vandana Shahi (Principal, B. C. M Sr. Sec. School, Dugri, Ludhiana)</li> <li>• Dr. Charanjit Singh (Director, RICCS Computer Centre, Ludhiana)</li> <li>• Dr. Rashmi Grover (Retd. Asst. Prof., G.C.G, Ludhiana)</li> </ul>

#### Day 6 (29<sup>th</sup> Feb. 2016)

Sr.No.	Session and name of the activity	Judges
1	Powerpoint Competition 9:00am - 11.00am	Mr.Sunil, Astd.Prof. B.C.M College of Education  Mrs.Suprerna Khanna, Astd.Prof. B.C.M College of Education  Dr.Manminder Kaur, Astd.Prof. B.C.M College of Education
2	Concluding Session 11.00am-11.30 am	

## ANNEXURE VII

### Best Practice

#### **GET SET GO!!!- AN INITIATIVE FOR STUDENTS FACING LANGUAGE RELATED PROBLEMS**

##### **Session-2015-16**

**THE INSTITUTION:** B.C.M College of Education is a co-educational Education College, which was established in 1998. The College offers B.Ed, B.Ed Special Education and M.Ed courses and has been recognised by National Council for Teacher Education (NCTE) in 1998 and permanently affiliated to Panjab University, Chandigarh. Ours is the first Education College of Panjab under self finance scheme. The college is also recognised by UGC under section-2(f) & 12(B) of University Grant Commission Act 1956 and approved by RCI, India. Besides this, the college has also been accredited by NAAC with 'A' Grade, with CGPA-3.10. Furthermore, the college is collaborative study centre of Indra Gandhi National Open University (IGNOU) for B.Ed, M.A. (Education), Adult Education, PGDHE, PGDSLM & CIG and Panjab University School of Open Learning (USOL) for B.Ed.

**ABOUT THE PRACTICE:** GET SET GO!!!- AN INITIATIVE FOR STUDENTS FACING LANGUAGE RELATED PROBLEMS is an initiative taken by the faculty in collaboration with the IQAC of the college to facilitate the students (belonging to different states of India) facing problems in academics due to language barriers. It was the foremost experience of the faculty to assist such students thereby not only improving their academic results but also helping them adjust in the college. Besides this practice, the college already organised need based remedial coaching by grouping students on the basis of their performance in the house tests.

**OBJECTIVES OF THE PRACTICE-** Following objectives were formulated to help the students encountering language related problems:

- To identify the students encountering language related problems
- To develop a rapport with these identified pupil teachers, encountering language related problems.
- To develop self –confidence among the identified students, by discussing their content related problems.
- To enhance the academic results of students.

##### **NEED ADDRESSED AND THE CONTEXT-**

- Results of House tests and general classroom observation revealed that three B.Ed students (session 2015-16)–Ms. Indu Kumari (Bihar), Ms. Seema Kumari (Jharkhand), Ms. Gudiya Kumari (Bihar) encountered severe language related problems which had an adverse effect on their academic performance.

- Furthermore, it was brought forth by the Admission committee of the college that the aforementioned students belonged to Jharkhand and Bihar and were admitted to the college on All India quota basis due to which they were not able to cope up with the curriculum.
- As per the feedback given by their class in-charges and subject teachers, these students felt embarrassed while interacting with the students and teachers (due to the language barriers) as they were unable to understand English as well as Punjabi and their performance was also not up to the mark in the unit tests.
- IQAC meeting was held with their class teachers. Keeping in mind their intellectual level, language problem and capacities to learn, four teacher educators were given responsibility to cater to the special needs of these students.

NAME OF THE TEACHER	SUBJECT TAUGHT
Ms. Prabhleen Kaur	Childhood and Growing up (C-1)
Ms. Hardeep Kaur	Contemporary India & Education (C-2)
Ms. Gagandeep Kaur	Understanding Disciplines (C-3)
Mrs. Aarti Sharma	Language across Curriculum (C-4)

**PRACTICE-** The following strategies were formulated and implemented:

A ten days special programme was formulated, the details of which are as below:

- **Ice Breaking Session** was conducted by Ms. Gagandeep (Asst. Prof.) with a sole objective to build a rapport with the identified students (encountering language related problems). It was a counselling session to boost the morale and self-confidence of these students so that they were benefitted by the special need based remedial coaching organised by the college to enhance their academic performance.
- **Group Discussion with the Students:** Ms. Prabhleen Kaur (Asst. Prof.) conducted a mutual discussion with the identified students to diagnose the content related problems of the students. The problems encountered by these students were further discussed with other three teachers. It was realised that the primary reason/root cause of most of the problems was the language barrier.
- **Special Time-table was framed:** Ms. Hardeep Kaur prepared a special time table for these three students by work in unison with the Time table In-charge of the college, Dr. Ravinderjeet Kaur so that team of teacher was not overworked and also to avoid chaos.
- **Implementation of Special Remedial classes:** After framing a special time table, the team of four teachers taught the identified students.
- The preparatory holidays and even Sundays were utilised for the remedial classes. The students attended regular classes for the first half and attended special classes for the second half. In order to provide a congenial academic environment to these three students,

library was chosen as the venue for conducting the special remedial classes. The students attended the special classes (for three hours) in the library and the following time- table was observed:

TIME	SUBJECT TAUGHT
12:30 to 1:10	Childhood and Growing up (C-1)
1:10 to 1:50	Contemporary India & Education C-2
1:50 to 2:30	Understanding Disciplines (C-3)
2:30 to 3:30	Language across Curriculum (C-4)

- The teachers taught them by translating the content matter into Hindi and explained the subject matter in easy language laying stress on pronunciation and presentation of subject matter.
- Regular evaluation was done by taking their oral, written tests and various assignments were also given to them.

**THE OUTCOMES-** The success of this programme is evident from the University results of the college. The final results of the students are as follows:

Name of the student	Sem-I	Sem-II	Marks obtained	Percentage
Ms. Seema Kumari	307	320	627	66%
Ms. Gudiya Kumari	296	305	601	63.26%
Ms. Indu Kumari	292	306	598	62.95%

- The results of Panjab University Examination (Semester-I) and regular interactions with these students clearly indicate that these students were able to overcome their inhibitions, were confident and showed a remarkable improvement in their academic achievement.
- The team of four teachers constantly followed up and gave necessary tips wherever required throughout Sem-II.
- Classroom observation also brought forth that these students were able to understand whatever was taught in the classroom as language related problems were already resolved during the remedial classes conducted during Sem-I.

#### **PROBLEMS ENCOUNTERED**

- Routine time-table is disturbed.

- Challenge to understand their vocabulary and pronunciation.
- Faculty is over burdened as they need to employ extra efforts.

***RESOURCES REQUIRED***

- More study material for students.
- Simple and easy study material for students.
- Expert Faculty is needed.

## **ANNEXURE VIII**

### **BEST PRACTICE**

#### **Soft Skills Education Programme to foster Communication and Employability Skills among Pupil teachers**

##### **THE INSTITUTION**

B.C.M College of Education is a co-educational Education College, which was established in 1998. The College offers B.Ed, B.Ed Special Education and M.Ed courses and has been recognised by National Council for Teacher Education (NCTE) in 1998 and permanently affiliated to Panjab University, Chandigarh. Ours is the first Education College of Panjab under self finance scheme. The college is also recognised by UGC under section-2(f) & 12(B) of University Grant Commission Act 1956 and approved by RCI, India. Besides this, the college has also been accredited by NAAC with 'A' Grade, with CGPA-3.10. Furthermore, the college is collaborative study centre of Indra Gandhi National Open University (IGNOU) for B.Ed, M.A. (Education), Adult Education, PGDHE, PGDSLM & CIG and Panjab University School of Open Learning (USOL) for B.Ed.

##### **ABOUT THE PRACTICE**

With the advent of globalization the focus of the education has shifted to skill development, particularly Soft Skills. Soft Skills is an umbrella term that covers a wide variety of skills that today's professionals ought to have if they wish to obtain jobs and retain them. These skills include Communication Skills, Leadership Skills, Higher Order Thinking Skills, Employability Skills, Positive attitude and many more. College opted for this innovative programme to meet the need of the hour which demands higher communication and employability skills among teachers.

##### **OBJECTIVES OF THE PRACTICE**

- ★ We at B.C.M College of Education in order to prepare our future teachers for the world of work took up Project entitled "Soft Skills Education Programme to foster Communication and Employability Skills among Pupil Teachers."
- ★ The course is designed to help students to plan for the near and distant future, to discover their strengths and weaknesses and to develop the skills viz. Communication, Critical

Thinking, Decision Making, presenting self in CV and interview to adept with modern technology.

## DESIGN OF THE INNOVATION

To achieve the objectives of the project, the whole programme was divided into three components and accordingly 14 modules mentioning Component, Sub-Component, Mode, Behavioural Objectives, Procedure and Reflective Compilation were prepared. A sample of 85 Pupil Teachers was taken for collecting data.

## EXECUTION OF THE PROJECT

The project was executed in the form of three components viz. Communication Skills, Higher Order Thinking Skills and Employability Skills. Modules related to each component were executed in the classrooms. Various activities were performed under each module.

**Table 1 showing Activities Undertaken during under the Communication skills, Higher Order Thinking and Employability Skills Components**

S.No.	Module	Activity performed	Mode	Resources Required
1	Orientation on Soft Skills Education	Pupil teachers were shown a ppt on the various components of the Soft Skills Education programme.	Power Point Presentation	Technological resources (Computer, Internet)
2	Ice Breaking Session	SWOT Analysis	Power Point Presentation	Technological resources (Computer, Internet)
3	Orientation on Communication Skills	A presentation was shown highlighting the concept of Communication, its process and barriers. Discussion on the importance of the four foundation skills	Power Point Presentation followed by discussion	Technological resources (Computer, Internet) Human resources to hold the discussion

		of Communication viz. Listening, Speaking, Reading and Writing was held.		
4	Listening Skills	Listening activity on the topics Social networking sites and Dowry System	Activity followed by Reflections	Recording instrument(Mobile) Coordinator for organizing activity
5	Speaking Skills	Tips to help pupil teachers speak intelligibly Role play activities Interactive Activities	Activity followed by Discussion	Human Resources as Experts to give tips Coordinator to organize Role Play and interactive activity
6	Reading skills	Tips on Effective reading skills Writing of Book review  Test from the book Reverberates-2015	Activity	Expert to give tips Some good books (Novel, story books, autobiographies etc. for reading) Reverberates -2015-A compilation of book reviews.
7	Writing Skills	Power point presentation on How to write a magazine article  How to write an Event Report	Power Point Presentation Discussion cum demonstration	Technological resources (Computer, Internet)  Experts to give tips
8	Non-Verbal Communication	Power Point Presentation highlighting the concept, importance and types of Nonverbal Communication.	Power Point Presentation	Technological resources (Computer, Internet,Cd for the Movie)

		<p>Movie (Koshish) highlighting various types of non –verbal communication.</p> <p>An interactive session was organized at the end of the movie to discuss the importance of nonverbal communication.</p> <p>Pupil teacher filled a performa citing examples of various types of non-verbal communication from the movie.</p>		
9	Higher Order thinking skills	<p>A presentation was shown highlighting the concept, importance and types of HOTS.</p> <p>A debate competition was be organized on the topics ( Two Year B.Ed Course Raises the Standard of Education, Social Networking-A Boon or a Bane)</p> <p>A Panel Discussion on the topic “Are Reality Shows Real or Fabricated” was organized during the Skill Will Week.</p> <p>A Movie entitled “Tare Zameen Par” was be shown during the Skill Will Week.</p>	<p>Power Point Presentation</p> <p>Debate</p> <p>Discussion</p> <p>Movie Session</p>	<p>Technological resources (Computer, Internet)</p> <p>Human resources in the form of judges</p> <p>Experts to hold panel discussion</p> <p>Moderator to hold panel discussion</p> <p>Technological Resources (Computer ,Internet, LCD etc.)</p>

		Students will be asked to give their reflections on the movie in the form of an observation schedule.		
10	Orientation on Employability Skills	A presentation was shown highlighting the concept, importance and types of Employability Skills.	Power Point presentation	Technological resources (Computer, Internet)
11	Job searching Skills	Tips on Job Search Mock Job Search Activity	Activity	Technological resources (Computer, Internet)
12	Writing Cover Letter	Pupil Teachers provided were with the tips by the experts for writing a cover letter.	Workshop	Experts to give tips
13	Resume Writing	Experts were invited during the Skill-Will Week to equip the students with various skills for writing an effective resume. A workshop (in tutorial groups) on resume writing was organized for the pupil teachers in which they prepared their resume in the light of tips provided to them.	Workshop	Experts to give tips  Technological Resources (Computer, Internet, LCD etc.)
14	Job Interview Skills	Student teachers were given orientation on the facing a job interview in their respective tutorial classes. Mock interview session was organized for the student teachers in which students were interviewed by the	Mock Interview session	Experts to give tips

		<p>expert panel comprising of Principals and Administrators.</p> <p>Tips provided by the expert on efficiently facing a job interview.</p> <p>The mock interview session was followed by interview of each student teacher in their respective tutorial group.</p> <p>Rest of the students was interviewed by tutorial in charges in their respective tutorial group as per the guidelines provided by the experts.</p>		<p>Technological Resources (Computer, Internet, LCD etc.)</p>
15	Job Maintenance	<p>Introduction and tips on “Job Maintenance Skills” was given by the coordinators.</p> <p>Lecture on “Professional Ethics” by renowned educationist Sh. M.R.Mehtaji</p>	<p>Extension Lecture and tips</p>	<p>Human Resources in the form Experts to give tips</p> <p>Technological Resources (Computer, Internet, LCD etc.)</p>

## EVALUATION

### Tool Used for Evaluation

A Self prepared Feedback Performa comprising of 30 items (10 each for three components of Soft Skills Education programme viz. Communication skills, Higher Order Thinking Skills and Employability Skills) was administered to a total sample of 85 pupil teachers. (Table 1)

### Table 1 showing component wise item distribution in the Feedback Performa (Opinionnaire)

Sr. No.	Item No.	Component
1	1-10	Communication skills
2	11-20	Higher Order Thinking Skills
3	21-30	Employability Skills

### Scoring Procedure

Self prepared Feedback Performa in the form of Opinionnaire was a 5 point scale. Scoring was done based on the following:

5 marks for Strongly Agree

4 marks for Agree

3 marks for Neutral

2 marks for Disagree

1 mark for Strongly Disagree

### Criteria for Interpretation of Scores

Criteria for interpretation of scores (component wise) has been tabulated as under:

Sr. No.	Scores	Opinion
1	41-50	Strongly Agree
2	31-40	Agree
3	21-30	Neutral
4	11-20	Disagree
5	0-10	Strongly Disagree

### CONCLUSIONS

- 54.12% of the Pupil Teachers strongly agreed that Soft Skill Education Programme was extremely helpful in sharpening their Communication Skills.
- 38.82% of the Pupil Teachers agreed about the usefulness of the Soft Skills Education Programme in enhancing their communication skills.

- 7.06% of the Pupil Teachers had a neutral opinion about the Soft Skills Education Programme with regard to their Communication Skills.
- 57.65% of the Pupil Teachers strongly agreed that Soft Skills Education Programme really aided in honing their Higher Order Thinking Skills.
- 40% of the Pupil Teachers agreed with the significance of Soft Skills Education Programme in polishing their Higher Order Thinking Skills.
- 2.35% of the Pupil Teachers were neutral about the role of Soft Skills Education Programme as regards HOTS.
- 64.71 % of the Pupil Teachers strongly agreed that Soft Skills Education Programme was immensely beneficial in chiselling their Employability Skills.
- 32.94% of the Pupil Teachers agreed with pivotal role of the Soft Skills Education Programme in augmenting their Employability Skills.
- 2.35% of the Pupil Teachers had a neutral view about Soft Skills Education Programme in boosting their Employability Skills.