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**B.C.M.**

**COLLEGE OF EDUCATION**

Ref. No. 9237/Bcm/B.Ed.

Date 19/12/23

Accredited by NAAC with 'A' grade with a CGPA of 3.10  
P.G. College Recognised by NCTE, RCI, UGC under 2(f) & 12 (B)  
& Permanently Affiliated to P.U. Chandigarh  
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*BCM College of Education Sector 32-A, Chd. Road, Urban Estate Ludhiana*

2019-2020

**BEST PRACTICE-I**

**1. Title of the Practice**

**SKILL ENHANCEMENT PROGRAM**

**2. Objectives of the Practice:**

- Polish the Communication Skills viz. Listening, Speaking, Reading & Writing Skills of Pupil Teachers.
- Prepare Employable & Competent Teachers.
- Enable Pupil Teachers to draft their CV.
- Equip the Pupil Teachers with requisite Skills to face the challenges of World of Work.

**3. The Context of the Practice:**

In order to achieve the aforementioned objectives, the student teachers were first oriented in the beginning of the session about the Skill Enhancement Programme Activities. Throughout the session, various activities were organised to foster Communication & Employability Skills of PTs thereby preparing them for the teaching profession.

**4. The Practice:**

  
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As per the proposed Plan, activities related to Communication Skills & Employability Skills were implemented throughout the year which are as follows:

**FOCUS- COMMUNICATION SKILLS:**

**Activities Related To Communication Skills:**

- **Workshop on Speaking Skills**

To sharpen the Communication Skills especially speaking skills of would be teachers and to prepare them appropriately for the future world of work, workshop on Communication and Employability Skills was conducted from July 9-12, 2019 for all the B.Ed., B.Ed. Special Education & M.Ed. (Sem.-III) students in their respective tutorial groups. All the students under the guidance of their teacher-in-charges very astutely practiced Extempore Speech on a topic of choice and also got the opportunity to play Language games viz. Word games, listening games etc. The sole aim of this workshop was to provide a platform to each student to express themselves and also to prepare them for the forthcoming Internship programme. The students very enthusiastically participated in the workshop and furnished a positive feedback.



**FOCUS-EMPLOYABILITY SKILLS:**

**Activities Related To Communication & Employability Skills:**

- *Communication & Employability Skills Workshop*

Workshop on 'Communication & Employability Skills' (CES) was organized for the students from Sep. 2-4, 2019 to sharpen Communication & Employability Skills of the pupil teachers and prepare them for the future world of work. Dr. Jasdeep Kaur and Mrs. Shilpa Kaura incharges of CES Programme conducted the below mentioned activities:

Sr. No.	Date	Name of Activity	Resource Person
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1	Sept. 2,2019	Organized Communication games with special emphasis on: <ul style="list-style-type: none"> <li>• Listening Skills</li> <li>• Speaking Skills</li> </ul> Tips on C.V. writing	Dr. Jasdeep Kaur  Ms. Shilpa Kaura
2	Sept. 3,2019	Tips on 'How to face a Job Interview'  Tips on How to write Job Application	Dr. Jasdeep Kaur Ms. Shilpa Kaura
3	Sept. 4, 2019	Activities focusing on Hearing & active Listening	Dr. Jasdeep Kaur Ms. Shilpa Kaura

➤ **Inauguration of Skill-Will Week 2020**

With an aim to enhance the Soft Skills viz. Communication and Employability Skills of the students, 'Skill-Will Week 2020' was inaugurated under Skill Development Programme on March 13, 2020 by Mr. Shamshad Aalam, Asst. Prof., Dept. of Community Education & Disability Studies, Panjab University, Chandigarh. Mr. Shamashad Aalam delivered a lecture on the topic 'Tips on Presentation Skills'. A Movie Session-'Super 30' was organized for all the students on March 14, 2020. A Self prepared Feedback Performa was also uploaded on Lark for getting the feedback about the movie session from the students.

**5.Evidence of Success:**

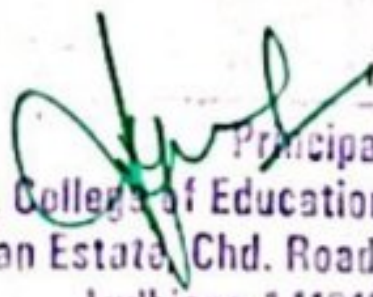
To Study opinion of Pupil Teachers about Skill Enhancement Programme & to realise the project objectives, a self prepared Feedback Performa was prepared.

**Administration of Feedback Performa**

The Feedback Performa was administered to a total sample of 250 B.Ed. Teacher Trainees using Lark Software Application, the official Digital Learning App of the college.

**Scoring**

Self-Prepared Feedback Performa in the form of Opinionnaire was a 3 point scale. Scoring was done on the following basis-

  
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- 3 marks for Agree
- 2 for Neutral
- 1 for Disagree

**Analysis And Interpretation** - On Analysis of scores on Self-Prepared Feedback Performa, following results were obtained:-

- 88% of the Pupil Teachers agreed that Skill Development Programme was extremely helpful in sharpening their Communication & Employability Skills.
- 9% of the Pupil Teachers had a neutral opinion regarding the significance of Skill Development Programme in sharpening their Communication & Employability Skills.

**6. Problems Encountered & Resources required**

- Basic English Grammar knowledge of the pupil teachers was very superficial that delayed acquisition of Communication Skills.
- COVID-19 outbreak resulted in unavailability of students, faculty and paucity of time.
- Negligible Technological Knowledge and Skills of Pupil Teachers made data collection (filling of Feedback Performa) via Lark App difficult.

**BEST PRACTICE-II**

**1. Title of the Practice**

**THEME BASED MORNING ASSEMBLY**

**2. Objectives of the Practice:**

- To inculcate public speaking skills.
- To cultivate self-confidence and motivation in pupil teachers.
- To develop desirable values and leadership qualities in pupil teachers.
- To provide a training for learning social discipline.
- To build interest in co-curricular activities.

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### 3. The context of the Practice:

To achieve the objectives, the pupil teachers were oriented in the beginning of the session about the organisation of morning assembly and the activities carried out under it. Throughout the session various activities were organised to build confidence and inculcate values and discipline among pupil teachers

### 4. The Practice:

As per the proposed plan, activities were organised twice a week i.e. every Tuesday and Friday. These activities were carried out section wise by dividing pupil teachers into tutorial groups. The tutorial incharges supervised the work and maintain the record of the assembly.

#### *Focus : Public Speaking Skills*

#### *Activities related to public speaking*

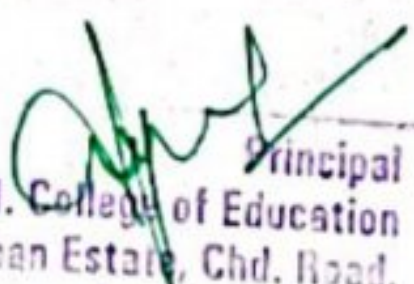
In Theme-based morning assembly, pupil teachers were encouraged to build clear and well organised message and to present before an audience. Every section ie B.Ed, BEd Special Education and M.Ed was given opportunity to conduct theme based assembly on rotation basis and under their respective Tutorial groups. All the pupil teachers under the guidance of Tutorial in charges participated in morning assembly events such as reading an article, reciting a poem, using new vocabulary words, reading news headlines or giving small PowerPoint presentations' utorial in charges motivated the pupil teachers in overcoming phobias and lending expressions to the thoughts. Pupil teachers were trained in effective appearance and expressions before a critical audience.

#### *Focus: To Build Interest in Co-Curricular Activities*

The college provided opportunities to pupil teachers by promoting several activities during morning announcements faculty members motivated students and appreciated them on performing well in several co-curricular activities both inside and outside the college. This encouraged healthy competition and boost self-confidence among people teachers.

#### *Focus : To Inculcate Desirable Values*

Thematic assembly proved to be very helpful in developing values .Several value based themes such as patience, hard-work, time management ,environmental issues, character building, self discipline,self esteem etc. were taken by several tutorial groups in the assembly.Several times during morning assembly principal addressed the pupil teachers and gave valuable moral teachings for life. Pupil teachers also learnt social control and behaviour expected from a group.

  
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### **5. Evidence of Success**

- By introducing theme based assembly it was realised that pupil teachers gained confidence and self-esteem by speaking up and sharing their ideas. At the end of session they were able to overcome fear factor and were able to speak in front of large groups. They developed correct audience habits also. Those who never came to dice were inspired and became dice friendly. The uniqueness of theme-based assembly was that 100% students participated in their respective Tutorial groups.
- Pupil teachers realised that college is more than their classroom teaching. At the end of session students started participating in several activities such as youth festival, inter-college functions, intra college functions etc.
- During their internship practice pupil teachers played an important role in conducting and organising several school functions and daily morning assembly in their respective schools. They were well planned and confident on stage. They even helped in preparing school students for several activities and celebrations both inside and outside the school. Their efforts were highly appreciated by their mentor teachers and school principal.
- Pupil teachers were significantly influenced by the life lessons shared by Principal and faculty members. They started blending life lessons into the real learning. They learnt the value of discipline, patience, teamwork, social control etc.

### **6. Problems Encountered & Resources required**

As the assembly is conducted twice a week, sometimes important National & International days are not celebrated on the same day and loses its fervor. Students did not get enough time to prepare themselves for the theme based assembly due to heavy curriculum. All the students are not willing to participate. Introvert and shy students are reluctant to participate.

### **7. Suggestions**

Physical activity i.e. yoga, PT drill should be included in the assembly for harmonious development of students . Assembly should be conducted on daily basis.

  
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