

B.C.M. College of Education, Ludhiana

Session – 2018-19

Minutes of IQAC Meetings with Action Taken Reports

Meeting: 1

Date: July 13, 2018

Agenda: Planning for Faculty Development Program

Minutes of Meeting:

- School Internship Committee add IQ AC members were called for meeting by Dr. Monika Dua to plan for faculty development program from July 17 to 23, 2018 to formulate a new uniform pattern of Macro, Diary based, ICT based, Test based and Teaching model Based lesson plans.
- To make lesson plans more qualitative was the main concern.

Action Taken Report:

- School Internship Committee organized Faculty Development programme (FDP) from July 17-23, 2018 to formulate a uniform pattern of Macro, ICT based, Test-based & Model based Lesson Plans. Members of the Internship Committee coordinated the workshop to prepare lesson plans more qualitative in nature.

Meeting: 2

Date: August 4, 2018

Agenda: Finalizing Schedule of Orientation Programme

Minutes of Meeting:

- Dr. Monika Dua called a meeting to discuss and finalize Orientation Schedule for new entrants
- Admission committee was directed to continue admission process and all other faculty members were assigned duties to audience students in their respective fields.

Action Taken Report:

- Orientation programme for B.Ed. students (2018-20) was organized to acquaint the new entrants with B.Ed. curriculum as prescribed by P.U. Chandigarh from August 6 to 18, 2018.

Meeting: 3

Date: September 4, 2018

Agenda: Planning for Talent Hunt- “Khoj Hunar Ki” First step towards Youth Festival

Minutes of Meeting:

- Stepping ahead towards the achievements of Zonal Youth and Heritage Festival, Pre Planning of rigorous efforts were done by Dr. Monika Dua with youth festival committee members
- Date for talent hunt was finalized.
- Judges for event were discussed
- Duties were assigned to prepare students for different activities
- Funds allocation was finalized.

Action Taken Report:

- Talent hunt competition entitled ‘Khoj Hunarki’ was organised on September 10, 2018, to explore the hidden talents of the students.
- College won First Runner up Trophy at the Panjab University Zonal Youth & Heritage Festival 2018 held at D.A.V. College of Education, Hoshiarpur from Oct. 2-5, 2018 by winning total 33 prizes.

Meeting: 4

Date: December 10, 2018

Agenda: Planning for Internal Academic Audit

Minutes of Meeting:

- Dr. Monika Dua interacted with IQAC members to plan for Internal Academic Audit.
- Internal Academic Audit will involve inspection of all the labs, record registers and log books etc

Action Taken Report:

- Internal Audit of the College viz. Labs, Library and Account Office was conducted by the Management from Jan. 7 to Jan. 18, 2019. During this Audit the Laboratories, log books, Stock Registers, Accounts were thoroughly cross checked by a team of Chartered Accountants headed by Mr. Sanjeev Jain deputed for the same.

Meeting: 5

Date: February 4, 2019

Agenda: Celebration of wonderful achievements at Panjab University Zonal and Inter Zonal Skill -In -Teaching and Teaching Aid Preparation Competitions

Minutes of Meeting:

- Dr. Monika Dua congratulated staff for their outstanding performance at Panjab University Zonal and Inter Zonal Skill -In -Teaching and Teaching Aid Preparation Competitions, where college students won total 25 prizes at Zonal Level and 11 prizes at Inter Zonal level

Meeting: 6

Date: April 10, 2019

Agenda: Greetings for achievement in Punjab University Results of B.Ed. Semester II and M.Ed. Semester II

Minutes of Meeting:

- Principal Dr. Monika Dua congratulated whole faculty for their remarkable achievement in the in the Punjab University results of B.Ed. Semester II and M.Ed. Semester II, where Ms. Simarpreet Kaur and Ms. Sukhpreet Kaur bagged gold medal in Punjab university results of B.Ed. Semester II and M.Ed. Semester II respectively.
- B. Ed. students bagged 5 positions in Punjab University merit list including first 5th 6th 8th and 12th positions and M.Ed. students bagged 4 positions in Punjab university merit list including 1st, 2nd, 4th and 6th in university.

Meeting: 7

Date: May 3, 2019

Agenda: Meeting to conduct workshop on LMS

Minutes of Meeting:

- Dr. Monika Dua conducted a meeting to plan for orientation of faculty members regarding Learning Management System. Mr Lovepreet Singh was guided to organise workshop for faculty from May 4, 2019 to May 6, 2019 for effective uses of learning management system.
- Faculty was instructed to attend workshop with full dedication and devotion so that they can become effective users.

Action Taken Report:

- Mr Lovepreet Singh organized a workshop for faculty from May 4, 2019 to May 6, 2019 for effective uses of learning management system.