

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2013-14)

2013-14

I. Details of the Institution

1.1 Name of the Institution

B.C.M College of Education

1.2 Address Line 1

B.C.M College of Education

Address Line 2

Sector- 32A, Chandigarh Road

City/Town

Ludhiana

State

Punjab

Pin Code

141010

Institution e-mail address

bcmcollegeedu@gmail.com

Contact Nos.

0161-2223252

Name of the Head of the Institution:

Dr. Monika Sethi, Offg Principal

Tel. No. with STD Code:

0161-2223252

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCogn 18879)

OR

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.10	2009	2014
2	2 nd Cycle	--	--	--	--
3	3 rd Cycle	--	--	--	--
4	4 th Cycle	--	--	--	--

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR _2009-10 submitted to NAAC on 01/02/2011
- ii. AQAR 2010-11 submitted to NAAC on 24/04/2012
- iii. AQAR 2011-12 submitted to NAAC on 01/02/2013
- iv. AQAR 2012-13 submitted to NAAC on 17/02/2014

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

Panjab University, Chandigarh

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

1. Seminar on Revised Panjab University Curriculum on 30th Sept., 2013 was organised. Resource persons were Dr.S.S Sangha (Dean, Faculty of Education, PU,Chd) , Dr.Jagdish Kaur Bains (Convener Board of Studies in Education), Dr.Jasbir Kaur Chahal (Asst.Prof, Govt College of Yoga Education & Health).
2. Workshop on writing Research Proposal on 16th Nov.,2013. Professor Raj Gupta, Deptt. Of Education, Panjab University, Chd was the Resource Person.
3. Art Workshop was organozed on 30th Sept., 2013 by Mrs. Sonia Setia.
4. One week long Faculty Development Programme on National Curriculum Framework for Teacher Education and Teacher Eligibility Test was organised by IQAC partially sponsored by CDC, Panjab University, Chd from 6th Dec 2013 to 13th Dec 2013. Resource Persons were Dr.Jasbir Kaur Chahal (Asst.Prof, Govt College of Yoga Education & Health), Dr. Rohit Bhandari (Asst. Prof. Dev Samaj College of Education, Chd), Acharya Balwinder Kumar, Dr, Raminder Singh (Deptt. of Education, Pbi Univ Regional Centre, Bathinda), Dr. V.K. Kanvaria (Asst. Prof. Delhi University), Dr. Tarlok Bandhu, Khalsa College of Education, Muktsar).
5. Seminar on Value Based Education was organized on 17th Jan 2014. Resource Persons were Prof. Sudheer Baweja (Coordinator, Philosophy, USOL), Ms. Renu Thakur (Guest Faculty for Vivekanand Studies, P. U. Chd) and Mrs. Swarnima Sharma (Research Scholar, P.U., Chd).
6. Subject Seminar was Organized on "Intelligence - Concept and theories". Mrs.Preety Chawla (Asstt.Prof, Dept.of Edu, Chitkara University) was the resource person.
7. Subject Seminar was Organized on "Continuous and Comprehensive Evaluation". Mrs.Madhu Sharma, CCE Incharge, Eng Dept, BCM Sr.Sec.School, Chd Road, Ldh was the resource person.

2.14 Significant Activities and contributions made by IQAC

- SWOT Analysis
- Faculty Development Programmes
- Library Tasks
- Release of Research Publications
- Workshop for students

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
<ul style="list-style-type: none"> *Streamlining of Library Task * SWOT Analysis * Modules Formulation * Implementation of P.U. Revised Curriculum * Pursuing B.Ed. Special Education (L.D) * Research and Publication * Smooth functioning of classes <p>(Annexure 1 attached for the Perspective Plan of Actions chalked out by IQAC (2013-2014))</p>	<ul style="list-style-type: none"> *Monthly review of overdue books *Journals have been binded *Research topics made available on OPAC *SWOT Analysis done *FDP organized to update the faculty for New P.U. Revised Curriculum 2013-2014 *Approval from RCI for B.Ed Special Education *Publication of 'Book Reviews' in the form of book 'Reverberates' with ISBN. * Publication of Research Journal 'BCM Research Colloquium' *Paper Publications by faculty *Preparation of modules for Add On Course

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Necessary actions regarding the development of teaching and non-teaching staff and students were taken.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	--	--	--	--
PG	01	--	---	--
UG	01	--	--	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
Total	02	--	--	--
Interdisciplinary	--	--	--	--
Innovative	Add On Course (Soft Skills Education)	--	--	--

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	--
Trimester	--
Annual	<input checked="" type="checkbox"/>

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes, Workshop on Revised Panjab University Curriculum on 30th Sept., 2013 was organised. Resource persons were Dr.S.S Sangha (Dean, Faculty of Education, PU,Chd) , Dr.Jagdish Kaur Bains (Convener Board of Studies in Education), Dr.Jasbir Kaur Chahal (Asst.Prof, Govt College of Yoga Education & Health).

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
24	22	01	01	--

2.2 No. of permanent faculty with Ph.D.

05

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
--	--	01	--	--	--	--	--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	07	06
Presented papers	02	07	06
Resource Persons	--	01	01

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. Awarded by NCERT New Delhi with Cash Price for participation in All India Competition on Innovative practice and experiments in education for school and educational institutions.
2. Publication of Book Reviews in the form of book 'Reverberates' with ISBN.

2.7 Total No. of actual teaching days during this academic year 203

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) --

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 24 -- --

2.10 Average percentage of attendance of students 90%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Ed	277	239 (More than 80%)	277	--	--	100%
M.Ed	35	32	35	--	--	100%
--	--	--	--	--	--	--

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

By taking feedback from students on self prepared performas regarding the Teaching Learning Process, Extension Lectures, Curricular and Co – Curricular activities and discussing with Head of the Institute and management , members of IQAC further made the perspective plan for next year.

2.13 Initiatives undertaken towards faculty development --

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
P.U. Curriculum Revision Workshop	24
Faculty Development Programme	24

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	03	--	--	--
Technical Staff	02	--	--	--

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

<ul style="list-style-type: none"> Research Publication in the form of referred Journal ‘BCM Research Colloquium’ with ISSN:-2320-9321 . One day Research Workshop for M.Ed Students on writing research proposals on 16th Nov, 2013, Prof Raj.K.Gupta (Associate Prof, Dept. Of Education, Punjab University, Chandigarh)

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	--	10	--
Non-Peer Review Journals	--	--	--
e-Journals	--	02	--
Conference proceedings	--	25	--

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	--	--	--	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects <i>(other than compulsory by the University)</i>	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	--	--	--

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	---	--	01	---	06
Sponsoring agencies	--	---	---	Partially sponsored by CDC, P.U, Chd.	--

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	--
	Granted	--
International	Applied	--
	Granted	--
Commercialised	Applied	--
	Granted	--

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
01	---	NCERT, New Delhi	--	---	---	--

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1. Faculty extended their services in University Paper Setting and Evaluation in final exams.
2. Faculty delivered extension lectures and performed judgement duties in practising schools.
3. Guidance services were provided by Guidance Officer to various practising schools.
4. Red Ribbon Club organized the rally on Awareness of 'Social Evils' during the NSS Camp in village khasi kallan to sensitize the villagers about the societal issues.
5. Eco Friendly Drive sponsored by Panjab State Council for Science and Technology was organized on 8th Oct 2013.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	--	--	---	--
Class rooms	--	--	---	--
Laboratories	--	--	---	--
Seminar Halls	01	--	---	--
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	--	20	Fees from Students	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	106123	Fees from Students	--
Others	--	--	--	--

4.2 Computerization of administration and library

- Data Soft Tech Server is being used in administrative work and library cataloguing.
- Research projects are made available on OPAC.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7861	1064454	102	35546	7963	11,00,000
Reference Books	4120	664430	100	55570	4220	7,20,000
e-Books	e-books of INFLIBNET	5000 Annual	e-books of INFLIBNET	Annual 5000	e-books of INFLIBNET	Annual 5000
Journals	29	--	--	--	29	--
e-Journals	--	--	---	---	----	---
Digital Database	--	----	---	---	---	--
CD & Video	----	--	---	--	--	--
Others (specify)	----	--	--	--	--	---

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	55	01	04	01	--	03	03	01
Added	--	--	--	--	--	--	---	--
Total	--	--	---	---	--	--	---	---

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

To update the students with computer skills there is mandatory class of ICT as prescribed by P.U. Curriculum

4.6 Amount spent on maintenance in lakhs :

i) ICT	39,163
ii) Campus Infrastructure and facilities	26,433
iii) Equipments	1,37,600
iv) Others	1,08,899
Total :	3,12,095

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Awareness about centralized Post Matric Scholarship Scheme for SC/ST category.
- Institution gave financial assistance of Rs. 40,000 to ten students (4,000 each) as Scholarship.
- Institution spent Rs. 4,53,724 on Youth and Heritage Festival and Skill-in – Teaching Competitions for their participation.

5.2 Efforts made by the institution for tracking the progression

1. Orientation Programmes
2. Talent Hunt Programme
3. Remedial Classes and Ability Grouping
4. Organization of Annual Athletic Meet
5. NSS Camp to develop social skills.
6. Add On Course 'Soft Skills Education' to develop employability skills.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
277	35	--	--

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	18	5.76		294	94.23

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
274	33	--	7	1	315	276	26	--	08	02	312

Demand ratio 178.57%

Dropout % 1.904%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

A special session is organized for students to make them aware about CTET and PSTET during orientation programmes.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="01"/>	SET/SLET	<input type="text" value="--"/>	GATE	<input type="text" value="--"/>	CAT	<input type="text" value="--"/>
IAS/IPS etc	<input type="text" value="---"/>	State PSC	<input type="text" value="--"/>	UPSC	<input type="text" value="--"/>	Other	<input type="text" value="--"/>

5.6 Details of student counselling and career guidance

8 Student Counselling and Career Guidance Programmes were organized in practising schools.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
19	100	35	45

5.8 Details of gender sensitization programmes

Women Cell organizes Lohri Celebration of girl child.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	10	40,000
Financial support from government	16	86,200
Financial support from other sources	---	--
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

01

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision - Achieving Inclusive Excellence; Transforming Society

Mission

- Valuing Integration of theory and practice to support the transformation of school and society
- Developing a standard for professional dispositions that is based on an ethic of care routed in both integrity and responsibility
- Providing quality education to prepare teachers and educational leaders with a sense of duty discipline, responsibility towards Nation and society
- Collaboration with other stakeholders of teacher education for quality evaluation, promotion and sustenance

6.2 Does the Institution has a management Information System

Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

In Order to successfully implement the revised curriculum for B.Ed class, College organized one day workshop on revised B.Ed curriculum on September 30th 2013.

- Delegates from 25 educational colleges affiliated Panjab University, Chandigarh participated in it. Dr.S.S Sangha (Dean, Faculty of Education, PU,Chd) , Dr.Jagdish Kaur Bains (Convener Board of Studies in Education), Dr.Tarlok Bandhu (Fellow and Principal, Khalsa College of Education, Mukatsar), Dr.Jasbir Kaur Chahal (Asst.Prof, Govt College of Yoga Education & Health) and Dr.Sandeep Sawhney (Principal, Doraha College of Education, Doraha) were amongst the dignitaries present on the occasion.
- Unit planning of curriculum of different subjects is done during the start of the session.

6.3.2 Teaching and Learning

1. Organization of Subject Seminars in 2013-2014

To enhance the academic potential of students, subject seminars were organized on below mentioned topics.

- “Intelligence – Concept and theories”. Mrs.Preety Chawla (Asstt.Prof, Dept.of Edu, Chitkara University) was the resource person.
- “Continuous and Comprehensive Evaluation”. Mrs.Madhu Sharma, CCE Incharge, Eng Dept, BCM Sr.Sec.School, Chd Road, Ldh was the resource person.

As a result of which students excelled in their final examinations and remarkable results were seen. Out of 277 students of B.Ed, 23 students secured more than 80% marks and 217 students secured more than 70% marks whereas 37 students got more than 60% marks. Out of 35 students of M.Ed, 5 students secured more than 80% marks and 23 students secured more than 75% marks and 32 students got more than 70% marks.

2. Organization of workshops, seminars and extension lectures in 2013-2014

- Art Work Shop by Mrs.Sonia Setia on September 30th 2013.
- Workshop on ‘Value Based Education’ by Prof. Sudheer Baweja (Coordinator , Dept of Philosophy, USOL, PU,Chd), Mrs.Renu Thakur (Guest Faculty for Vivekananda Studies, PU,Chd.) and Ms.Swarnima Sharma (Research Scholar, PU,Chd) on Jan 17th, 2014.
- Extension lecture by Dr.Jaspal Singh (Coordinator, Dept.of Edu., Jammu University, Jammu) on ‘Effective Teaching’ on August 19th, 2013.
- Extension lecture by Sh.MaheshVidyalankar (Former Asst. Prof, Delhi University, Delhi) on the topic ‘Vedas and their Educational Significance’ on October 28th, 2013.
- Skill will week was organized from March 1st – 6th, 2014 for enhancing the ‘Communication and Employability Skills’ of students and as its output can be seen in the form of placement of students of our college in various reputed institutions of the Ludhiana city.

3. A week long Talent Hunt Programme from August 29th to September 3rd, 2014.

In order to search the hidden talents, abilities and potentials of the students ‘Talent Hunt Week’ was organized in the college campus. Considered as a first step towards achievement of goals , students were guided, motivated and inspired to give their best during practice as well as at the time of final performances.

Results of this Quality improvement strategy can be witnessed from the performance of students in Panjab University Youth and Heritage festival in which the college bagged overall trophy **with 32 prizes at zonal level and 4 prizes at interzonal level.**

4. Guest Demonstration Lessons

Mr.Navtej Sharma (Headmaster, Govt High School, Rajewal), Mrs.Kavita Dabar (Coordinator, Middle wing, DCM Presidency School,Ldh), Ms.Sabrina and Ms.Loveleen Kaur (Alumni of the College) were invited to give demonstration lessons in their respective subjects. With the help of these demonstration lessons students were encouraged and guided to develop their teaching skills.

5. One Day Teaching Aid Preparation Workshop

One day teaching aid preparation workshop was also organized to acquaint students well with the knowledge of preparation of teaching aids on 16th Jan, 2014 and S.Santokh Singh (District Guidance Officer) was the chief guest.

23 prizes at zonal level and 16 prize at intrazonal level of Panjab University Skill-in-Teaching and On the spot teaching aid preparation competition were bagged by college students.

6. Athletic Meet

Annual Athletic Meet is organized in the college for the inculcation of spirit of sportsmanship in the students. In session 2013 – 2014, on 8th March, 2014 and S. Kartar Singh (District Sports Officer) was the chief guest. Athletic Meet was organized in the college. Students who excelled in the Annual Athletic Meet brought laurels to the college by bagging **two silver medals in 800m and 400 m races in Inter – College Annual Athletic Meet organized by Panjab University, Chandigarh.**

6.3.3 Examination and Evaluation

Examination and Evaluation

- Two house test were conducted in order to enhance the outputs of students in final examinations.
- December 6th to December 14th, 2013 (1st House Test)
- Feb 15th to Feb 25th, 2014 (2nd House Test)
- Online Internal Assessment for B.Ed and M.Ed classes was submitted at official website of PU, Chd in order to make the process of evaluation more transparent.

6.3.4 Research and Development

IQAC organized a week long 'Faculty Development Programme' on National Curriculum Framework for Teacher Education and Teacher Eligibility Test from Dec 6th to Dec 12th, 2013. The programme was partially sponsored by College Development Council, Panjab University, Chandigarh. The following resource persons participated in the faculty development programme.

- Mrs. Jasbir Kaur Chahal (Associate Prof., Govt College of Yoga and Health Edu, Chd.)
- Dr. Rohit Bhandari (Asst. Prof., Dev Samaj College of Edu, Chd)
- Acharya Balwinder Kumar, Dr. Raminder Singh (Dept. of Edu, Pbi Uni, Regional Centre, Bathinda)
- Workshop on 'Writing Research Proposal' for M.Ed. students was organized on Nov, 2013 with Prof. Raj Kumari Gupta as the resource person.
- Referred Research journal BCM Research Colloquium, a biannual research journal with ISSN No. 2320-9321 with its second issue was released in the Month of March, 2014.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library - For improving the quality in the usage of library resource following strategies were adopted.

- 102 text books and 100 reference books were purchased during the year on which Rs. 35,546 and Rs. 54,570 were spent respectively.
- Journals were binded and composed for presentation as research material.
- Best reader/user was awarded at the end of the session.
- Analysis of most referred books by teachers and students was done.
- Monthly review of overdue books with students was done.

ICT/Physical Infrastructure

For improving the quality and providing better facilities to students, following additions were made.

- Computers worth Rs. 65000 has been added in the session 2013-14.
- A digital camera worth Rs. 14,900 has been purchased.
- Fans worth Rs. 8,104 have been fitted in college campus.
- 5 almira's worth Rs. 41,834 have been purchased.
- A foot step worth Rs. 6470 has been added to the physical infrastructure.
- Generator Battery charger worth Rs. 17893 was purchased.
- Two water filter worth Rs. 11887 were installed in the campus.
- A wireless mike worth Rs. 2655 was purchased for education technology lab.

6.3.6 Human Resource Management

In order to improve the quality of human resource management, college formed various clubs (Eco Club, Women's Club, Red Ribbon Club) and committees (Student Council, Examination Committees, Cultural Committees etc) for the session 2013-14.

6.3.7 Faculty and Staff recruitment

As per NCTE and Panjab University norms institution fulfills the requirements of teaching and non teaching faculty from time to time. In this regard following new faculty members have been recruited in the session 2013-14, one each for the Teaching of English, Teaching of Punjabi and Teaching of Commerce along with two non-teaching staff members (class IV employees).

6.3.8 Industry Interaction / Collaboration

Various industry interactive strategies were used by the institution:-

- Following 04 experts were invited from the various fields for Skill-Will Programme held on March 1st to 6th, 2014.
 - Dr.Vandana Shahi (Principal, BCM Sr.Sec.School, Basant Avenue, Ldh)
 - Dr.Paramjit Kaur (Principal, BCM Sr.Sec.School, Shastri Nagar, Ldh)
 - Dr.Charanjit Singh (Director RICCS Computers, Ldh)
 - Mrs.Pallavi (Sr.Lecturer, BCM Sr.sec School, Shastri Nagar, Ldh)
 - As a result, students were placed in various reputed institutions of the city.
- Teaching Practice Programme was organized from November 1st to 30th November 2013 & 1st May to 15th May in various Govt and Private Schools of the city.

6.3.9 Admission of Students

Online Admission Help desk for the admission was formed in the college to help students in applying for the course and 315 students were admitted in B.Ed and M.Ed courses for the session 2013-2014.

6.4 Welfare schemes for

Teaching	Opportunities for professional development
Non teaching	Time to time salary increments
Students	Rs. 4,93,734 was spent on Skill-in-Teaching, Youth Festival and Other events.

6.5 Total corpus fund generated

1,64,10,00,000
(Fees from students)

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	<input checked="" type="checkbox"/>	PU inspection for extension of affiliation of courses	<input checked="" type="checkbox"/>	Principal & Management
Administrative	--	--	--	--

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Online Internal Assessment is submitted by the institution to make the examination system more transparent.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

P.U. Chd issued login ID to each institution for submission of Internal Assesment.

6.11 Activities and support from the Alumni Association

03 Alumnis (Ms. Sabrina, Mrs. Pramjeet & Ms. Loveleen) were invited to enhance teaching skills. Workshops were organized by them to give demonstration in different teaching subjects.

6.12 Activities and support from the Parent – Teacher Association

Parents of toppers are invited and honoured on Annual Convocation and Annual Prize Distribution Function while giving college colour to students.

6.13 Development programmes for support staff

Participation fees for participation in Seminars and Conferences is given to staff for their development.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Eco Friendly Drive was launched by Eco Club on 8th Oct 2013 sponsored by Panjab State Council for Science and Technology in collaboration with Ludhiana Corporation.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

NCERT awarded college with a cash prize of Rs. 20,000 for innovative practice as institution participated in All India Competition and presented paper on Effect of Mobile Learning on Achievement of B.Ed students.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year.

Plan of Action	Achievements
*Streamlining of Library Task * SWOT Analysis * Modules Formulation * Implementation of P.U. Revised Curriculum * Pursuing B.Ed. Special Education (L.D) * Research and Publication * Smooth functioning of classes (Annexure 1 attached for the Perspective Plan of Actions chalked out by IQAC (2013-2014))	*Monthly review of overdue books *Journals have been binded *Research topics made available on OPAC *SWOT Analysis done *FDP organized to update the faculty for New P.U. Revised Curriculum 2013-2014 *Approval from RCI for B.Ed Special Education *Publication of 'Book Reviews' in the form of book 'Reverberates' with ISBN. * Publication of Research Journal 'BCM Research Colloquium' *Paper Publications by faculty *Preparation of modules for Add On Course

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

*Publication of BCM Research Colloquium (Annexure-II) * Publication of Book Reviews (Annexure- III)
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****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

Eco Friendly Drive was launched by Eco Club on 8 th Oct 2013 sponsored by Panjab State Council for Science and Technology in collaboration with Ludhiana Corporation.
--

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

8. Plans of institution for next year

Perspective Plan of Actions chalked out by IQAC (2014-2015)

1. Invitation of New Course

The college will start a new course B.Ed Special Education (Learning Disability) as it has received approval for the same from RCI India in 2013 and from P.U Chd in 2014.

2. Involvement of stakeholders

- For the better functioning of the institution, stakeholders will be invited for getting the feedback regarding various aspects of the institution.
- Self prepared feedback performas will be used to take feedback from parents of students and Alumni regarding Curriculum transaction, Infrastructure facilities, Student Support & Placement services for better functioning of the institution.

3. Publication of Journal & Books

- Third issue of Research Journal 'BCM Research Colloquium' will be issued with ISSN in the month of June.
- Second issue of collection of Book Reviews will be published in from of Book 'Reverberates' with ISBN.

4. Modules of Soft Skills Education

Coordinators of Add-On- Course 'Soft Skill Education' will prepare and improve quality of Modules of 'Soft Skill Education' to equip the students to face the upcoming problems in education system.

5. New Curriculum Transaction Strategies

With the introduction of Semester System from session 2014-2015, curriculum strategies will be changed accordingly.

- To enhance Academic results, we will scrutinize the students by taking Unit Tests so that they can be streamlined about 'How to attempt the paper' according to their needs. Moreover, remedial classes can also be conducted to meet the individual needs of the students and solve their queries.
- Remedial classes will be arranged for students during teaching practice also, so that they can be in touch with their teachers. In these classes, students can be guided to prepare for final exams and their problems related to particular subjects will be solved by the concerned teachers.

6. Organization of Seminar

IQAC of college will pursue for sponsored seminar by ICSSR PU, Chandigarh.

Name DR. MONIKA SETHI

Name DR. MONIKA SETHI
Offg. Principal



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

ANNEXURE-I

Perspective Plan of Actions Chalked Out By IQAC (2013-14)

1. Streamlining of Library Task

To Streamline the library work, following need based changes will be incorporated in the library

- Research Topics will be made available on OPAC for the use by M.Ed Students and Researchers.
- Journals are being Binded and compiled for preservation as Research Material.
- Encouraging Students for Reading General Books and writing their Reviews.
- Analysis of Most Referred Books by Teachers.
- Analysis of Most Referred Books by Students.
- Best Reader/User will be declared at the end of the session.
- Monthly Review of overdue books with students.

2. SWOT Analysis

To meet the needs of global classroom, SWOT Analysis of the institute will be done after analysis of the feedback taken from students of previous sessions.

3. Research and Publication

- To promote the research culture among faculty and students projects will be taken and faculty will be engaged in the publications.
- Collection of Book Reviews done by teachers will be published in the form of a book 'Reverberates' with ISBN.
- Second issue of Research Journal 'BCM Research Colloquium' will be published with ISSN.

4. Implementation of PU Revised Curriculum

To abreast the faculty with PU Revised Curriculum, the institute will organize:-

- a. Curriculum Revision Workshop of clear doubts of faculty regarding curriculum PU, Chd and various B.Ed. Colleges of PU will be invited for interactive sessions regarding revised curriculum.
- b. Faculty Development Programmes will be organized to familiarize the faculty with new content in different subject added in the PU Revised Curriculum 2013

- c. Whole faculty will design different types of lesson plan as recommended in Revised PU Curriculum.

5. Preparation of Modules for Soft Skill Programmes

To make add on course soft skill education more effective, coordinators will prepare the modules for more qualitative soft skill education to enhance employability skills of students.

6. Smooth Functioning of Classes

To smoothen the functioning of classes and to be more interactive with each faculty, adjustment periods will be arranged in rotation according to subject requirement.

7. Pursuing New Course

College will pursue new course B.Ed Special Education (Learning Disability) for approval by RCI India and PU, Chd.

ANNEXURE-II

Best Practice

Publication of 'BCM Research Colloquium'

A Bi Annual Research Journal

Objectives – Publication of a peer – reviewed Research Journal being the best practice of the institution is helpful to scholars, researchers, educationists and various readers as it helps them to:

- Conduct quality, ethical and interesting research.
- Develop research aptitude.
- Review related literature.
- Provoke fresh thinking to meet the issues of contemporary research world.
- Enhance and enrich knowledge and wisdom.
- Revolutionize the field of education.
- Publish quality research papers on variety of educational topics.

Context – BCM College of Education, Ludhiana has a vision of spreading knowledge and promoting quality research aptitude. Hence, BCM Research Colloquium contents are overwhelmingly contributive, distinctive and are creating the right balance for its readers with its varied knowledge. It is committed to publish research papers that inform best practices in the education at pre - school, elementary, secondary and higher levels.

Practice – BCM Research Colloquium is a peer-reviewed journal, published bi-annually, by BCM College of Education Ludhiana.

- It is published with ISSN number in the month of June and December.
- The editorial board comprising of 13 members, reviews the research papers considering various aspects as relevance, practicality and authenticity.
- Manuscripts with social or educational significance will be reviewed and published at the highest priority and speed.
- Various guidelines regarding the publication of research papers are provided to the authors.
- Undertaking by the author is taken which states that the research paper or article does not include plagiarized, obscene, libelous or defamatory material.

Evidence of Success – Thought provoking encouragement and ever inspiring whole hearted efforts of the management and editorial board became the foundation stone of success of this research journal.

Third issue of BCM Research Colloquium was published in June'2014.

Problems Encountered – Walking through the odyssey of compiling this work various challenges were faced as:

- Selection of quality research papers out of the total received research papers was a tedious task for the editorial board.
- Time constraint as the selection of research papers for the final publication consumes a lot of time.
- Management spent a huge amount on the publication of this Journal.

Resources Required – The concrete shape to the idea of publication is due to the inspiration of management but for making this a best practice, institute has to make great efforts with resources like:

- Financial assistance from management to meet the expenses of publication of the Journal.
- Sparing time of the editorial board to review research papers so as to bring every issue on time.

ANNEXURE-III

Best Practice

Publication of 'Book Reviews'

Objectives – Publication of Book Reviews being the best practice of the institution is helping not only to teachers but also to would be teachers to :

- Develops reading habits among teachers.
- Acquaint teachers to analyze title and content of the books.
- Develops literary skills among teachers.

Context – BCM College of Education, Ludhiana has a vision of achieving inclusive excellence by developing good reading habits among teachers. Following table shows enriched libraries of BCM institutes providing platform to teachers to achieve above mentioned objectives.

Sr. No.	Institution	Year of Establishment	Students	No. of books in Library	Cost of books	Daily Newspaper	Regular Periodicals
1.	BCM Sr. Sec. School Focal Point, Jamalpur, Ludhiana.	1995	1172	7808	578756	06	16
2.	BCM Sr. Sec. School 32 – A, Urban Estate, Chandigarh Road, Ludhiana.	1996	6226	38745	3773968	11	50
3.	BCM College of Education 32 – A, Urban Estate, Chandigarh Road, Ludhiana.	1998	340	13030	2787479	14	51
4.	BCM Sr. Sec. School Basant Avenue Ludhiana	2004	3693	16100	1734342	09	40
5.	BCM Sr. Sec. School Basant City Ludhiana	2006	1724	10045	1067234	07	20

Practice – Every year heads of the BCM institutes encourage the teachers to read new books in the summer vacations according to their subject interests and after summer vacations BCM College of Education takes the initiative to publish qualitative book reviews by considering various aspects like language proficiency, novelty of ideas, insightful and informative themes.

In the session 2012 – 2013, the first issue of ‘Reverberates’ Outstanding Book Reviews 2013 was published with ISBN number and in the current session we have second issue of ‘Reverberates’ Outstanding Book Reviews 2014. This issue of Reverberates is the compilation of 53 selected book reviews as the teachers from 5 BCM institutes came up with 550 book reviews.

Evidence of Success – Thought provoking encouragement and ever inspiring whole hearted efforts of the management, teachers and editorial board of BCM institutes became the foundation stone of success of this book.

Second issue of ‘Reverberates’ Outstanding Book Reviews 2014 was published and released on Teacher’s Day i.e. September 5, 2014.

Problems Encountered – Walking through the odyssey of compiling this work various challenges were faced as:

- Selection of qualitative book reviews by editorial board
- Spending time with publisher while these reviews of books.
- Management spent a huge amount on the publication of this book.

Resources Required – The concrete shape to the idea of publication is due to the inspiration of management but for making this a best practice, institute has to make great efforts with resources like:

- Editorial board should be well versed with literary skills.
- Financial assistance from management to meet the expenses of publication of the book.