

B.C.M. College of Education, Ludhiana

Session – 2019-20

Minutes of IQAC Meetings with Action Taken Reports

Meeting 1

Date: August 8, 2019

Agenda:


- Admission of B. Ed. (General) and B.Ed. (Special Education)
- *Orientation Programme for New Entrants*
- Celebration of Teachers ' Day

Minutes of Meeting:

- Dr. Monika Dua, Principal of the College briefed staff members about the admission procedure to be followed regarding admissions after the declaration of results of Common Entrance Test conducted by Panjab University, Chandigarh. Duties were assigned to the staff accordingly.
- It was also proposed to Orient New Entrants about B.Ed. Course and various activities to be done in the Course.
- Dr. Monika Dua proposed to celebrate Teacher's Day with full enthusiasm.

Action Taken Report:

- Staff did their duties as assigned. Help Desk has also been established in the college to guide students in every aspect. Admission Committee took the overall charge to look after all the matters related to admissions.
- Orientation programme for B.Ed. students (2019-21) was organized to acquaint the new entrants with B.Ed. curriculum as prescribed by P.U. Chandigarh from August 26 to 31, 2019.
- Zest & fervor marked the positive aura prevalent at the college on the august occasion of 'Teachers' Day' on Sep. 5, 2019. Poem Recitation Competition & Declamation Competition were organized to commemorate the Birth Anniversary of the great philosopher teacher, Dr. Sarvepalli Radhakrishnan. M.Ed., B.Ed. &


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B.Ed. Special Education students very zealously presented their views highlighting the contribution of teachers in shaping their lives.

Meeting : 2

Date: September 12, 2019

Agenda:


- **Approval to run B.Ed. (Distance Education) from USOL Department of Panjab University, Chandigarh.**
- **Felicitations to Dr. Manminder Kaur for getting approved as an Associate Professor.**
- **Talent Hunt 2019**

Minutes of Meeting:

- Dr. Monika dua Principal of the college appraised all about the consent received from USOL department off Punjab university Chandigarh to run B. Ed. (Distance Education Programme) as earlier also it was carried on by the BCM College of Education.
- Principal and Faculty Members congratulated Dr. Manminder Kaur for getting approval from Punjab university Chandigarh as Associate Professor and becoming senior most member amongst staff .
- It was resolved and confirmed to conduct Talent Hunt to find new talent for participating in P.U. Youth and Heritage Festival.

Action Taken Report:

- College being an approved Study Centre of University School of Open Learning, Panjab University, Chandigarh organized 15 days long Personal Contact Programme(PCP) for students enrolled for B.Ed. course w.e.f. Sep. 13- 27, 2019. 52 students enrolled for the course attended the PCP as per schedule given by USOL, Panjab University, Chandigarh. Teacher Incharges Ms. Hardeep Kaur and Ms. Gagandeep Kaur coordinated the whole Programme.
- Talent Hunt 2019 was organised on Sep. 16, 2019 to explore the hidden talents of the students. The programme started with Shabad, followed by various cultural items viz. Geet, Folk Songs, Skits, Mimicry and various dances including Giddha and Bhangra in which students showcased their talents. Students enthusiastically participated in Home Science items like Tokri Making, Kidho Making, Naala Making, Bagh Embroidery, Rangoli Making & Fine Arts items viz. Poster


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Making, Landscape, Cartooning, Installation. Dr. Monika Dua Principal congratulated the winners for their zeal and enthusiasm.

Meeting: 3

Date: October 9, 2019

Agenda:

- Rejoicing triumph at P.U. Zonal Youth and Heritage Festival

Minutes of Meeting:

- Dr. Monika dua, Principal of the college as well as faculty members cherished the Overall Trophy won at P.U. Zonal Youth and Heritage Festival organized at GGHS (Kamloh) from Oct. 3 to 6, 2019.

Meeting: 4


Date: January 14, 2020

Agenda:

- P.U. examinations
- Quarterly Review
- Panjab University Zonal Skill-in-Teaching and On-the-Spot Teaching Aid preparation Competition
- Start of Coaching for UGC NET, Crash courses
- strategies for admission in B.Ed (General), B.Ed Special Education and M.Ed

Minutes of Meeting:

- ATR of previous meeting was shared.
- All the faculty members briefed and shared various activities and events organized during the last quarter in their respective departments.
- Dr. Monika Dua apprised all faculty members about P.U. examinations going to begin from Jan.16, 2020 and wished best luck to all for good results.
- All the faculty members were involved in the brainstorming session chaired by Dr. Monika Dua. Creative and novice strategies for the sustenance of institution were discussed. Start of Coaching for UGC NET, Crash courses etc were amongst the most valued suggestions. Recommendations of NPE 2019 were also discussed and expatiated by Dr. Monika Dua.


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- Principal, Dr. Monika Dua guided all the faculty members to make strategies for admission in B.Ed (General), B.Ed. Special Education and M.Ed.
- Mrs. Parwinderpal Kaur, Asst. Prof. of the college suggested some changes in the duration of lunch break. Then, it was discussed that this issue will be resolved in the next IQAC meeting.

Action Taken Report:

- B.Ed. Students (Sem.-IV) brought laurels to the college by participating and winning 16 prizes at Zonal level and 12 prizes at Inter Zonal Level in Panjab University Zonal Skill-in-Teaching and On-the-Spot Teaching Aid preparation Competition from Feb. 10-12, 2020.

Meeting: 5

Date: February 2, 2020

Agenda: National Level Seminar

Minutes of Meeting:

- Dr. Monika Dua informed faculty members about the organization of National Seminar on "Social Media and Education- Challenges & Opportunities".
- IQAC along with Dr. Monika Dua assigned duties to all the faculty members in order to carry on all the activities smoothly.

Action Taken Report:

- IQAC of the College organized National Level Seminar entitled "Social Media and Education- Challenges & Opportunities" sponsored by College Development Council, Panjab University, Chandigarh on Feb. 19, 2020.


Meeting: 6

Date: March 16, 2020

Agenda: FDP on applicability of Lark Application

Minutes of Meeting:

- It was proposed that Lark application is to be downloaded by all the faculty members and the students of the institution to make paradigm shift from offline to online mode of teaching –learning process.


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- Mr. Lovepreet Singh will organize a FDP for teachers to acquaint them with all the knacks of using Lark Application.

Action Taken Report:

- FDP was organized on March 16, 2020 by Mr. Lovepreet Singh to provide various tips to use lark application.

Meeting: 7

Date: April 25, 2020

Agenda:


- Completion of Syllabus
- Strategies for the success of Online Classes
- Maintaining attendance record

Minutes of Meeting:

- Dr. Monika Dua apprised all faculty members about the instructions of P.U. , Chandigarh regarding completion of syllabus before May 09, 2020.
- All the faculty members were involved in the brainstorming session chaired by Dr. Monika Dua. Creative and novice strategies for the success of online classes were discussed. Ways and means were discussed to bring all the students to online classes overcoming all the barriers faced by them.
- Principal, Dr. Monika Dua guided all the faculty members to maintain attendance record of all the students of B.Ed (General), B.Ed Special Education and M.Ed so that absentees can be traced and initiatives can be taken to solve their issues.

Action Taken Report:

- Syllabus was completed on time
- Faculty Members used variotus PPTs and Videos to make their lectures interesting.


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