Yearly Status Report - 2018-2019

Part A	

Data of the Institution

1. Name of the Institution	**B. C. M. COLLEGE OF EDUCATION**
Name of the head of the Institution	**Dr.Monika Dua**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01612223252**
Mobile no.	**9815408765**
Registered Email	**bcmcollegeedu@gmail.com**
Alternate Email	**iqacbcm@gmail.com**
Address	**Sector 32A, Urban Estate, Chandigarh Road**
City/Town	**Ludhiana**
State/UT	**Punjab**
Pincode	**141010**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed**
Name of the IQAC co-ordinator/Director	**Dr. Manminder Kaur**
Phone no/Alternate Phone no.	**01612223252**
Mobile no.	**9914043721**
Registered Email	**iqacbcm@gmail.com**
Alternate Email	**me.manminder@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	[https://assessmentonline.naac.gov.in/public/index.php/postaccreditation/generatePDF_aqar/eyJpdiI6IjVGUzlwcTJqN3pHSHE3V3J6Z2RTOGc9PSIsInZhbHVlIjoiLytKdWM1TnhWcWFkQ3NYRmFwNTMwdz09IiwibWFjIjoiOTU4Y2RiZjA0NzE5OTE4M2MzNzY0MjQ3MTUwYjJjZmQ4ZTE0YjE4MzhlNGExYzkyMz](https://assessmentonline.naac.gov.in)

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.bcminstitutes.org/Naac.aspx

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**A**	**3.1**	**2009**	**29-Jan-2009**	**29-Jan-2014**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**28-May-2007**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Extension Lecture on	15-Sep-2018 1	170
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
N/A	N/A	N/A	2019 00	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	7
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

? Workshop on 'Learning Management System' (LMS) IQAC organised a workshopon 'Learning Management System' (LMS)for faculty memberson May 4 and May 6, 2019. In this workshop, Mr. Lovepreet Singh, Developer of LMS gave demonstration to faculty members on 'How to use LMS' and solved the queries of faculty members related to Learning Management System.

IQAC cell of the college conducted Internal Academic Audit in the month of December and provide the guidelines regarding maintenance of Stock Registers & Log Books on Dec. 11, 2018.

• Organised Remedial Teaching Ability groups namely 'Booster Group' & 'Below Par Group' were formed on the basis of academic performance of students in the house

tests and appropriate Remedial teaching was provided from April 25- May 6, 2019.

Faculty Development Programme School Internship Committee organized Faculty Development programme (FDP) from July 1723, 2018 to formulate a uniform pattern of Macro, ICT based, Testbased Model based Lesson Plans. Dr. Manminder Kaur, Ms. Gagandeep Kaur Ms. Geeta Kundi, members of the Internship Committee coordinated the workshop to prepare lesson plans more qualitative in nature.

Communication & Employability Skills A session on 'Communication & Employability Skills' (CES) was organized for the students on Feb. 7, 2019 to sharpen Communication & Employability Skills of the pupil teachers and prepare them for the future world of work. The teacher incharges for CES programme were the resource persons who deliberated on the different issues related to Communication & Employability Skills.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Holistic development of Future Teachers	• 8 of our B.Ed. students selected by the Department of Youth Welfare, Panjab University Chandigarh for Youth Leadership Training, Hiking Trekking Rock Climbing Camp 2018).Students along with Ms. Hardeep Kaur, Asst. Prof. participated in camp at Dr. Y. S. Parmar University of Horticulture Forestry, Nauni, Solan (H. P) from June 25 to July 3, 2018 for participation in the camp. • International Yoga Day was celebrated on June 21, 2018 with full zeal and fervor at the college campus keeping in mind the sole aim to spread the awareness about yoga and its benefits in one's lifestyle. The alumnus of the college, Ms. Supreet Kaur, enthusiastically practiced different asanas like Surya Namaskar, Uttanasana, Tadasana, Trikonasan, Kapaal Bharti and Vajra asana etc. • Social Science Club took the initiative to celebrate Vigilance Awareness Week on the theme 'Eradicate CorruptionBuild a New India' is being observed in the college w.e.f. Oct 29Nov. 3, 2018. • Peace Club of the college celebrated Communal Harmony Week with a view to foster and reinforce the spirit of Communal Harmony among the students from Nov. 19 to 24, 2018. • Social Science Club celebrated National Productivity Week on the theme 'Economy

	for Productivity Sustainability' from Feb. 1218, 2019 as per guidelines of NCTE. • Extension Lecture on 'Universal Brotherhood and Swami Vivekananda's Chicago Visit' was organized by the college in association with BhartiyaVikas Parishad on September 15, 2018. Mr. Sudhir Jain, President, BhartiyaVikas Parishad, Mr. Vishal Sharma and Mr. PankajGaba, Resource Persons of the day deliberated on biography, philosophy contributions of Swami ji in the field of education etc. • 21stAnnual Sports Day of the college was celebrated with great fervor and enthusiasm on March 20, 2019 wherein students displayed their athletic skills in 100m, 200m and relay races. Other events included shotput, Long jump, discus throw, three leg race, sack race, lemon race, Chatti race etc.
Extension Services	• IGNOU Regional Centre, Khanna invited our four faculty members as resource person for Post Graduate Diploma in School Leadership & Management to conduct the workshop from June 25 to 28, 2018. • Dr. ManminderKaur, Guidance officer of the college provided guidance to a group of parents on the theme 'Parental Guidance' at St. Francis Convent School on Oct. 20th, 2018. About 80 parents attended the guidance programme where Dr. ManminderKaur deliberated on the Parenting Practices best suited to bring up 21stCentury adolescents.
Professional Development of Faculty	• 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. Dr. Manminder Kaur, Ms. Gagandeep Kaur & Ms. Geeta Kundi, members of the Internship Committee coordinated the workshop to prepare lesson plans more qualitative in nature. • Faculty Development Programme (FDP) was organisedfrom May 14-30, 2019 where all the faculty members deliberated on the different challenges and issues related to education.
Environment Awareness	• The NSS wing of the college successfully completed 100 hours long Swachch Bharat Summer Internship Programme w.e.f. July 17-31, 2018 at village Khasi Kalan. Significant Activities like Solid Waste Management,

	Nukkad Naataks, Swachchta Mela, Awareness Campaigns, door to door meetings, movie screening in public places, waste collection drives, cleaning of streets and drains were carried out by the agile NSS volunteers following the guidelines of the Ministry of Human Resource Development. • Eco Club of the college celebrated National Science Day in collaboration with Bharat Jan Gyan Vigyan Jatha to mark the discovery of the Raman Effect by the Great Nobel Laureate &Physicist, Sir C V Raman on Feb.28, 2019. • In order to sensitize the students regarding the 'Relevance of plants in maintaining Ecological Balance' and to acquaint our future teachers with the food and culture of Rajasthan, the Social Science Club of the college organized a one Day Trip to Pinjore Gardens &Chokhi Dhani, Chandigarh on Feb. 16, 2019.
Talent Development	• Talent hunt competition entitled 'KhojHunarki'was organised on September 10, 2018, to explore the hidden talents of the students. Mrs. Santosh Mehta graced the function with her esteemed presence. • 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, 2018by winning total 33 prizes.
Community outreach	• A team of 17 students of B.Ed. Special Education (Sem-I) along with Mr. Obaid Anwar, Asst. Prof. (B.Ed.Special Education) visited Braille Bhawan, Jamalpur, Ludhiana on Oct. 12, 2018 where students had the opportunity to observe children with Visual disabilities. • A team of 16 students of B.Ed. Special Education Sem.-I along with Mr. Obaid Anwar, Asst. Prof. (Special Education) and Dr. SangeetaArora, Asst. Prof. (Teaching of Hindi) visitedGovt. Rehabilitation Institute for Intellectual Disabilities (GRIID) Chandigarh on Nov. 12th 2018 where students had the opportunity to observe children with Intellectual disabilities like Mentally Retarded Children, Autistic Children, Children with Cerebral Palsy and Down's Syndrome in the real classrooms. • NSS wing of BCM College of Education conducted NSS Camp on the theme 'Clean India, Healthy

	India' from Jan.04 to Jan. 10, 2019 with full zeal and fervor to develop the spirit of cooperation, team spirit and dignity of labour amongst the students. • Red Ribbon Club of the college organized AIDS Awareness Rally to sensitise and increase awareness about AIDS, its misconcepts among the students and local residents on March 13, 2019. • A team of the B.Ed. students staged a NukkadNaatak based on the upcoming elections near Vishal Mega Mart, Sector 32, Ludhiana on April 7, 2019.
Communication & Employability Skills	• A session on 'Communication & Employability Skills' (CES) was organized for the students on Feb. 7, 2019 to sharpen Communication & Employability Skills of the pupil teachers and prepare them for the future world of work. • To sharpen the Communication Skills especially speaking skills of would be teachers and to prepare them appropriately for the future world of work, threedays Workshop on Communication and Employability Skills was conducted from April 2-4, 2019 for all the B.Ed., B.Ed. Special Education &M.Ed. students in their respective tutorial groups.
Women Empowerment	• Women Cell of the College celebrated Women's day with great fervor, zest and zeal on March 8, 2019. The celebration sensitized the future teachers about the unprecedented elevation of women in the Indian society and across the globe.
Remedial Teaching	• On the basis of academic performance of students in the house tests, appropriate Remedial teaching was provided to students from April 25- May 6, 2019.
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2018
Date of Submission	30-Sep-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	College has ERP software to manage all financial data, Accounts, Salary, ELibrary and Fees.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

B.C.M. College of Education nurtures a very noble vision for the future by providing effective teaching learning environment to pupil teachers and curriculum is delivered efficiently in classes. College is following the curriculum as per Panjab University. In order to ensure effective implementation of the curriculum, the college takes up many initiatives for effective curriculum delivery through a well planned and documented process in the following ways: • Annual Academic Calendar is prepared at the beginning of the session. The students are oriented about the academic plans through the Prospectus as well as in orientation sessions. • Unit Planning is prepared in the beginning of the semester by subject teachers under the guidance of the principal to make sure that curriculum will complete within time and by using appropriate teaching strategies. • Course related books, reference books and suggested readings are discussed in the classrooms by the respective subject incharges. • Teachers plan their lectures considering different needs and abilities of the students. • The assessment of the students is awarded on the basis of their performance in unit tests, house tests and practicals, attendance, assignments and Sessional works. • Every year new books are added in library as per the recommendations of the teachers. • Subject seminars are conducted in which students act as resource persons under the able guidance of their teachers. • Workshops regarding curriculum transaction are attended by teachers from time to time. • College organizes various extension lectures by inviting eminent resource persons for curriculum delivery. • Training in latest technology is arranged for teachers to make them abreast with latest trends in curriculum delivery and documentation. • College provides a rich programme of curricular and Co-curricular activities for student teachers for all round development of their personalities as also those of the students whom they teach. • Institution focuses on developing new paradigms and inculcating national values for holistic development of the students by celebrating various days and weeks. • A streamlined internship programme is organised to equip students with necessary professional skills, where two pre- internship programs of 15 days in semester I & II, in which students observe the functioning of schools and during the third semester, 16 weeks internship programme provides the students an opportunity to practice their learnt teaching skills. • The IQAC of the college monitors the regular feedback regarding curriculum delivery so that remedial measures can be taken.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
N/A	N/A	Nil	00	N/A	N/A

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	N/A	Nill
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	N/A	Nill

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
N/A	Nill	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	Internship Programme	145
BEd	Pre- Internshp Programme	149
BEdSplEd	Internship Programme	10
BEdSplEd	Pre- Internship Programme	17
MEd	Field Projects	4
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?

(maximum 500 words)

Feedback Obtained
Feedback plays an important role for future development and improvement. The essence of the exercise is to help teachers regarding changes that are required to improve teaching outcome. This is a critical exercise as analysis of the feedback data is important information available to the teachers to assess the aspects needed to be worked upon. The college has developed its own feedback performa covering all the essential aspects related to curricular aspects. IQAC of college reviews the questionnaire annually to minimize errors in data collections. The feedback from students is taken when they pass out from the college. This helps us to analysis strengths and weaknesses of the courses. The college also obtains feedback related to curriculum to identify the needs through formal and informal interaction. After that all data is analysed statistically and results are discussed by principal of the college during staff meeting. Feedback is also taken from alumni when they come to collect their degrees in convocations. Feedback is also taken from various guests, speakers and resource persons on visitor book. Experienced staff from practising schools also provides feedback during final discussion lessons of Semester III students. The IQAC uses the feedback data as a critical input in designing plans for improvement of curriculum delivery under the able guidance of principal of the college.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	General Sem. I	150	149	149
BEdSplEd	Learning Disability Sem. I	30	17	17
MEd	General Sem. I	50	4	4
BEd	General Sem. III	150	145	145
BEdSplEd	Learning Disability Sem. III	30	10	10
MEd	General Sem. III	50	4	4
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	321	8	23	0	8

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
23	23	34	6	1	11

View File of ICT Tools and resources

View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring of students is available in college in form of tutorial groups. Tutorial groups are formed having 12-15 students with one mentor teacher. Mentoring of students is based on the following objectives: • To strengthen pupil teacher relation with their mentors • To solve problems faced by learners. • To improve their public speaking and communication skills. • To guide and counsel the pupil teachers for the profession. • To guide pupil teachers regarding various government beneficial schemes. • To prepare students for the competitive exams. There is provision of one lecture every week in the timetable for tutorial class in which the tutorial in-charges meet their students to listen to their problems and solve them. Small group interactions and personal care is provided in mentor groups. Different activities are organised to identify and polish the hidden talent of students in their respective tutorial groups. Tutorial-wise morning assembly is organised twice a week. Important days and festivals are celebrated by different tutorial groups to develop leadership qualities and they learn how to handle different situations.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
329	23	1:14

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
25	23	2	0	9

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NIL	Nill	NIL

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	General	I	28/12/2018	02/05/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The internal assessment is based on continuous evaluation of the student's progress which is monitored by keeping the records of the performance of each student in the each activity. It is entirely based on the Panjab University Chandigarh curriculum. Students are oriented regarding internal assessment procedure in the beginning of the session. The following reforms for continuous internal evaluation are initiated by college: • During every semester, students have to appear for Unit tests and house tests. • Assignments and Sessional Works of each subjects are assigned to students as per Panjab University Syllabus. • Internal Practicals are conducted at the end of each semester. • Subjects seminars, Group discussions, PowerPoint presentations, debate competition, short-term field tours and report preparation and Projects on different topics are assigned to students to enhance their skills. • Teaching skills of students of semester 3 are assessed on Simulated teaching sessions, teaching aids preparation competitions and discussion lessons after Internship programme. • Students are assessed on the various Curricular and Co-Curricular activities like literary, dramatics, fine arts and sports activities. • Remedial classes are conducted for the slow learners to help them to update their subject knowledge and to improve their performances in final exams.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

B.C.M College of Education, Ludhiana Academic Calendar Session 2018-19 July :Start of Academic Term • Orientation for School Internship Program for B.Ed. Sem.- III. • Regular Teaching for B.Ed. Special Edu.(LD) and M.Ed. Sem.- III. • Simulated Teaching for Micro and Macro Lesson Plans. • Normal Admission Schedule for B.Ed. Sem.- III. • School Internship of B.Ed. Sem.- III. August : • Inauguration and Hawan Ceremony for next Academic Session. • Orientation for new entrants. • Regular teaching for B.Ed., B.Ed. Special Edu. (LD)- I M.Ed. Sem.-I. • Club formation and Student Council formation. • Admission of M.Ed. Sem.-I September: • Celebration of Teachers Day. • Tutorial Activities • Celebration of Hindi Diwas. • Talent Hunt • Pre-Internship Programme –I for B.Ed. Sem.- I. • Regular Teaching of M.Ed. -I October: • Unit Tests • Preparation and Participation in Youth Festival. • Project Work of different Subjects • Internship Programme for M.Ed. Sem.- III. • Eco Club Activity • Social Sciences Club Activity • Celebration of Vigilance Awareness Week November: • House Tests • Peace Club Activity • Feedback and Discussion on Need Based Teaching • Internal Practicals of all classes. • Post Internship Programme for B.Ed. Sem-III • Submission of Different Assignments and Projects • Celebration of Communal Harmony Week December • Panjab University Final Practical Examinations for B.Ed., B.Ed. Special Education (L.D) M.Ed. Sem. I III. • Panjab University Final Theory Examinations • Red Ribbon Club Activity • Winter Break. January • A week Long NSS Camp. • Orientation for B.Ed. Sem.- II • National Youth Day Celebration • Lohri Celebration • Preparation and Participation in P.U. Zonal and Interzonal Skill In Teaching Competitions • SVEEP Activities February • CES Activities for B.Ed. Sem. –II IV • Celebration of National Productivity Week • Math Club activity • Skill Will Week • One Day Education Trip • Unit Tests for B.Ed., B.Ed. Special Education (L.D.) M.Ed. Sem.- II IV March • Subject Seminars • Submission of Dissertation For M.Ed. Sem. – IV • Social Science Club activity • Alumni Interaction. • Participation in P.U Sports • Annual Athletic Meet • Celebration of Women Day • House Tests • Fine Arts Workshop April • Pre-Internship Programme for B.Ed. Sem. –II Students. • Internal Practicals for B.Ed., B.Ed. Special Education M.Ed. • Workshop on Communication and Employability Skills. • Tour/Trip for Students • Need Based Teaching • Submission of Synopsis M.Ed. Sem.-II • Community Services Programme. May • Submission of Difference Assignments • Final Practical Examination. • Faculty Development Programme. • Panjab University Final Theory

Examination. • Discussion Internship Viva Voce June • Farewell of B.Ed., M.Ed. and B.Ed. Special Education (L.D.) • Celebration of International Yoga Day • Participation in Youth Leadership Camp. • Summer Break

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.bcminstitutes.org/documents/naac/ProgrammeOutcomes.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
General	BEd	General	294	294	100
Learning Disability	BEdSplEd	Learning Disability	27	27	100
General	MEd	General	8	8	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://www.bcminstitutes.org/documents/naac/StudentsSatisfactionSurvey2018-19.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	00	NIL	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop for Professional Development Programme for Elementary Teachers (PDPET)	National Institute of Open Schooling (NIOS)	01/01/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Skill-in-Teaching	Rashmi Sukhija	Panjab University, Chandigarh	18/01/2019	Skill-in-Teaching
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year					
Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Extended Contact Programme for Post Graduate Diploma in School Leadership Management (PGDSLM)	Extended Contact Programme for Post Graduate Diploma in School Leadership Management (PGDSLM)	Indira Gandhi National Open University (IGNOU)	Extended Contact Programme for Post Graduate Diploma in School Leadership Management (PGDSLM)	Academic	29/12/2018
D.El.Ed. Personal Contact Programme	D.El.Ed. Personal Contact Programme	National Institute of Open Schooling (NIOS)	D.El.Ed. Personal Contact Programme	Academic	24/10/2018
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
NIL	NIL	NIL

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Education	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Education	1	00
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Education	3
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
N/A	N/A	N/A	Nill	0	N/A	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
N/A	N/A	N/A	Nill	0	0	00

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	8	0	0
Presented papers	0	6	0	0
Resource persons	0	2	0	4

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Cycle Rally	Hero Moto Corp., Ludhiana	2	50

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
N/A	N/A	N/A	0

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Youth Leadership Training Camp	Department of Youth Welfare, Panjab University Chandigarh	Hiking Trekking Rock Climbing	1	8

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
N/A	00	N/A	00

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Academic	School Internship Programme	Decent Public School Shakti Nagar	01/08/2018	17/11/2018	9
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
B.C.M. Senior Secondary School, Sec.32-A, Urban Estate, Chandigarh Road, Ludhiana	29/03/2011	Share Educational Experiences in order to work with Learning Disable Students	11
R.S. Model Sr. Sec. School, Shastri Nagar, Ludhiana-141002	29/03/2011	Share Educational Experiences in order to work with Learning Disable Students	8
B.C.M. Senior Secondary School, Basant City, Pakhowal Road, Ludhiana	29/03/2011	Share Educational Experiences in order to work with Learning Disable Students	8
BCM Arya Model Sr. Sec. School, Shastri Nagar, Ludhiana-141002	29/03/2011	Share Educational Experiences in order to work with Learning Disable Students	8
BCM Arya Model Sr. Sec. School, Shastri Nagar, Ludhiana-141002	20/06/2011	To work in the field of Speech Therapy for learning disabled students	8
B.C.M. Senior Secondary School, Jamalpur colony, Focal point, Ludhiana	29/03/2011	Share Educational Experiences in order to work with Learning Disable Students	9
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3824443	3163559

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
N/A	Nill	00	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	10005	1872360	116	46769	10121	1919129
Reference Books	4071	1300121	138	47636	4209	1347757
Journals	32	13509	0	0	32	13509
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
N/A	N/A	N/A	Nill
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others

Existing	50	34	50	1	1	3	1	1	13
Added	0	0	0	0	0	0	0	0	0
Total	50	34	50	1	1	3	1	1	13

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

1 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
N/A	[NA](NA)

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
890275	**881423**	**3824443**	**3163559**

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

College has various Physical, Academic and Support facilities like laboratory, library, computers lab, ET room, Social Science Room, Mathematics Laboratory, Language Lab, Art and Craft Room, Psychology Laboratory, Multipurpose hall, girls and Boys Common Rooms, Research Room, Ground and classrooms. Labs and rooms are under the supervision of respective lab incharges. There is provision of content periods twice a week in the timetable which is taken by subject teachers in their respective labs. Labs are fully equipped with the required TLM, which is upgraded and maintained with the help of students and supporting staff. Labs are fully cleaned by supporting staff regularly. The College has a well equipped and furnished Auditorium of 800 capacity for conducting the functions at grand level and indoor games having RT sound setting. The College has well furnished, airy and well ventilated class rooms which are aesthetically pleasing. Class Rooms are equipped with new age digital education solution empowering students to step in with the latest technology and have any time any where access to quality study support. Psychology Laboratory fulfills the needs to perform a variety of Psychology experiments. We have a rich stock of more than 144 different verbal as well as non-verbal tests in the laboratory. The College has rich, well stocked and furnished fully computerised library. It has more than 13,750 reference, general and text books. Apart from these, we regularly subscribe 14 Newspapers, 35 Journals and 18 Magazines. College library provides book bank facility to the student to help the needy and meritorious students. Our college is equipped with Hi-tech Computer Lab consisting latest computers and broadband internet connection. There is facility of printer, scanner and other peripherals in the computer lab to enhance multimedia view of educational material. College has a well stocked ET Room having all the latest technologically advanced gadgets which are utilised to impart education and improve the process of teaching and learning.

http://www.bcminstitutes.org/Facilities1.aspx

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Fee Concession Policy	12	42000
Financial Support from Other Sources			
a) National	POST MATRIC SCHOLARSHIP SCHEME	28	472862
b)International	N/A	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Workshop for D.El.Ed. students	04/06/2018	100	NIOS
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	B.Ed. Entrance Test Coaching	48	0	48	48
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
12	12	4

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
N/A	0	0	B.C.M. Sen. Sec. School, Chd. Road, Ldh	22	12

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	2	B.Ed.	B.Ed. College	Panjab University, Chandigarh, SCD Govt. College, Ludhiana, B.C.M. College of Education, Ludhiana, D.D. Jain College for Women, Ludhiana, Govt. College for Girls, Ludhiana, SDP College for Women, Ludhiana, Foreign Universities	M.Sc.
2019	5	B.Ed.	B.Ed. College	SCD Govt. College for Boys, Ludhiana	M.Com
2019	1	B.Ed.	B.Ed. College	Govt. College for Girls, Ludhiana	M.A.
2019	1	B.Ed.	B.Ed. College	SDP College for Women, Ludhiana	M.A.
2019	3	B.Ed.	B.Ed. College	D.D. Jain College for Women, Ludhiana	M.A.
2019	2	B.Ed.	B.Ed. College	Khalsa College for Women, Ludhiana	PGDBA
2019	5	B.Ed.	B.Ed. College	PCTE, Baddowal	MCA
2019	3	B.Ed.	B.Ed. College	Canadian Universities	Diploma

| 2019 | 1 | B.Ed. | B.Ed. College | B.C.M. College of Education, Ludhiana | M.Ed |
| 2019 | 1 | B.Ed. | B.Ed. College | Australian University | Diploma |

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nill	0

No file uploaded.

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
International Yoga Day	Institution	334

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	N/A	Nill	Nill	Nill	00	N/A

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College has a Students Representative body and it has been aptly called "Student Council". The student council gives the students a voice - to be heard. Through it, they involve themselves in multifarious duties college demands of them. The Student Council of the college has an unbiased and democratic election system in order to choose members of the executive committee. Every year elections are conducted in a democratic way in respective tutorial groups. Every section is divided into 3 Tutorial groups. Each tutorial group has about 15 students. Out of these 15 students, one class representative or CR is chosen, so there are three CRs from each section of B.Ed. (General) 2 CRs from B.Ed. Special education 1 CR from M.Ed. Class. These class representatives then later on compete for the post of President, Vice President, Secretary and Joint Secretary. Meetings of the Student Council are conducted from time to time to discuss issues and grievances of the students. The student council is monitored by Dr. Sangeeta Dr. Jasdeep Kaur, Student Council Incharges. For the Session 2018-19, Meeting of all the Class Representatives of B.Ed., B. Ed. (Special Education) and M.Ed. class was held on Oct. 9, 2018 to constitute Student Council (2018-19). The meeting was presided over by Dr. Monika Dua, Principal, Dr. Sangeeta Arora, Dean Student Welfare and Dr. Jasdeep Kaur, Incharge Student Council. Ms. Sukhpreet Kaur (M.Ed.) was elected as President, Ms. Ritu (B.Ed.) as Vice-President, Mr. Kewal Singh (B.Ed. Special Education) as Secretary and Mr. Shreyans Jain (B.Ed.) as Joint Secretary for the session 2018-19. The student Council helps in coordinating all the events related to academics and other co-curricular and

extra-curricular activities, as per the directives of teaching faculty. They do a lot of academic and administrative work by taking the help of other students. They also motivate other Students to take part in the activities conducted by the institute. They work as a medium between faculty and students. Contribution of the Student Council in Administration is as follows – • To promote an environment which is conducive for intellectual and personal development of the student teachers and bridge the gap between students and administration. • To facilitate smooth functioning of the teacher education system. • To promote Human Relationships, Leadership and cultural values. • To provide opportunities to students for self expression, interaction active participation. • To initiate, implement and complete projects and activities which will help students, faculty administration. • To provide a living workshop of democratic processes through activities like elections etc. • To promote respect for law and general welfare of the institution. • To improve understanding between and within groups through interaction and communications.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

108

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

2

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The functioning of the college is run through different Committees, Cells and Clubs. All the Faculty members are engaged to mentoring the student teachers through the different Cells, Clubs, and Committees.The faculty members decentralizes its power and authority to the student council members. There is a well-structured Student Council in the college having different executive positions-Principal as a Chairperson, DSW, Senior Members from teachers as Member, Student Council and President, Vice President, Secretary and Joint Secretary from the students. The prime objective of the Student Council is to act as a Bridge among the Principal, Faculty and Students. The student representatives are elected on the basis of the democratic election system to choose members for executive positions. The student council takes or suggests decisions based on the collective participation of the students. The Student Council Meetings are organized at regular intervals to discuss issues and grievances of the students. The student council also take lead in approaching the Principal and faculty with suggestions or issues or problems. They are the mediating link between the students and the leadership. They are actively involved in the decision-making process of the institution. 2.The management provides financial assistance for academic, human resources, technological, infrastructure, and physical facilities to the college. The management has regular meetings with the head of the institution for preparing the annual budget for the academic year. The management and Principal meet twice a year to

monitor the requisition of academic, human resources, technological, infrastructure, and physical facilities. The faculty members are given the freedom to put forth their innovative ideas and valuable suggestions.Meetings are held once in month to discuss quality initiatives for the college and procure feedback on the functioning of the college. The institution works on the mission, vision and objectives of the college.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Library, ICT and Physical Infrastructure / Instrumentation	The College Library employs the latest software. The quality improvement strategies for physical and ICT infrastructure focus on their regular maintenance and timely up-gradation while ensuring its utility in the education process. The College provides Wi-Fi system to students, and staff. The library is updated with the latest books , magazines, periodicals and journals. Timely renewal of the Subscription of the journals and magazines is the regular feature of library functioning. Book bank facility is available for the needy students.
Human Resource Management	College being an approved center of National Institute of Open Schooling for D. El. Ed. program College organized Workshop for D.El.Ed. from Dec. 23, 2018- Jan. 6, 2019, Personal Contact Programme for PDPET from Dec. 2-31, 2018 and Workshop for PDPET from Jan. 1- 14, 2018. Workshop Based Activities (WBA) from June 4 -16, 2018 were also organised. IGNOU Regional Centre, Khanna invited our four faculty members as a resource person for Post Graduate Diploma in School Leadership Management to conduct the workshop from June 26-28,2018. College organized Coaching for B.Ed. Entrance Test from June 15- July 2, 2018.
Industry Interaction / Collaboration	Being Teacher Education instituite, the college collaborates with the schools to develop the employability skills among the students for their better placement. For this, 16 week long Internship Programme for B.Ed. Semester-III (2017-19) students commenced w.e.f. 1st August 2018 in 21 practicing schools including our Sister Institutions , Public and Private schools of Ludhiana Students

	successfully completed the Internship Programme in 21 schools from Aug. 1- Nov. 17, 2018. During the year 2018-19 , college collaborated with Bhartiya Foundation for School Internship Programme where students successfully completed their internship at Satya Bharti Schools at Khanpur, Ladowal, Bhelolpur Balliyewal.
Admission of Students	College follows the admission process for all the courses i.e. B. Ed, M. Ed. and B. Ed. Special Ed. (LD) as per the guidelines and eligibility conditions prescribed bt NCTE, Punjab Govt. and the affiliating body P.U. Chandigarh. College establishes a help desk in the college campus for Online registration for the B. Ed. admission as per the guidelines a w.e.f. July 12-23, 2018. After the first and second phase of Admission (Online), the third phase i.e. Physical Counseling for filling up the vacant seats for B.Ed. (General) B.Ed. -Special Education (Learning Disability) course in colleges of education situated in Punjab was held at Panjab University, Chandigarh from Aug. 23-30, 2018. After the culmination of the final admission phase, all 150 B.Ed. General seats have been filled and 19 students got admission in B.Ed. Special Education.
Curriculum Development	As an affiliated college of the Panjab University (PU), the college follows prescribed syllabus for B.Ed., M.Ed. B.Ed. Learning Disability given by PU.The faculty members of College participate in the curriculum revision workshops undertaken by PU. Within College, meetings of faculty members teaching the same subjects are conducted on regular basis. The teachers share their approaches and innovative practices adopted towards delivery of the curriculum. The quality improvement strategies further focus on making the curriculum more applied, innovative and synchronous to the developments in the field of Education. The Principal is the member of Board of Studies,PU.
Teaching and Learning	Orientation programme for B.Ed. students (2018-20) was organized to acquaint the new entrants with B.Ed. curriculum from Aug.6-18,2018. Need based teaching groups were formed on the basis of the academic performance

	of students in the Unit and House Tests. Need based teaching was provided from April 25- May 6, 2019. Pre-Internship Programme for the B.Ed. students of Semester III commenced from July 17-31, 2018.In order to prepare the would be teachers to face the challenges during the forthcoming 'Internship Programme' scheduled from Aug. 1-Nov. 25, 2018, an interactive session on Internship Programme was organised by the college.
Examination and Evaluation	In order to fulfill the eligibility requirements of the students to appear for the P.U. Exams as prescribed by P.U. Chandigarh, the house tests for B.Ed., B.Ed. Special Education M.Ed. students were held from Nov. 22-30, 2018. from April 8-22, 2019. Internal Evaluation is an important aspect of the Evaluation Process, Internal Practical Examinations were conducted on April 24 25, 2019 by respective Teacher-in-charges to make internal assessment transparent and effective.
Research and Development	The college has its own research journal namedResearch Journal name-"BCM Research Colloquium" which is half yearly and Peer Reviewed Half Yearly Research Journal registered under "RNI" having registration No. : PUNENG/2017/75635 and ISSN 2320-9321. Teachers guide M.Ed. students to do their research work which is a requirement for M.Ed. course. The College also subscribes to various International and National journals, in both print and electronic form. • Ms. Suprerna Khanna, was conferred with Ph.D. Degree by Dravidian University, Kupam (A.P.) on May 1, 2019.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Plans are underway to createadditional infrastructure in the form of ICT enabled classrooms The college plans the delivery of courses and programmes through itsAcademic Calendar and Time-Table. Similarly,plans are prepared well in advance forthe smooth conduct of the examinations.The College takes feedback from students to assess the various aspects of the functioning of the college. The photos of the events organized in the college are uploaded

	on the website as well as on the face-book page of the college. The faculty uses what'sApp groups for the dissemination of information to its stakeholders i.e. students, parents and practicing schools.
Administration	To better streamline the administrative work, database andrecords are maintained in electronicform. Notices and other correspondence pertaining to administration areproactively communicated via electronic channels to respective stakeholders.The administrative wing of the College has already started digitization of its records for easy retrieval and storage.Statutory information, student related information and other important forms are uploaded on the institutional website i.e. www.bcminstitutes.org The information about faculty and non-teaching with qualifications, designation and salary is also displayed on website.
Finance and Accounts	The Accounts Department of the College processes payments of all types as well as receipts electronically. The Department employs softwares for maintenance of records as well as preparation of salaries and Financial Statements. The purchases are made by inviting quotations electronically. Further, e compliance to regulatory authorities is done on a timely basis as and when required.
Student Admission and Support	College follows the admission process for all the courses i.e. B. Ed, M. Ed. and B. Ed. Special Ed. (LD) as per the guidelines and eligibility conditions prescribed bt NCTE, Punjab Govt. and the affiliating body P.U. Chandigarh. College establishes a help desk in the college campus for Online registration for the B. Ed. admission as per the guidelines a w.e.f. July 12-23, 2018. After the first and second phase of Admission (Online), the third phase i.e. Physical Counseling for filling up the vacant seats for B.Ed. (General) B.Ed. –Special Education (Learning Disability) course in colleges of education situated in Punjab was held at Panjab University, Chandigarh from Aug. 23-30, 2018. After the culmination of the final admission phase, all 150 B.Ed. General seats have been filled

	and 19 students got admission in B.Ed. Special Education. .M.Ed. admission is also done as per university guidelines by applying online on university portal made for the purpose. The students belonging to reserved categories are made to apply online for the scholarship.
Examination	The examination forms of the students are filled online as per procedure adopted by PU Chandigarh.The roll nos' of students issued by the university are downloaded from university and admit cards are sent to students online. Further, a list of examination based instructions are also emailed to students prior to examinations. Similarly, examination duties are intimated electronically to faculty members. Further, internal assessment records are sent to university electronically.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NA	NA	NA	0

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Uniform lesson Plan Pattern	Faculty Development Programme	17/07/2018	23/07/2018	23	Nill
2019	Emerging Trends and Challenges in Education	Faculty Development Programme	14/05/2019	30/05/2019	20	Nill

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Curriculum Design and Development	2	16/07/2018	25/07/2018	10
Cross-Disability Approach towards Inclusive Education'	1	10/08/2018	12/08/2018	3
Experiential Learning Work Education in School and Teacher Education Curriculum	2	19/11/2018	24/11/2018	6
'Instructional Strategies for Social Science Teachers'	1	10/05/2019	23/05/2019	14

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1.Duty leave 2.Maternity leave 3.Causal Leaves as per P.U. Norms 4. EOL5. EPFO 6. Gratuity, 7. Honouring on Teachers Day	1. Duty Leave 2. Maternity leave 3.EPFO 4.Gratuity 5. ESI 6. Provision of Uniforms	1. Scholarship for reserved category as per govt. schemes. 2.Book-bank facility 3.Remedial Teaching Facility.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

College has transparent financial procedures. Every purchase or repair order is placed after obtaining vendor quotations. The procurement committee suggests the most competitive quotation. Vouchers are duly signed by the Accountant, Principal, Secretary and Advisor. The majority of transactions are carried out online via UPI, Net Banking and cheque. Statutory auditors are chosen by management for external audits. At the end of each fiscal year, Income and Expenditure Account, Balance Sheet, and Depreciation Chart are duly signed by the Trustees, Secretary, Principal and Chartered Accountant. Budget is reviewed twice a year in College Management Committee Meetings. Salaries for teaching, non-teaching and support staff are credited into their accounts through bank

	transfer.	

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
00	0	00

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6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Panjab University	Yes	IQAC of College
Administrative	Yes	Chartered Accountants Appointed by Mr. Sanjeev Jain	Yes	Principal

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Involving parents in organizing co-curricular activities at college. 2. Networking with parents to guide for best suitable Practices for adolescents. 3. Seeking support from parents to organize and conduct community work.

6.5.3 – Development programmes for support staff (at least three)

1.They are given training in organization skills like organizing files in the office and providing support to the office staff. 2. They are trained inthe hospitality area on the serving aspect to guests who visit the college. 3.Diwali gifts are given to supporting staff to recognize their commitment to college.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Need-Based Remedial Coaching for academically weak students. 2. Booster group teaching for meritorious students. 3. Communication Skill Enhancement sessions.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Use of	11/12/2018	11/12/2018	11/12/2018	22

	Interactive Board				

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Youth Leadership(4 prizes by Girls)	25/06/2018	03/07/2018	5	3
Survey on Women health	07/01/2019	07/01/2019	37	13
Dhee Panjab di(Won 2 Prizes)	10/03/2019	10/03/2019	10	0
women Day celrbration	08/03/2019	08/03/2019	127	25

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The institution is located in open and pollution free area.The students enjoy eco-friendly environment with lush green lawns and play grounds. The institution has well furnished, airy and well ventilated rooms. The students are encouraged to save energy by switching off lights and fans when not in use. The following activities were conducted for the environment consciousness among students: Swatch Bharat Summer Internship Program organised from 17/07/2018-31/07/2018. Participation in Cycle Rally on 26/08/2018. Interactive Session on Digital Payment system 14/09/2018 Organised Slogan Writing Poster Making Competition on Clean India Healthy India on 06/01/2019 Rally on Clean India Healthy India 06/01/2019. Rally on Restoration of Budha Dareya on 27/01/2019 Celebration of National Science Day on 28/02/2019 Cycle Rally calling All pedal Pushers-Ride dedicated to Architect of Bicycle Industry on 01/03/2019

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Ramp/Rails	Yes	0
Rest Rooms	Yes	0
Special skill development for differently abled students	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to	Number of initiatives	Date	Duration	Name of initiative	Issues addressed	Number of participating

2018	address locational advantages and disadvantages	taken to engage with and contribute to local community					students and staff
2018	1	1	21/06/2018	01	International Yoga Day	Health Issues	120
2018	1	1	17/07/2018	15	Swatch Bharat Summer Internship Program	Cleanliness	50
2018	1	1	15/09/2018	01	Extension Lecture on Universal Brotherhood	Unity in Diversity	120
2018	1	1	26/09/2018	01	Elections are the medium for Democracy	Importance of Casting Vote	110
2018	1	1	12/10/2018	01	Visit to Braille Bhawan	Including CWDN	20
2018	5	1	29/10/2018	06	Vigilance Awareness Week	Awareness	110
2018	1	1	12/11/2018	01	Visit to GRIID	Awareness	20
2018	1	1	14/11/2018	01	Poster Making on HIV/AIDS	Awareness	20
2018	1	3	17/11/2018	06	Communal Harmony Week	Communal Harmony	110
2019	3	3	05/01/2019	25	NSS Camp	Awareness	50

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Prospectus	17/06/2019	College Prospectus is upgraded every year and all the required

information like Motto, Vision Mission, Code of Conduct, Section Houses Incharges, Activities organised in previous session, Clubs services are mentioned clearly. It gives clear picture to all the stakeholders regading the rules and regulations of the college.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Women Day	08/03/2019	08/03/2019	220
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Eco-Club of the college take various initiatives to make the campus eco-friendly. Students participation is also appreciable as they contribute by planting trees, organising Rallies, participate in various competitions sensitizing towards sustainability, Dramatizing Nukad Nataks to make people also aware about Green and Clean surroundings. The institution is Eco-friendly and is located in a pollution free area in a peaceful atmosphere away from the city's hustle and bustle. The institution keeps in view the environmental issues and it is ensured that all the rooms are airy and well ventilated, spacious and well furnished with sufficient provision of fans and tube lights. • NSS Volunteers along with NSS Officers, Ms. Manjit Kaur Ms. Shilpa Kaura participated in Prayers pledge for the Restoration of Buddha Darya on Jan 27, 2019. The rally flagged off from the Tajpur Road, Near Central Jail, Ludhiana and enthusiastically marched forward raising slogans to sensitize the community to jointly work out a solution to restore Buddha Darya..An awareness drive was conducted during NSS Camp and various activities were organised to sensitize students and local community about cleanliness and maintenance of campus and surroundings. • Our 50 Students participated in the cycle rally titled 'Calling All Pedal Pushers-Ride dedicated to Architect of Bicycle Industry' on March 1, 2019.Ms. Parwinder Kaur, Asst. Prof. and Ms. Ritu Mahajan Asst. Prof. accompanied the students. • Tree plantation and upgradation of plants is the regular feature of the institution, Trees and plants are planted in the college campus, teaching practice schools and surrounding areas. The institution emphasizes on the minimum use of paper. Students are motivated to submit online assignments to reduce the use of papers. • installation of CFLs in the classrooms is a step towards Energy Conservation .Rough papers are used for office work and notes. • Garbage burning is prohibited and pits are made to collect and decompose the garbage. The use of plastic straws and cups in the college canteen have been banned.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BCM College of Education, Sector 32-A, Urban Estate, Chd. Road, Ludhiana 2018-2019 BEST PRACTICE-I 1. Title of the Practice: Kind Heart Movement 2. Objectives of the Practice: • To inculcate the sense of social service amongst volunteers. • To develop the sense of cooperation, coordination, sharing and caring amongst volunteers. • To extend helping hand to the needy section of the

society. • To build a society full of resilient, self-dependent and contented individuals. • To create a strong value system amongst youth of nation. • To contribute towards sustainable growth and development of society by implementing the concept of recycle and reuse. • To create a happy and peaceful world by bringing smiles on the marginalized section of society. • To lead to optimum utilization of the scarce resources available in the society. 3. The Context of the Practice: India is country which is known as second most populous country in the world. Ours is a great country having different cultures, castes, creed and religions but still, they live together. It is known for its heritage, spices and of course, for people who live here. That's the reasons India is famous for the common saying of "unity in diversity". Diverse population of the country faces a major problem of unemployment and is forced to live below poverty line. At present, 60 per cent of Indias population or an estimated 812 million people live below that poverty line. They are not even able to meet their basic needs of food and clothes. Innumerable NGO's and charitable organizations function selflessly to help the marginalized segment of the population. Believing in the philosophy of Lord Krishna that this whole world is a global village 'Vasudhaiv Kutumbkam', BCM Family took the initiative to serve the community selflessly and contribute towards sustainable growth and development. 4. The Practice: • NSS Wing of the college commenced a unique initiative titled 'Kind Heart Movement' in which all the students of the college donated clothes, toys etc. for the needy people living in slums or on roads. The things collected were later on distributed among people belonging to deprived sections of the society. • Faculty and students participated wholeheartedly to serve the community by sharing and caring for marginalized section of society so that they can also fulfill their basic requirements of at least food and clothes. 5. Evidence of Success: Reuse and recycling of the material helped to create a sustainable environment where everyone can breathe in a pollution free environment and live a healthy and long life. A step towards creation of a healthy and happy society was taken. People whom our volunteers approached in the society were extremely happy and contended. No doubt our initiative to help the needy section of the society was just like a drop in the Ocean but it changed thought process of many people who observed us engaged in such a pious deed and they too started extending a helping hand to the needy. 6. Problems Encountered Resources Required : No major obstacles were faced during the movement. One of the obstacles was to find out the suitable places where material can be distributed aptly because it was very important to see the available resources and the segment of society which can really get benefitted by its usage. Human Resource were required to put their efforts wholeheartedly to come forward for collection and distribution of the material like old clothes, toys, stationery items, foot wears, eatables etc. BEST PRACTICE-II 1. Title of the Practice: Community Promotional Activities 2. Objectives of the Practice: • To create a sense of cooperation integration and unity among the students • To motivate the students to take better participation in the developing community programs • To develop the idea of ability and better thinking to work for the betterment of community. • To develop democratic leadership among students through their participation in community programs 3. The Context of the Practice: To achieve the objectives, Students are motivated to participate in community activities. Throughout the session various activities were organized to build confidence and inculcate social values and discipline among pupil teachers Community work is a planned process to mobilize communities to use their own social structures and resources to address their own problems and achieve their own objectives. Community work focuses on participation and fosters empowerment, emancipation and change through collective action. 4. The Practice : Visit to Braille Bhawan A team of 17 students of B.Ed. Special Education (Sem-I) along with Mr. Obaid Anwar, Asst. Prof. (B.Ed. Special Education) visited Braille Bhawan, Jamalpur, Ludhiana on Oct. 12, 2018 where students had the opportunity to observe

children with Visual disabilities. Mrs. Paramjeet Kaur, Principal interacted with the students. It was an excellent chance for the students to witness the methodology of teaching adopted by teachers, Infrastructure, Special equipment, Accommodations and Modifications in the environment tailored to meet the special needs of the Visually Impaired Children. Visit to GRIID On November 12 2018, B.Ed special education pupil teacher along with class incharge Mr. Obaid Anwar and Dr. Sangeeta Arora visited educational visit to Government rehabilitation Institute for intellectual disabilities(GRID) sector-31C Chandigarh. It is the institute that cater the needs of intellectual disable population and helping them for rehabilitation. Pupil Teachers encountered all the section of grid. It was really knowledgeable, practicable and ever wondering experience for all of them. Community Work at Bal Bhavan As per the prescribed syllabus by RCI Norms, The Pupil Teachers of B.Ed. Special Education IVth Semester along with other B.Ed. General Students visited Bal Bhavan Sarabha Nagar Ludhiana on 5th April 2019. They performed their duties as Social Workers and spent their quality time with those habitants at Bal Bhavan. Community Service Programme Community Service Programme was organized forB.Ed. Students, BEd. Special Education M.Ed. students to sensitize the would be teachers regarding their responsibilities towards the society. The students very devotedly offered their services at the seven centers short listed for the Community Service Programme'. The list of community centers undertaken for the aforementioned programme is as below: Name of the Community Center Old age Home, Model Town Deaf and Dumb School, Kitchlu Nagar Mother Teresa Home, Jalandhar Byepass BalBhawan Red Cross Vardaan School, BarewalAwana Darpan (Center For Autism) Baba Pritam Singh Virdh Ashram, Rahon Road 5. Evidence of Success: Community Promotional Activities are organized to sensitize pupil teachers towards the service to community. Pupil Teachers visited various Community Rehabilitation Centers and rendered their service which in turn inculcate the social values and make them responsible citizens. The evidence of success can be observed from the fact that students adopt such activities throughout their lives by celebrating their important days with old aged people at Old Age Homes, Braille Bhawan or other centers with CWDN as well as Orphan Homes. Such gestures help them to serve the humanity and develop as a human with integrated personality. Students serve these centers by offering their services like organizing workshops, buying their handmade articles, by recording subject matter to help blind students in their studies and distributing clothes and sweets to them. 6. Problems Encountered Resources Required: • Problems are faced in seeking permission to visit such community institutions. • Deciding the visiting dates takes lots of energy on the part of the teacher incharges as well as head of the institutions as they have to shuffle the time table of special institutions. • Students meeting CWDN in the various special institutions make them emotional to see their hardships. • It is not possible to take them to all the various institutions for community promotional activities. • Transport facilities are required to visit far away places.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.bcminstitutes.org/Naac.aspx

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

BCM College of Education Sector 32-A, Chandigarh Road, Ludhiana • Performance of The Institution in one Area Distinctive To its Vision, Priority and Thrust Need Based Teaching A Need-Based Teaching involves a comprehensive evaluation of the holistic needs of individual students, the identification of concerns

and priorities, and the coordination of appropriate supports through an efficient use of resources. BCM College of Education has a distinctive feature of using this approach at the end of Semester before the Panjab University Final Examination. The students are divided into three groups on the basis of the evaluation of Unit and House Tests conducted during the semester. The time table is modified for these groups and teacher incharges of each group prepared timetable accordingly to cater the individual needs of the students. These groups are categorized as: • Booster Group • Average Group • Remedial Group 1. Booster group: Booster teaching starts with identifying the High Achievers on the basis of the performance of students in Unit House Tests. Once identified, the teacher in charges need to administer the booster teaching while being aware of how efficiently they can present their subject matter in terms of using Graphic Organizers, Quotations, Definitions, Pictorial Presentations and above all introducing and concluding their answers. WhatsApp group is formed by teacher educators and all the required information and required content is shared with the participants. Students are encouraged to consult Foreign Authors' Books, maximizing the use of internet, preparing their notes and get feedback from the concerned teachers 2. Average Group: After the identification of Booster and Remedial Group Students, the rest of the students go through the regular teaching in their respective sections with the regular time table. 3. Remedial Group: Every student aspires to learn at the same pace as everyone else in the classroom, but normally this is not really the case. There are students who lag behind and it is here that remedial teaching comes into the picture. Students who have difficulty grasping lessons in a classroom are provided with different educational strategies like more or refined practice, clarification, repetition of content, and in some cases, individual attention is given so that the concept gets picked up by the student. Remedial teachers deploy requisite teaching activities and strategies to ensure the students perform to their full potential by overcoming any learning barriers Need Baesd Teaching aims to improve skills and abilities in the students through the Educational Process as follow: • Identification of Need Based learner • Teaching preparation. • Make various teaching learning strategies and activities. • Design meaningful learning situations. • Relevant Teaching approaches. • Provide clear instructions. • Summarize the main points. • Show concern for the performances of individual pupils • Providing feedback Special techniques and strategies are put to use by the teacher educators depending on the level at which the child is functioning. The students of the institution are shinning by securing P.U. Merit positions in all the courses run by the institution.

Provide the weblink of the institution
http://www.bcminstitutes.org/

8.Future Plans of Actions for Next Academic Year

Organizing National Level Seminar Professional Development of Faculty by organizing FDP's and lectures by experts Environment Awareness by participating in various rallies on concerned environmental issues Talent Development programmes for Holistic development of Future Teachers Community Promotional Services and outreach activities to inculcate democratic values Enhancing Communication Employability Skills among pupil teachers Providing need based Teaching to the students Extension Services like Students Parents Guidance Counselling to the practicing schools.