Yearly Status Report - 2016-2017

Part A	
Data of the Institution	
1. Name of the Institution	B. C. M. COLLEGE OF EDUCATION, LUDHIANA
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	monikasethi840@gmail.com
Address	Sec.32-A, 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)	http://www.bcminstitutes.org/documents/naac/AQAR-2015-16.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.bcminstitutes.org/documents/naac/AcademicCalendar2016-17.pdf

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	**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
Award by NCERT	**04-Jul-2016** **1**	**2**

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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	2017 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View Link](#)
10. Number of IQAC meetings held during the year :	**5**
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 Uploaded 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)

1. IQAC of B.C.M. College of Education organized National Seminar sponsored by College Development Council, Panjab University Chandigarh, on 'Collaboration of Academia and Industry – Need of Quality Education' on 18th February 2017.

2. The college was awarded with a prestigious award from NCERT under the project "Soft Skills Education Programme to foster Communication and Employability Skills among Pupil teachers" by participating in the "All India Competition on Innovation Practices and Experiments in Education of Schools and Teacher Education institutions" for the year 2015-2016.

3. IQAC cell of the College released a book named "Collaboration of Academia and Industry – Need of Quality Education" with ISBN 978-93-85449-14-7. Articles and research papers from distinguished scholars were taken and published after thorough review by the editorial board.

4. Need Based Coaching: In order to meet the individual needs of the students remedial coaching was organized from Dec. 1-7, 2016.

5. IQAC cell of the College organized workshop for students of B.Ed III Semester from 23rd to 25th November 2016 wherein students prepared teaching aids under the guidance of their respective teacher Incharges and arranged them in their respective laboratories.

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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
Personality Development of Pupil Teachers	11 students participated in Youth Leadership Training, Hiking Trekking Rock Climbing Camp organized by the Dept. of Youth Welfare, Panjab University, Chandigarh from June 7 to 15, 2016 at Dr. Y. S. Parmar University of Horticulture Forestry, Nauni, Solan (H. P). Students participated in Debate, Extempore, Elocution, Hiking Trekking, Rock Climbing and various cultural Activities wherein Ms. Saloni Sharma was selected as 'The Best Camper Girl'.
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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	2017
Date of Submission	08-Apr-2017
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	0	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
00	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	112
BEd	Pre- Internshp Programme	117
BEdSplEd	Internship Programme	7
MEd	Field Projects	26

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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. 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	165	114
BEd	General Semester III	150	112	112
BEdSplEd	Learning Disability Semester I	30	4	4
BEdSplEd	Learning Disability Semester III	30	7	7
MEd	General Semester I	50	1	1
MEd	General Semester III	50	28	28
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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
2016	237	29	28	6	28

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
28	28	33	3	1	4
[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)

The mentoring system was introduced in the college a decade earlier to build a cordial relationship with students. Institution believes that mentoring is a very important component of teaching-learning process. It helps to take care of emotional well-being of students. Thus, institute has employed a well-structured mentoring system. Each section is divided into three tutorial groups have 12-15 students. One mentor teacher is appointed for each group. Meeting of all the Class representatives of B.Ed., B. Ed (Special Education) and M.Ed. class was held on Oct.12, 2015, to constitute Student Council (2016-17). There is one tutorial lecture in time table where tutorial group meet their mentor and discuss their problems. Primary objective of this mentor system is to guide students

on career and counsel them on their academic as well as personal problems. Every student stays with same mentor for two years. Mentors are required to maintain records of related activities, progress and performance of students. Professional and Career Guidance regarding professional goals, higher education, self-employment, entrepreneurship development, opportunities, morale, honesty and integrity required for career growth is provided to students. There is also a provision of remedial classes for students who face difficulty in the subjects. Mentors guided the student teachers to do the research and to search new facts to contribute in the field of education. SWOT Analysis is done, through SWOT analysis the students are encouraged to participate in various curricular as well as co-curricular activities so that they can understand their abilities and strengths. The career guidance regarding PTET and CTET is also provided.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
266	28	1:10

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
28	28	0	8	8

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
2016	Dr.Monika Sethi	Principal	All India Competition on Innovation Practices and Experiments in Education of Schools and Teacher Education Institutions by NCERT
2016	Ms.Jasdeep Kaur	Assistant Professor	All India Competition on Innovation Practices and Experiments in Education of Schools and Teacher Education Institutions by NCERT
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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 | 27/12/2016 | 13/05/2017 |

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

The college is affiliated to Panjab University, Chandigarh and adheres to the norms laid down by it. College follows Panjab University guidelines for internal and external. In B.Ed. B.Ed. Special Education there is internal evaluation for each theory paper as well as methodology papers which is based on • Class attendance • Participation of the student in class discussion • Assignments • Snap tests • General behaviour • Seminar Performance. Internal evaluation for the practical in each subject is based on practical work such as • Preparation of practical files • Regular class tests, House examinations • Student Seminar • Group discussions • PowerPoint presentations • Debate competition • short- term field tours • report preparation • assignments etc. For M.Ed. Class: The internal assessment is based on the sessional work, project report - a unique practice of viva for students is conducted. Students are also encouraged to present papers in conferences, papers and seminars or have publications in peer reviewed journals.

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 2016-17 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 • 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 • Pre-Intership Programme –I for B.Ed. Sem.- I. 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	110	110	100
Special Education	BEdSplEd	Learning Disability	7	7	100
General	MEd	General	23	23	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/StudentsSatisfactionSurvey2016-17.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	N/A	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 on Teaching Aid Preparation and Laboratory Setting	Internship committee of the college	23/11/2016
Workshop on Teaching Aid Preparation and Laboratory Setting	Internship committee of the college	25/11/2016
Art Workshop	Fine Art Department of the college	27/01/2017
National Seminar on 'Collaboration of Academia and Industry – Need of Quality	IQAC of College	18/02/2017

Education'

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
Youth Leadership Training Camp	Saloni Sharma	Department of Youth Welfare, P.U. Chandigarh	15/06/2016	'The Best Camper Girl'

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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
N/A	N/A	N/A	N/A	N/A	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
N/A	0

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	5.7

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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	15

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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	00	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	7	18	2	4
Presented papers	0	18	0	0

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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
Swacthata Campaign	NSS Wing of the college	2	112

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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
Swacthata Campaign	NSS Wing of the college	Rally	2	112

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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

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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	Duration From	Duration To	Participant

Academic	School Internship Programme	Govt. school,Sekhewal	01/08/2016	05/11/2016	10

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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	10
R.S. Model Sr. Sec. School, Shastri Nagar, Ludhiana-141002	29/03/2011	Share Educational Experiences in order to work with Learning Disable Students	9
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	7
BCM Arya Model Sr. Sec. School, Shastri Nagar, Ludhiana-141002	29/03/2011	Share Educational Experiences in order to work with Learning Disable Students	9
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	9
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	7

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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
2377959	2377959

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
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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	N/A	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	8051	1629615	38	16122	8089	1645737
Reference Books	1723	459959	45	21947	1768	481906
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
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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	34	1	1	3	1	1	13
Added	0	0	0	0	0	0	0	0	0
Total	50	34	34	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..

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
1450270	1450270	1869572	1869572

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 13,599 reference, general and text books. Apart from these, we regularly subscribe 14 Newspapers, 33 Journals and 21 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	9	35500
Financial Support from Other Sources			

a) National	POST MATRIC SCHOLARSHIP SCHEME	52	3178000
b)International	N/A	0	0
[View File]()			

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 on Teaching Aid Preparation Laboratory Setting	27/11/2016	145	Skill Enhancement Cell
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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
2016	TET Coaching	34	0	34	34
2016	Career Counselling to school children	0	350	0	0
2017	B.Ed. Entrance Test Coaching	47	0	47	47
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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
10	10	7

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	BCM School, Sector 32, Ludhiana	10	5
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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
2017	6	B.Ed.	B.Ed. College	Khalsa College, Ludhiana	M.Sc.(Math), M.Sc. (IT), M.A., PGDCA, PGDFD
2017	7	B.Ed.	B.Ed. College	SCD Govt. College, Ludhiana	M.Sc.(Physics), M.A. (Geo),M.A.(Punjabi),M.A.(Hindi)
2017	3	B.Ed.	B.Ed. College	Private/Online	M.A.(Pol. Science)
2017	3	B.Ed.	B.Ed. College	GCG, Ludhiana	M.A.(Fine Arts), M.Com.
2017	4	B.Ed.	B.Ed. College	Guru Nanak College, Ludhiana	M.A. (Economics), MCA

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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
Any Other	34

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

Activity	Level	Number of Participants
YOUTH LEADERSHIP TRAINING CAMP	UNIVERSITY	11

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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
2017	THIRD IN DEBATE IN INTER UNIVERSITY NATIONAL YOUTH FESTIVAL	National	Nill	1	177	Ms. Saloni

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

Constitution of Students Council Meeting of all the Class representatives of B.Ed., B. Ed (Special Education) and M.Ed. class was held on Oct.12, 2015, to constitute Student Council (2016-17). The meeting was presided over Dr. Monika Dua, Principal, Dr. Sangeeta, Dean Student welfare Dr. Jasdeep Kaur. Ms. Harpreet (M.Ed.) was elected as President, Ms. Supreet (B.Ed.) as Vice-President, Ms. Saloni Sharma (B.Ed.) as Secretary and Ms. Sheena Saggar (B.Ed.) as Joint Secretary for the session 2016-17.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

350

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Association of the college is a non- registered body but a functional one. We consider our Alumni to be our assets and ambassadors. We are having an Active Alumni Network which is very beneficial to the students presently studying in college. Young students can benefit in their professional lives by learning from Senior Alumni, getting to hear about increasing job opportunities. It is the single point of contact between Alumni and Institute, offers our alumni a host of services that helps them keep in touch with their batch mates and also keep them updated on campus happenings. It goes without saying that Alumni Cell provides a forum for the Alumni for exchange of ideas on academic, cultural and social issues by organizing and coordinating various activities.We aim to connect, inform and engage the alumni, the students and the institute with each other for the purpose of generating a multifaceted support. Alumni has an active role in the regular institutional functioning such as1. Motivating the freshly enrolled students 2. Involvement in the in-house curriculum development 3. Organization of various activities other than class room activities 4. Support to curriculum delivery 5. Student mentoring 6.Financial contribution 7. Placement advice and support Alumni Participation Alumni-Ms. Gurpreet Kaur, Ms.Jashanpreet, Ms. Sakshi interacted with B.Ed students as Guest Demonstrators on July 23, 2016. They shared their previous experiences and tried to enhance the teaching skills of the student teacher of upcoming session. Sr.No. Name of Alumni Subject 1 Ms. GurpreetKaur Economics 2 Ms.Jashanpreet Punjabi 3 Ms. Sakshi Science

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)

College works in a democratic manner under the guidance of the visionary management with active support. Two meetings of college management committee were orgranised after six months where members of the governing body, principal and two representatives from the faculty discussed the various issues. Budget for the next session was approved and principal presented the academic

achievements and co-curricular activities conducted during the session. Keeping in mind the motto, vision and mission, Principal of the college decentralized the authorities for the effective management and worked through student council and forming different committees like Admission Committee, Examination Committee, Internship Committee, Cultural Committee and clubs like Peace Club, Eco- Club, Literary Club and Red Ribbon Club. The student council played a vital role of bridge between students and the principal in creating democratic environment as tutorial representatives from each tutorial group participated in student council.

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
Curriculum Development	The college adheres to the prescribed curriculum for B.Ed., M.Ed. B.Ed. special education (Learning Disability) as per P.U. norms. Faculty members of the college attended curriculum revision workshops organised by PU, Chandigarh. Faculty Development Programme was organized in the college from Dec. 14 to 31, 2016 to enhance the professional skills required to adopt new curriculum transactional methods and the latest techniques as per change in teacher education programme. Principal being a member of the Board of Studies, took part in meetings regarding curriculum change, quality improvement and other issues related to curriculum development at Panjab University, Chandigarh.
Teaching and Learning	To make the Teaching and learning process more interactive, teachers adopted various methods of teaching by integrating technology. Class seminars, assignments, project works were the regular practice of the college to improve the quality of teaching and learning. Feedback through house tests helped the teachers for remedial teaching organized from Dec. 1 to 7, 2016 for semester I, from May 5 to 11, 2017 for semester II and from May 3 to 10, 2017 for semester IV.
Examination and Evaluation	College followed the academic calendar for the teaching and evaluation of the students as per Panjab University guidelines. To ensure the transparency and quality in evaluation, Continuous evaluation of students of B.Ed., B.Ed. Special Education (Learning Disability) M.Ed.

	was conducted through unit and house tests, Assignments, Sessional work, classroom interactions and participation in subject seminars. Unit Test were conducted from Feb.25- Mar.1, 2017 and house tests from April 22-29, 2017.
Research and Development	Research and faculty Development is of utmost importance for the institution. FDP at college level was organized from Dec. 14 to 31, 2016 to hone the skills of faculty . Faculty is encouraged and supported to participate in national and international Seminars, Conferences and Workshops. Ms. Shilpa Kaura, Asst. Prof. and Ms. Vandana Verma, M.Ed student attended the seven days National Workshop on "Basics in Research Methodology and Statistical Techniques" from 24th June 2016 to 30th June 2016 at KIMT, Ludhiana. Faculty provides the extension research consultancy services to the students of M.Ed. and M.A. Education students of IGNOU.
Library, ICT and Physical Infrastructure / Instrumentation	The College Library works through data soft tech. 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 journals and magazines is the regular feature of library functioning. Book bank facility is available for the needy students. The College has more than 13,599 reference, general and text books and subscription of 15 Newspapers, 32 Journals and 23 Magazines.
Human Resource Management	To manage human resources, all the rules are applicable as per university guidelines for both teaching and non-teaching staff. Annual increments, gratuity, EPF and ESI facilities are available according to service norms. Leave rules are followed as per Panjab University Guidelines. The college had sufficient and well qualified teaching, non-teaching and supportive staff. The teachers had been assigned their work load and to organize co-curricular activities as per norms. Staff trip was

	also organized on September 5, 2016 to refresh minds and rejuvenate faculty members. Supporting staffs were facilitated by uniforms and gifts on diwali festival.
Industry Interaction / Collaboration	Being Teacher Education institute, the college collaborated with the schools to develop the employability skills among the students for their better placement. Pre-Internship Programme for the students of B.Ed. General, B.Ed. Special Education (Sem.-I) M.Ed. (Sem.-III) commenced w.e.f. Oct.20–Nov. 5, 2016 in 15 practicing schools as per Panjab University Curriculum. 16 week long Internship Programme for B.Ed. Semester-III (2015-17) completed from August 1 to Nov. 5, 2016 in 13 govt. and private schools of Ludhiana. College organized national seminar on 'Collaboration of Academia and Industry – Need of Quality Education' on 18th February 2017 to enrich students and staff.
Admission of Students	A streamlined admission process for B.Ed. course was followed as per the guidelines of state Govt. through the centralized counselling conducted by Guru Nanak Dev University, Amritsar. The college started help desk center for online admission to B.Ed. Course for the session 2016-2018. Students were guided while filling online forms for the admission from June 24-July 8, 2016. Students were admitted through counseling. M.Ed., B.Ed. Special Education students were admitted directly on the basis of eligibility criterion prescribed by P.U., Chandigarh.

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

E-governace area	Details
Planning and Development	College used various E- Platforms for planning and development. All the stakeholders can take information related to admission process, infrastructure facilities, faculty, curriculum, co-curricular activities, achievements, information required to NCTE, audited balance sheets and publications from college website www.bcminstitutes.org. The photos of the events organized are uploaded on the website of the college. The faculty uses what'sApp groups and facebook for the dissemination of information to

	students, parents and practicing schools.
Administration	To better streamline the administrative work, database and records were maintained in electronic form. Notices and other correspondence pertaining to administration were proactively communicated via electronic channels to respective stakeholders. The administrative wing of the College had already started digitization of its records for easy retrieval and storage. Statutory information, student related information and other important forms were uploaded on the institutional website i.e. www.bcminstitutes.org. Information-Brochure containing information regarding different committees, clubs along with teachers in charge was also displayed on the college website.
Finance and Accounts	The finance and account management was fully transparent. MIS was used to manage all finance and accounts of the institution through data Soft-Tech server. The Accounts Department of the College encouraged the students to deposit fees online. The Department employed softwares to maintain records as well as preparation of salaries and Financial Statements. Salary of faculty members was transferred directly to their bank accounts. Further, E-compliance to regulatory authorities was done on a timely basis as and when required.
Student Admission and Support	The admission procedure for the B.Ed., M.Ed. and B.Ed. Spl. Edu. was as per the admission eligibility criteria laid down by Panjab University Chandigarh and NCTE. College established a help desk in the college campus for Online registration for the B. Ed. admission from 24th June 2016 to 8th July 2016 as per PU norms and guidelines. The students belonging to reserved categories were helped to apply online for the scholarship.
Examination	The roll numbers of students issued by the university are downloaded from university and admit cards were sent to students online. Further, a list of examination based instructions was also emailed to students prior to examinations. Similarly, examination duties were intimated electronically to

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	**N/A**	**N/A**	**N/A**	**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)
2017	**National Seminar on 'Collaboration of Academia and Industry – Need of Quality Education'**	**National Seminar on 'Collaboration of Academia and Industry – Need of Quality Education'**	**18/02/2017**	**18/02/2017**	**28**	**4**

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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
General orientation Course (GOC)	**1**	**15/12/2016**	**11/01/2017**	**28**
National Workshop on "Basics in Research Methodology and Statistical Techniques	**1**	**24/06/2016**	**30/06/2016**	**7**
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

26	28	4	4

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Employees Provident Fund, ? Gratuity ? Concession in Tuition Fees to Wards ? Gifts on Teachers Day ? Excursions/ One Day Trip	? Employee State Insurance (ESI) ? Gratuity • Employees Provident Fund ? Gifts on Diwali ? Concession in Tuition Fees to Wards ? Free Uniforms twice a year	? Fee Concession ? Scholarships

6.4 – Financial Management and Resource Mobilization

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

Internal audit of each and every financial document is conducted systematically. Every financial voucher is duly signed by accountant, principal and secretary of the college. External audit is done by the statutory auditors appointed by college governing body. 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
N/A	0	N/A
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6.4.3 – Total corpus fund generated

0

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, NCTE, RCI	Yes	IQAC
Administrative	Yes	B.D.Bansal Co.	Yes	Principal

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

Interaction between Parents Principal Dr. Monika Dua is a regular feature of the college. Parents are always welcomed to express their opinions regarding any type of issue. The following activities and support are received from the PTA: 1. Involving parents in organizing co-curricular activities at college. 2. Networking with parents for guidance in 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. Gifts are given to the supporting staff to recognise their services on the eve of Diwali. 2.For Moral and Spiritual Enlightenment of staff Hawans are performed on a regular basis. 3. Fee concession is provided to wards of Staff studying in sister institutes.

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

Extension Services Workshop on Teaching Aid Preparation Guidance Programme for 10th class students of government schools National Seminar on 'Collaboration of Academia and Industry – Need of Quality Education' IQAC cell of the College released a book named "Collaboration of Academia and Industry – Need of Quality Education" with ISBN 978-93-85449-14-7.

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
2016	Award by NCERT	04/07/2016	04/07/2016	04/07/2016	2

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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
Lohri Dheeyan Di	13/01/2017	13/01/2017	96	6
Women's Day Celebration	08/03/2017	08/03/2017	102	8
Dhee Punjab Di Participation	10/03/2017	10/03/2017	5	0

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. A rally in village Khasi Kallan was organised during special Swachhta Campaign was organised on Aug 12, 2016 to raise awareness in rural areas, against the incessant burning of farmland-waste which causes air pollution and is a huge cause of skin diseases and asthma in children as well as adults. Tree

plantation 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 were 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.

7.1.3 – 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
Scribes for examination	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2016	1	1	12/08/2016	01	Swachhta Campaign	Cleanliness, Health and Hygiene	112
2016	1	1	20/09/2016	10	Digital Awareness Programme	Mass Awareness	10
2017	1	1	18/04/2017	2	Community Service Programme	Serving the special section of society, Promoting sense of service among volunteers	146
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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	13/07/2016	College Prospectus is

upgraded every year with all the required information like Motto, Vision Mission, Code of Conduct, Section Houses Incharges, Activities organised in previous session, Clubs services. Promoting college ethos and human values through well structured text and stunning imagery in prospectus showcased our college at its best. It is an official document for convincing potential students that our college is the best choice. Prospectus leads the reader off to the college website (which in fact is just as important as a prospectus) where parents and students are able to learn more about the College. It gives clear picture to all the stakeholders regarding the rules and regulations of the college. C

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Youth Leadership Training Camp	07/06/2016	15/06/2016	11

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

• Special Swachhta Campaign on August 12, 2016 • Workshop on Teaching Aid Preparation from waste products from Nov. 23 to 25, 2016 • Plantation and Cleanliness Drive on Nov.26, 2016 • NSS Camp on the theme -"Vittiya Saksharta Abhiyan" from Dec. 27, 2016 to Jan. 2, 2017 • Participation in Digital Awareness Programme at Panjab University, Chandigarh on 20th September, 2016 organised by NSS Department of P.U. Chandigarh.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE-I 1. Title of the Practice: CAREER GUIDANCE PROGRAMME 2. Objectives of the Practice: • To help the students to reflect on their ambitions, interests, qualifications and abilities. • To guide students regarding various options available in the different streams in education. • To minimize the mismatch between education and employment opportunities. • To curb the rising concern of brain drain and develop an efficient human resource base for the nation. 3. The Context of the Practice: In India, awareness and information about various career options available to students passing out of school are limited. The culture of going to a career advisor is almost non-

existent, especially for students studying in govt. schools. According to a survey, 93 percent of students were aware of less than ten career options like engineering, medicine, law, finance and IT etc. where more than 250 career options are available after secondary classes. In other words, the awareness levels of many career options are very low in the majority of students. Therefore, the Guidance Programme for the students of class 10th studying in government schools was organized by the Guidance Cell of our college to create a happy, healthy and productive human force that will become an asset to the nation. 4. The Practice: The guidance Cell of the college organized Career Guidance Programme for students studying in govt. schools. During this month-long program, Dr. Manminder Kaur, Asst. Prof. of the college visited seven govt. schools of Ludhiana district in Nov.2016 to guide students of class 10th regarding various educational and vocational options for students. Detail is as follow Date Name of the School 2-11-2016 Channan Devi Memorial Public School, Salem Tabri, Ludhiana 4-11-2016 Government High School, Salem Tabri, Ludhiana 5-11-2016 Government High School, Mundiya, Ludhiana 5-11-2016 Government High School, Sekhewal, Ludhiana 7-11-2016 Channan Devi Memorial Public School, Salem Tabri, Ludhiana 10-11-2016 Government High School, Sekhewal, Ludhiana 29-11-2016 Government High School, Salem Tabri, Ludhiana 5. Impact of the practice • A step towards the creation of a productive, efficient and happy society was taken. • Students were clear about their future goals, various options and career choices available to them according to their resources and capabilities. • School authorities, parents as well as students were highly satisfied with the career guidance programme organized by the college. 6. Obstacles faced: No major obstacles were faced during the Guidance Programme. One of the obstacles was getting time from the school authorities to interact with 10th-class students because board class students were always occupied with an overloaded curriculum with a fully planned timetable. 7. Resources required • A well qualified career counselor should be appointed who can put his/her efforts wholeheartedly to guide the budding nation builders. • A well-prepared PPT and the infrastructure of the school were required to make this Guidance Programme a great success. BEST PRACTICE-II 1. Title of the Practice: TEACHING AIDS PREPARATION WORKSHOPS 2. Objectives of the Practice: • To enable the students to prepare creative and innovative teaching-learning materials. • To enable the students to become proficient in explaining the content with the assistance of suitable teaching aid. • To make students aware of ways and means to produce cost-effective tools of teaching. 3. The Context of the Practice: Teaching aids are an integral component in any classroom. Numerous benefits of organizing Teaching Aids Preparation Workshops include helping future teachers to prepare appropriate teaching learning material according to the need of the topic. Moreover, such workshops enable budding teachers to construct cost-effective and environment-friendly models. It is a well-known fact that children learn far times better when their sensory organs are involved. In today's high-tech world, the minds of students are very much scattered and diverted, so it becomes inevitable for a teacher to search for innovative ways and means of teaching. Teaching aids serve as a very easy-to-handle and impactful teaching-learning tool. 4. The Practice: The college organized Teaching Aids Preparation Workshops for students of B.Ed. III Semester from November 23 to 25, 2016 wherein students prepared teaching aids under the guidance of their respective teacher Incharges. The focus was to enable pupil teachers to become proficient enough to produce teaching learning aids as per the requirement of their subject and a particular topic. Subject teachers guide the students to prepare the improvised low cost teaching-learning material as per the demand of the topic. Fine Arts Department provided wholehearted cooperation to enlighten pupil teachers with creative and innovative ideas for the preparation of teaching aids. 5. Impact of the practice: • All the pupil teachers were highly satisfied after preparing teaching learning materials on their own. • Cost-effectiveness of teaching aids proved to be a boon to the

budding teachers as they were guided to prepare their teaching learning material by utilizing maximum waste products. • Pupil teachers were now more confident as they grew professionally by learning the creation of innovative tools of learning. 6. Obstacles faced: The only limitation which was observed was the reluctant behavior of very few budding teachers who were not confident enough to learn new things. But due to the never-ending guidance of their respective subject teachers, they managed to learn how to prepare suitable teaching-learning materials and even use them wisely to make their teaching a great success. 7. Resources required: • Human Resources were required to put their efforts wholeheartedly to guide the budding nation builders to produce the best-suited teaching learning material for their subjects. • Waste material and other raw material to prepare teaching aids of different teaching subjects was required.

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/documents/naac/bp_2016-17.pdf

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

Book Publication B.C.M. College of Education has this distinctive practice of promoting the valuable research work for the promotion of culture of research. During 2016-17, Internal Quality Assurance Cell of the college published book entitled Collaboration of Academia and Industry - Need of Quality Education with ISBN 978-93-85449-14-7. Dr. Monika Dua Principal of the college was Chief Editor and Dr. Ravinderjeet Kaur, Mrs. Suprerna Khanna, Dr. Manminder Kaur, Dr. Jasdeep Kaur and Mrs. Shilpa Kaura were editors of the book. Total 56 papers under 4 major sub-themes were selected and published by the editorial committee keeping in view the guidelines provided for the selection and publication. Academician, research Scholars and faculty members from 25 colleges sent their papers under the various themes. Before publication all the papers were reviewed by review committee and editorial committee. 15 papers were published under Theme I - Collaboration of Academia and Industry - Need of Quality Education, 12 papers were published under Theme II – Challenges in Academia – Industry Collaboration, 15 papers were published under Theme III - Academia – Industry Interface: Bridging the Gap and 14 papers were published under Theme IV - Academia – Industry Collaboration: Best Practices.

Provide the weblink of the institution
http://www.bcminstitutes.org/documents/naac/dp_2016-17.pdf

8.Future Plans of Actions for Next Academic Year

• Skill Enhancement of Pupil Teachers • Extension Services • Environment Awareness • Remedial Teaching • Community Outreach • Awareness Campaign • Women Day Celebration • NSS Camp