

Date - 06 Aug 2021

Agenda - Panjab University Skill-in-Tg  
Examinations of B.Ed Sem IV  
Batch - 2019-21

Dr. Monika Dua alongwith Internship Committee conducted a staff meeting to give directions to the staff members for successful conduct of P.U. Skill-in-Tg Examinations of B.Ed Sem IV of 2019-21 batch.

- Special classes for checking of Final Lesson Plans of Students were organised on Aug 12 & 13, 2021.
- Final dates of P.U. Final Skill-in-Tg Examinations were also announced i.e. Aug 20 & 21, 2021.
- Mode of Examination i.e. Offline was also informed.

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Date - Aug 07, 2021

## Agenda - Faculty Development Programme

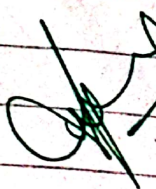
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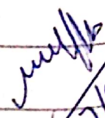
Dr. Monika Dua conducted a staff meeting to guide everyone regarding Organisation of Faculty Development Programme. Dr. Ranandeep Arora and Ms. Gagandeep were allotted the duty of managing everyday session and of planning in advance.

- The objective of organising this FDP was to make staff techno savvy as these days virtual classes are going on.

- All the faculty members were guided to choose topics related to technology or academic field.

- From Aug 09, 2021, FDP has to be started.

  
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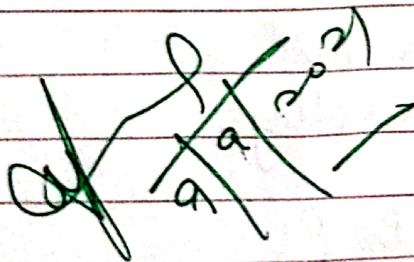


Date - Sept 09, 2021

Agenda - Free Help Desk for B.Ed General  
Session - 2021-2023

As per the Panjab University guidelines, Free Help Desk was started at the college w.e.f. Sept 10, 2021 to cater to needs of candidates aspiring for B.Ed (General).

Admission Committee members Dr. Manminder Kaur, Dr. Supreema Khanna, Ms. Hardeep Kaur & Mr. Jorepreet Singh guided candidates as per the instructions of Dr. Monika Dua.

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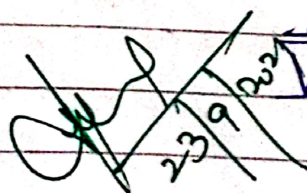


Date - Sept 23, 2021

Agenda - Jollification of Achievement at P.U.  
in B.Ed Sem IV Result

Dr. Prem Kumar, Secretary, College Managing Committee & Dr. Monika Dha, Principal of the college congratulated all the faculty members for outstanding achievement in B.Ed Results of Sem IV Session (2019-21). 06 students bagged University positions and 107 students secured more than 80% marks & 14 students have got more than 70% marks. Result has been tabulated below:-

Name of student	Position	%age
Ms. Rajan	1 <sup>st</sup> in P.U. 1 <sup>st</sup> in College	93.94%
Ms. Amanpreet Kaur	II in P.U. II in College	93.63%
Ms. Kritika	III in P.U. III in College	93.50%
Ms. Palak } Ms. Chahal }	VIII in P.U. IV in College	92.44%
Ms. Shivani	X in P.U. V in College	92.13%





Date - Dec 16, 2021

- Agenda - (1) Jollification of Results of B. Ed Spl. Edu. & Runner-up Trophy at Youth Festival
- (2) Formation of Book Lovers' Club
- (3) Formation of Skill Enhancement Cell

→ Dr. Monika Dua Congratulated faculty for bagging 9 out of 10 positions in P.U. of B. Ed Spl. Edu (Sem IV) Results.

→ She appreciated efforts of the staff for winning Runner Up Trophy at P.U. Zonal Youth & Heritage Festival held at G.T.B. Khalsa College of Education, Dasuya from Dec 05-08, 2021.

(Detail of the Results has been attached on next page)

→ A new club named Book Lovers' club was formed for faculty and students. The club will aim at inculcating Reading Skills amongst all. Reading & Review Activity will be carried on in all Tutorial groups. Dr. Supreema Khanna & Mrs. Karwalpreet were elected as Club Incharges by the Principal.



→ Skill Enhancement Cell was also formed with members (Dr. Jasdeep Kaur, Ms. Gagandeep Kaur, Ms. Shilpa Kaur & Dr. Ramandeep Kaur). This club will focus on enhancing pedagogical skills among pupil teachers which will enhance their teaching potential.

## RESULTS OF P.U. ZONAL YOUTH & HERITAGE FESTIVAL

*Runner - Up Trophy in 62<sup>nd</sup> Panjab University Zonal Youth & Heritage Festival 2021-22*

Students of College made the college proud by winning Runner-Up Trophy and achieved Total 40 prizes (First prizes-19, Second prizes-09 and Third Prizes-12) at the Panjab University Zonal Youth & Heritage Festival 2021 (Education Colleges-Zone A) held at GTB College of Education, Dasuya from Dec. 5-8, 2021. It is worthwhile to mention that 21 Education Colleges of Zone A participated in this 4-day long Zonal Youth Festival. The zeal and fervour of students was no bounds as they won prizes in various items of Youth and Heritage. Management of the college congratulated and appreciated the efforts of the Faculty and students and wished them good luck for their future endeavours. The detail of the same is as follows:

Sr.No.	Item	Prize
1.	Geet	1 <sup>st</sup>
2.	Group Song	1 <sup>st</sup>
3.	Folk Song	1 <sup>st</sup>
4.	Shabad	2 <sup>nd</sup>
5.	Classical Vocal	1 <sup>st</sup>
6.	Group Shabad Individual	1 <sup>st</sup>
7.	Group Song Individual	1 <sup>st</sup>



8.	Collage Making	1 <sup>st</sup>
9.	Debate	1 <sup>st</sup>
10.	Debate	3 <sup>rd</sup>
11.	Elocution	1 <sup>st</sup>
12.	Cartooning	2 <sup>nd</sup>
13.	Still Life	1 <sup>st</sup>
14.	Installation	3 <sup>rd</sup>
15.	Poster Making	3 <sup>rd</sup>
16.	On the Spot Painting	3 <sup>rd</sup>
17.	Rangoli	3 <sup>rd</sup>
18.	Skit	1 <sup>st</sup>

19.	Mime	3 <sup>rd</sup>
20.	Mime Individual	3 <sup>rd</sup>
21.	Skit Individual	1 <sup>st</sup>
22.	Poem Recitation	2 <sup>nd</sup>
23.	Muhavare Vartalaap Individual	1 <sup>st</sup>
24.	Hindi Handwriting Competition	1 <sup>st</sup>
25.	Punjabi Handwriting Competition	1 <sup>st</sup>
26.	Creative Writing Poem	3 <sup>rd</sup>
27.	Essay Writing	2 <sup>nd</sup>
28.	Bagh	2 <sup>nd</sup>
29.	Phulkari	3 <sup>rd</sup>
30.	Knitting	1 <sup>st</sup>
31.	Naala Making	1 <sup>st</sup>
32.	Chhikku	3 <sup>rd</sup>

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al 40 prizes  
& Heritage  
. 5-8, 2021.  
long Zonal  
items both  
Faculty and  
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33.	Mehandi	3 <sup>rd</sup>
34.	Giddha	2 <sup>nd</sup>
35.	Giddha Individual	3 <sup>rd</sup>
36.	Malwai Giddha	1 <sup>st</sup>
37.	Malwai Giddha Individual	1 <sup>st</sup> & 2 <sup>nd</sup>
38.	Group Dance General	2 <sup>nd</sup>
39.	Group Dance General Individual	2 <sup>nd</sup>



***Laurels at 62<sup>nd</sup> Inter – Zonal Youth & Heritage Festival 2021***

62<sup>nd</sup> Inter – Zonal Youth & Heritage Festival 2021 was held at A.S. College, Khanna from Dec. 14-18, 2021. Winners of Zonal Youth & Heritage Festival 2021 participated and brought laurels to the college by bagging 05 prizes in different categories. The detail is as follows:

Sr. No.	Item	Prize
1	Naala Making	1 <sup>st</sup>
2	Knitting	2 <sup>nd</sup>
3	Debate	3 <sup>rd</sup>
4	Elocution	3 <sup>rd</sup>
5	Still Life	3 <sup>rd</sup>

*Signature*  
16/12/2021





Agenda - (1) Flipped Learning (3) Book Lovers' Club  
(2) Research (4) Skill Enhancement Cell

→ Dr. Monika Dda alongwith IOAC coordinators conducted a meeting with faculty to motivate them to move towards e-learning with novel strategies. She stressed on the concept of Flipped Learning. Mrs. Amrita was assigned to prepare & present PPT on the same on Jan 20, 2022 to aware faculty members more comprehensively about this concept.

→ Dr. Monika Dda encouraged ~~students~~ faculty to bring new ideas for Research projects. She informed that we can even send our research proposals to agencies like ICSSR, UGC, NCERT etc. for financial assistance.

→ Dr. Suprema Khanna briefed the activities carried on by Book Lovers' Club to enhance reading and comprehension skills of students.

→ Dr. Jandeep ~~Kanwar~~ updated about ~~preparations~~ carried on by their cell to prepare ~~students~~ students to upcoming ~~skill-in-Tg~~ competitions.



Date Dec. 30, 2021

# Agenda : Re-Composition of the IQAC

Dr. Monika Dua alongwith the IQAC Coordinators conducted a meeting on Dec. 30, 2021 for the re-composition of the IQAC from Jan, 2022. The nominees from the students as well as Alumnis were selected for the IQAC.

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Principal  
B.C.M. College  
Sec-32-A, Urban  
Gurgaon, Haryana-122002



B.C.M. College of Education, Ludhiana

MOM: MEETING 2022

Day & Date: Saturday, February 19, 2022

Time: 2:50 pm

Venue: Library

Sr. No.	Item	Remarks
	Attendees	<p>Dr. Monika Dua</p> <p>Dr. Manminder Kaur <i>Mullay</i></p> <p>Mrs. Manjit Kaur</p> <p>Dr. Jasdeep Kaur</p> <p>Ms. Gagandeep Kaur <i>Gag</i></p> <p>Ms. Amandeep <i>Akay</i></p> <p>Mrs. Amita</p> <p>Dr. Suprerna Khanna <i>Suprerna</i></p> <p>Dr. Sangeeta <i>Sangeeta</i></p> <p>Ms. Jasmeet Kaur Bedi <i>Bedi</i></p> <p>Mrs. Shilpa</p> <p>Dr. Ramandeep <i>Ram</i></p> <p>Ms. Kanwalpreet Kaur <i>Kanwal</i></p> <p>Mr. Lovepreet Singh</p>
1	Opening Remarks	<p>Dr. Monika welcomed all the faculty members and reviewed the action taken on the recommendations of last month's meeting. The details are:</p> <p><b>Flipped Learning:</b> Mrs. Amita presented PPT on January 20, 2022 on 'Flipped Learning' to make the faculty members aware about this concept.</p> <p><b>Talent Development of Students:</b> Mrs. Suprerna Khanna was asked to identify the talent of the students so that it can be nurtured for their future success.</p> <p><b>Research Projects and Research Paper Publication :</b> Dr. Monika encouraged faculty again to bring new ideas for Research projects. She stressed that it is very important for the professional growth of faculty.</p> <p><b>Book Lovers' Club:</b> on the recommendation of Dr. Monika reviews were presented orally and written pdf's were received in tutorial classes. It was quite a successful activity.</p> <p><b>Skill Enhancement Cell:</b> Dr. Jasdeep informed that names of 4-6</p>



		<p>students are prepared by subject incharges and presented in front of SEC members. The members of the Cell suggested some corrections to make lessons more accurate.</p> <p><b>P.U. B.Ed Theory Final Examination: B.Ed Theory Final Examination commenced on February 18, 2022.</b></p>
2	<b>Skill-in-Teaching Final Examination</b>	<p>The Skill-in-Teaching final examination dates are scheduled to be on 24-25 feb,2022. Internship incharges, Dr. Manminder Kaur and Ms. Gagandeep Kaur prepared a duty list for skill-in-teaching and Principal ma'am informed all faculty members about it. She asked to maintain discipline and follow social distancing measures also. The certificate of vaccination against Covid will be checked. Dr. Monika gave important instructions to be followed by faculty members.</p>
3	<b>Maintenance of Labs</b>	<p>Dr. Monika Dua suggested lab incharges to maintain and beautify labs before the arrival of students in the new semester.</p>
4	<b>Stock Registers and Log books</b>	<p>Due to the Skill-in-Teaching examination, the students are visiting labs for getting ideas for making aids. The aids are issued and reissued to students for teaching purposes. Therefore, Principal madam advised incharges to update their stock register and log books accordingly.</p>
5	<b>Club Fee</b>	<p>It is decided that no club fee will be charged from students as clubs were functioning in online mode rather than offline mode.</p>
6	<b>IQAC Action Plan</b>	<p>Dr. Monika Dua informed members that IQAC is constituted and AQAR report is being prepared.</p>
7	<b>Alumni Engagement</b>	<p>Dr. Superna Khanna and Mrs. Kanwalpreet were advised to prepare an action plan for alumni engagement. Dr. Superna Khanna said that services of alumni members are being taken in the upcoming Skill-In-Teaching examination.</p>
8	<b>Book Review by Faculty</b>	<p>'Knowledge sharing is Knowledge honing'. Dr. Monika Dua suggested to make a book review activity a regular feature. Every month one teacher will present a book review of a book read in front of other faculty members.</p>
9-	<b>Casual Leave</b>	<p>Dr. Monika advised faculty members to utilise their leaves</p>



		judiciously. She told them to refrain from taking leaves on the cost of the institute's work.
10.	<b>Vote of Thanks</b>	Dr. Monika Dua proposed a vote of thanks to all faculty members. Dr. Monika also thanked Mrs. Amita for hosting the meeting.

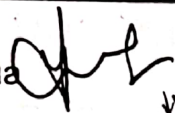





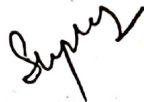




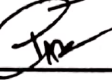


## MOM: MEETING 2022

Day &amp; Date: Saturday, March 19, 2022

Time: 2:30 pm

Venue: Staff Room

Sr. No.	Item	Remarks
	<b>Attendees</b>	Dr. Monika Dua  Dr. Manminder Kaur  Mrs. Manjit Kaur  Dr. Jasdeep Kaur  Ms. Gagandeep Kaur Ms. Amandeep Kaur  Mrs. Amita 
		Dr. Suprerna Khanna  Dr. Sangeeta Ms. Jasmeet Kaur Bedi  Ms. Hardeep Kaur  Dr. Ramandeep  Ms. Kanwalpreet Kaur  Mr. Lovepreet Singh 
1	<b>Opening Remarks</b>	Dr. Monika Dua congratulated the Faculty members for successful completion of Skill-In-Teaching examination conducted on February 24-25.
2	<b>Talent Development Programme</b>	It was decided that Talent Development Programme activities will be held daily during Morning sessions. It was informed by Dr Suprerna Khanna that Daily activities will commence on March 21 and end on April 01, 2022, assuring the participation of each student in every activity on a rotation basis. Intra House Competitions will be held on April 05, 2022 and April 06, 2022 and Inter House will be held on April 12, 2022 and April 13, 2022. Students will be distributed into four houses for showcasing their talent.
3	<b>Maintenance of Labs and Registers</b>	Dr. Monika Dua suggested all teachers to maintain their Labs and Log Registers of their Clubs, Cells and Committees.



4	<b>NSS Camp</b>	As per approval of dates from Panjab University, it was decided to organise NSS camp from March 24-March 30, 2022. Dr Monika asked Programme officer Mrs Manjit Kaur to organise the NSS Camp-2022 and Mrs. Amita will accompany with Mrs. Manjit.
5	<b>IQAC Action Plan</b>	AQAR report of the college will be sent by the end of this month. The criterion were distributed among faculty members for more accuracy and speeding up the process.
7	<b>Inspection by RCI</b>	RCI inspection for B.Ed Special Education will be held in the month of March by RCI. Coordinators and Faculty Members were advised to prepare accordingly.
8	<b>Book Review by Faculty</b>	'Knowledge sharing is Knowledge honing'. It was decided that Dr. Manminder Kaur will present Book Review in next meeting.
9	<b>Birthday Wishes to Faculty Members</b>	Dr. Monika along with all faculty members extended warm Birthday wishes to Ms. Hardeep Kaur and Ms. Jasmeet Bedi.
10.	<b>Any other item with permission of the chair</b>	Dr. Monika Dua proposed a vote of thanks to all faculty members. Dr. Monika also thanked Mrs. Amita for hosting the meeting.



## MOM: MEETING 2022

Day &amp; Date: Saturday, April 23, 2022

Time: 2:30 pm

Venue: Library

Sr. No.	Item	Remarks
	Attendees	<p>Dr. Monika Dua</p> <p>Dr. Manminder Kaur</p> <p>Mrs Manjit Kaur</p> <p>Ms Jasmeet Kaur Bedi</p> <p>Ms Hardeep Kaur</p> <p>Ms Kanwalpreet Kaur</p> <p>Mr. Lovepreet Singh</p> <p>Dr. Suprerna Klianna</p> <p>Dr. Sangeeta</p> <p>Dr. Ramandeep</p> <p>Dr. Jasdeep Kaur</p> <p>Ms Gagandeep Kaur</p> <p>Mrs Amita</p>
1	Action Taken Report	<p><b>Talent Development Cell :</b> Dr. Monika Dua congratulated Faculty and especially Co-ordinators of Talent Development Cell, Dr. Suprerna Khanna and Mrs. Manjit Kaur for successful completion of Inter and Intra House Talent Development activities scheduled from March 21, 2022 to April 13, 2022.</p> <p><b>RCI Inspection:</b> RCI team- Dr. Manisha Jain and Ms. Shaista Bano visited the college and inspected all the aspects of the college.</p> <p><b>NSS Camp:</b> Dr. Monika Dua congratulated Programme officer of NSS Mrs. Manjit Kaur for organising NSS Camp according to University Guidelines.</p> <p><b>Trip to Chowkidhani:</b> Dr. Monika congratulated Trip Committee for successful organisation of College Trip to Chowkidhani and Chhatbir Zoo.</p>



		<b>Maintenance of Labs and Registers:</b> All Lab incharges informed about the maintenance of registers and Labs .
2	<b>AQAR</b>	Status of AQAR 2020-21 was reviewed and all the faculty members were informed to fill the new templates as per their assigned criterias.
3	<b>Maintenance of Attendance</b>	Dr. Monika Dua suggested Faculty members to take cognisance of the attendance of the students. It was decided that leave will be sanctioned by Tutorial Incharges or Class Incharges.
4	<b>Skill-Enhancement Week</b>	It was unanimously decided to organise Skill Enhancement Week in the first week of May.
5	<b>Admission 2022</b>	Dr. Monika discussed strategies to be adopted for next years admissions. It was decided to conduct Career Counselling Sessions and providing knowledge to degree college students about different career choices.Dr. Suprerna and Mrs. Hardeep were deputed to visit various degree colleges.
7	<b>Physical and Sports Education</b>	Dr. Monika asked the status of 'Physical and Sports Education' subject and asked concerned incharge to complete the Syllabus.
8	<b>Unit Test</b>	Dr. Monika asked the status of Syllabus completed in concerned subjects from the faculty members. It was decided to start Unit Test from April 27,2022.
9	<b>Internship</b>	It was decided that Pre-Internship for B.Ed-I(Sem-II) will commence from April 27,2022 for fifteen days.
10.	<b>Any other item with permission of the chair</b>	Dr. Monika Dua proposed a vote of thanks to all the faculty members.

# B.C.M. College of Education, Ludhiana

## Composition of the IQAC

1. Chairperson: Dr. Monika Dua , Principal
2. Teachers to represent at all levels : Dr. Manminder Kaur, Dr. Suprerna Khanna, Dr. Sangeeta and Mrs Shilpa Kaura
3. Member from the Management: Dr. Prem Kumar, Secretary, College Managing Committee
4. The Senior Administrative Officer: Mr. Sandeep Verma
5. Nominee from the Trust: Sh. Vijay Munjal, President, BCM College Managing Committee  
Nominee from the Students: Mrs. Jyoti, President, Student Council  
Nominee from the Alumni: Mr. Vikramjit Singh, Principal, St. Farid Public School, Fatehgarh Sahib
6. Nominee from the Employer: Sh. Suresh Munjal, Trustee, BCM. Foundation  
Nominee from the Industrialists: Sh. S. K. Rai, M.D. Hero Cycles  
Nominee from the Stakeholders: Sh. D.P. Guleria, Principal, BCM Senior Secondary School, Sector 32-A, Ludhiana
7. Senior Teachers as the Coordinator of the IQAC: Dr. Manminder Kaur, Associate Professor and Mrs. Shilpa Kaura, Assistant Professor

The IQAC has been reconstituted from 1st Jan, 2022 till 31st Dec 2024. The student representative will change as per availability.

11/1/2022

11/1/2022  
Principal  
College of Education  
Estate, Chd. Road,  
Ludhiana-141010