Yearly Status Report - 2017-2018

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	**Sector 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/

4. Whether Academic Calendar prepared during the year

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

5. Accrediation Details

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

6. Date of Establishment of IQAC

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

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
TET Coaching	**06-Jun-2017** **17**	**28**

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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
Nil	Nil	Nil	2018 00	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View Link](#)
10. Number of IQAC meetings held during the year :	**7**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View 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 cell of the College released a book named "Collaboration of Academia and Industry – Need of Quality Education" with ISBN 9789385449147. Articles and research papers from distinguished scholars were taken and published after thorough review by the editorial board.

2. Hosted Panjab University InterZonal SkillinTeaching and On the Spot Teaching Aid preparation Competition College hosted Panjab University Inter Zonal SkillinTeaching and On the Spot Teaching Aid Preparation Competition on Feb.12, 2018 where 30 colleges and 122 Winners from four zones participated in 8 different teaching subjects i.e. Home Science, Music, Commerce, Science, Economics, Mathematics, Fine Arts and Computer Science.

3. Skill-Will Week 2018 With an aim to enhance the soft skills viz. communication and Employability Skills of the students, 'Skill-Will Week' was celebrated under Skill Development Programme from Feb. 21-27, 2018 during which highly elevating sessions were conducted by eminent educationists and resource persons like National Awardee, Ms. Kusum Lata, Dr. Ashoo Toor, Prof. Rashmi Grover, Mr. Vikas

Kharbanda, Dr. H.S. Aulakh. On the concluding day, Mock Interview Session was conducted to prepare would be teachers for challenges of world of work. Students of different streams were interviewed and given special tips by the panelists.

4. Extension Lecture on 'Tips to Crack Civil Services Exam' Counseling Cell of the college organized an extension lecture on 'Tips to crack Civil Services Exam' on March 22, 2018. Dr. Charanjit Singh, Director, RICCS Study Centre acquainted the students and faculty with the different stages, papers, type of questions, reference books etc. of Civil Services Exam (CSE). Dr. Charanjit Singh made the students aware of the technology driven classrooms, pattern, timing and fee structure of the classes available at the institute. He not only motivated the students by citing real life examples of the toppers of CSE in the recent years but also answered their queries regarding CSE in a special Question-Answer session.

5. Organised Personal Contact Programme of D.El.Ed students: P.C.P. of D.El.Ed programme organised by NIOS was organized in the college campus w.e.f. Jan 13, 2018 March 25, 2018. Diploma in Elementary Education (D.El.Ed) programme, a specifically designed package for inservice untrained teachers working in primary/ upper primary schools of different states of the country has been developed by the Academic Department, National Institute of Open Schooling (NIOS) on the initiative of Ministry of Human Resource Development (MHRD), Govt. of India, keeping in view the NCF 2005, RTE 2009 and NCFTE 2010. Approx. 70 students registered with the college and attended classes on Sundays and holidays organized by the college to develop in them skills, competencies, attitudes and understanding to make teaching and learning more effective.

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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
Extension Services	Dr. Raman Arora and Ms. GeetaKundi, Assistant Professors in mathematics delivered extension lectures on the theme 'Optimising the future with Mathematics' for students of Govt. High School, Bhambian, Ludhiana on 23rd August 2017. Our faculty members provided Vocational Guidance and details of Career opportunities available after +2and highlighted the importance of Mathematics in optimizing the future of students. Question Answer session was conducted to elucidate their doubts. · Dr. Raman Arora delivered an extension lecture during the 'Health awareness Camp' organized byGovt. High School, Bhambian, Ludhiana on 24th August 2017. She deliberated on the topic 'Health & Hygiene' and made the girls of VIII & IX class aware about the cleanliness and sanitation

	measures. Mr. Lovepreet Singh delivered an Extension lecture on Animation, Gaming, Multimedia and Web Designing at Govt. Sr. Sec. School, Bhambian to equip the students with IT skills on 4th Sep., 2017.
NSS Camp	NSS wing of BCM College of Education organized 8th NSS camp from Jan. 24, 2018 to Jan. 30, 2018 on the theme 'Youth for Better India'. During the seven days long camp, students actively organized Plantation and Cleanliness Drive at Govt. High School, Khasi Kalan, visited 'Neki Ki Dukan' - an initiative of Ludhiana-based NGO 'Ek Noor Sewa Kendra' that provides free medical treatment to needy patients, served the patients at Civil Hospital, Ludhiana and led a Rally on the theme 'Beti Bachao Beti Padhao'
All round Development of Pupil Teachers	8 students participated in Youth Leadership Training, Hiking Trekking Rock Climbing Camp organized by the Dept. of Youth Welfare, Panjab University, Chandigarh from June 30 to July 8, 2017 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 Mr. Harpal got II prize in Hiking and Mr. Karanjit Singh got III prize in Elocution. Ms. Hardeep Kaur, Asstt. Prof. accompanied the students. Keeping in mind the sole aim to spread the awareness about yoga and its benefits in one's lifestyle,International Yoga Day was celebrated with full zeal and fervor in the college campus on 21st June 2017. All the participants including the N.S.S. volunteers enthusiastically practiced different asanas like Surya Namaskar, Uttanasana, Tadasana, Trikonasan and Vajra asana etc. The Principal and Staff emphasized the significance of yoga and meditation and motivated the students to adopt the same in their daily life to stay fit and healthy. The students and staff raised the slogans viz. 'Yoga apnaye, shareerkoswasthabnaye' 'Jisne yoga apnaya, Rogkohameshaankeliyedurbhagaya' to mark the success of International Yoga Day celebrations. Talent hunt function was organized on 16th

	September, 2017, to explore the hidden talents of the students. Smt. Santoshji Mehta, eminent member, B.C.M. Management graced the function with her esteemed presence. The program started with Shabad, followed by various cultural items viz. geet, folk songs, skits, mimicry and various dances including Giddha and Bhangra in which students showcased their talents. Smt. Mehtaji congratulated and encouraged the participants and gave priceless tips to perk up their performances in the upcoming Panjab University Zonal Youth Festival to be held at A.S College of Education Khanna from Oct. 3 6, 2017. Workshop on Financial Literacy: Ms. Pooja M. Kohli, a certified Education Trainer (SEBI), conducted a Financial Literacy Workshop on'Savings and Investments' on Oct. 14th 2017 in order to acquaint the students and faculty with ways and means to plan savings and investments through Tax saving Instruments viz. shares, debentures, Mutual funds, Postal savings etc. Students participated in various field events viz. 100m race, 200m race, 400m race, Shot Put, Discus throw, Long jump, 4x100m relay race at Panjab University Annual Athletic Meet 2017 held at P.U. Chandigarh grounds from Nov. 2 – 4, 2017. Counseling Cell of the college organized an extension lecture on 'Tips to crack Civil Services Exam' on March 22, 2018. Dr. Charanjit Singh, Director, RICCS Study Centre acquainted the students and faculty with the different stages, papers, type of questions, reference books etc. of Civil Services Exam (CSE). Dr. Charanjit Singh made the students aware of the technology driven classrooms, pattern, timing and fee structure of the classes available at the institute.	
Women Day Celebration	Women Cell celebrated Women's day on March 8, 2018 with great fervor, zest and zeal thereby sensitizing the future teachers about the unprecedented elevation of women in the Indian society and across the globe. All the students participated whole heartedly reciting poems, songs, dance, motivational stories presenting P.P.Ts etc highlighting the different roles of Women and showcasing the 21st century empowered women. Speaking on the	

	occasion, Dr.Sangeeta Arora, Incharge of Women Cell, voiced the purpose of 'Women's Day'- to celebrate the social, economic, cultural and political achievements of women. She raised the slogan-'Aurat Dashaa Nahi, Disha Hai'. Principal of the college encouraged and appreciated the students by saying that they truly stood up to the motto of the Women Cell-"Learn to live".
Environment Awareness	NSS wing of the college organized "SwachhtaPakhwara' from Sep. 1st - Sep. 15th, 2017as per action plan recommended by MHRD, India. This fortnight long programme kick started with 'Cleaniliness drive' where all the students cleaned the college campus diligently under the righteous stewardship of Programme officer, Mrs. Manjit Kaur. NSS volunteers and the teachers enthusiastically conducted a tree plantation drive and planted saplings in and around the college campus, raising the slogans like 'Clean India, Green India' Students very ardently participated in creative writing and poster making competitions on the topic-'Innovative ways for spreading the message of hygiene'. Elocution contest on the theme 'Health and Hygiene is the real wealth' & 'Role of teachers and parents in maintenance of health in the present scenario' was also organized to spread the awareness of hygiene among the students. The Programme officer, Ms. Manjit Kaur motivated the NSS volunteers to keep their surroundings clean, green and beautiful
Remedial Teaching	To prepare students for Panjab University II & IV Semester final examinations, remedial classes were organized in the month of May, 2017. For the students of II Semester classes were scheduled from 05th May 2017 to 11th May 2017 and for the students of IV Semester from 03rd May 2017 to 10th May 2017. Students were divided into three groups i.e. Booster, Average and Below Average to meet the needs of the students. Dr. Manminder Kaur coordinated Booster group, Dr. Sangeeta Arora coordinated Average group and Mrs. Suprerna Khanna coordinated Below Average group. Various strategies were discussed related to how to attempt question paper, guidelines on concept

	mapping, illustrations, diagrammatic presentations and how to write quotations along with various quotations were also given.
Community Outreach	A team of 15 students of B.Ed (Special Education) alongwith Mr. Obaid Anwar, Asst. Prof. (Special Education), Ms. Hardeep Kaur, Asst. Prof. (Teaching of Home Science) and Mr. Lakhwinder Singh (Head Librarian) visited GRIID (Govt. Rehabilitation Institute for Intellectual Disabilities) Chandigarh on Nov. 13th 2017 where students had the opportunity to observe children with Intellectual disabilities like Mentally Retarded Children, Autistic Children, Children with Cerebral Palsy and Down's Syndrome in the real classrooms. Mr. Kapil, Member of the Management, GRIID interacted with the students and acquainted them with ADS (Activity & Daily Skills) used by the special education teachers, psychiatrists and music, speech, occupational therapists.
Awareness Campaign	Red Ribbon Club organized Aids Awareness Rally and Poster making competition on Dec. 1, 2017, to sensitize thestudents and local residents about AIDS &its misconcepts. Shri D.P. Guleria, Principal, B.C.M. Sr.Sec. School, Chandigarh Road Ludhiana, flagged off the rally. All the Students, wearing the red ribbon, the global symbol for solidarity with HIV-positive people raised slogans like 'Love Life Stop AIDS' &'Aao Mil keAbhiyaanchalaye , Aids MuktDeshbanaaiye'. Principal, Dr. Monika Dua motivated the students to join in the fight against HIV, to show support for people living with HIV and to commemorate those who have died from an AIDS-related illness. 21 students alongwith Ms. Parwinder, Asst. Prof. (Phy. Edu.) & Mr. Lakhwinder Singh participated in 'Cycling Drive' organized by Hero Cycles Ltd. Ludhiana on the occasion of 7th India International Cycle Fitness and Outdoor Sports Expo on Feb. 23, 2018. The participants began cycling from P.A.U., Ludhiana and covered a distance of 5 km up to M.B.D. Mall, Ferozpur Road, Ludhiana. This cycling drive was organized with a sole motto to promote usage of cycle, an eco-friendly means

	of transport.

14. Whether AQAR was placed before statutory body ?	**No**
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2018**
Date of Submission	**03-Mar-2018**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**College has ERP software to manage all financial data, Accounts, Salary, ELibrary and Fees.**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

B.C.M. College of Education is constantly working for providing effective teaching learning environment to pupil teachers, so that curriculum is delivered efficiently in classes. College is following the curriculum as per Panjab University. Following initiatives are taken for well planned curriculum delivery and documentation: • 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
Nil	NIl	Nil	00	00	NIl

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NIl	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	NIl	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	Pre- Internship	150
BEd	Internship Programme	103
BEdSplEd	Internship Programme	12
MEd	Internship Programme	1
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.	
Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

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 college has developed its own feedback performa covering all the essential aspects related to curricular aspects. 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 provide feedback during final discussion lessons of Semester III students. All the feedback is taken positively by the college for its further development by conducting staff meetings.

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	160	150
BEdSplEd	Learning Disability Sem. I	30	12	12
MEd	General Sem. I	50	5	5
BEd	General Sem. III	150	103	103
BEdSplEd	Learning Disability Sem. III	30	4	4
MEd	General Sem. III	50	1	1
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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	Number of students enrolled in the institution	Number of fulltime teachers available in the	Number of fulltime teachers available in the	Number of teachers teaching both UG

	(UG)	(PG)	institution teaching only UG courses	institution teaching only PG courses	and PG courses
2017	269	5	15	0	23

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
23	23	33	6	1	11

View File of ICT Tools and resources

View File of E-resources and techniques used

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

Mentoring of students is available in college in form of tutorial groups. Mentoring of students is based on the following objectives: • To strengthen pupil teacher relation with their mentors • To solve problems faced by learners • To prepare students for the competitive exams There is provision of one lecture every week in the timetable for tutorial class in which the tutorial in-charges meet their students to listen to their problems and solve them. Different activities are organised to identify and polish the hidden talent of students in their respective tutorial groups. Tutorial-wise morning assembly is organised twice a week. Important days and festivals are celebrated by different tutorial groups to develop leadership qualities and they learn how to handle different situations.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
275	23	1:12

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

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

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination

BEd	General	Sem. IV	30/05/2018	07/09/2018
MEd	General	Sem. II	30/05/2018	17/09/2018
MEd	General	Sem. I	29/12/2017	16/05/2018
BEd	General	Sem. I	29/12/2017	21/09/2018
BEd	General	Sem. III	13/12/2017	14/06/2018
MEd	General	Sem. III	29/12/2017	16/05/2018
BEdSplEd	Learning Disability	Sem. I	21/12/2017	14/06/2018
BEdSplEd	Learning Disability	Sem. II	31/05/2018	23/10/2018
BEdSplEd	Learning Disability	Sem. III	29/12/2017	22/06/2018
BEdSplEd	Learning Disability	Sem. IV	29/05/2018	10/09/2018

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

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

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 2017-18 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. • First Phase of School Internship Programme 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: • Pre-Intership Programme –I for B.Ed. Sem.- I. • Unit Tests • Preparation and Participation in Youth Festival. • Project Work of different Subjects • Internship Programme for M.Ed. Sem- III. • Eco Club Activity • Social Sciences Club Activity • Celebration of Vigilance Awareness Week November: • House Tests • Peace Club Activity • Feedback and Discussion on Need Based Teaching • Internal Practicals of all classes. • Post Internship Programme for B.Ed. Sem-III • Submission of Different Assignments and Projects • Celebration of Communal Harmony Week December • Panjab University Final Practical Examinations for B.Ed., B.Ed. Special Education (L.D) M.Ed. Sem. I III. • Panjab University Final Theory Examinations • Red

Ribbon Club Activity • Winter Break. January • A week Long NSS Camp. • Orientation for B.Ed. Sem.- II • National Youth Day Celebration • Lohri Celebration • Preparation and Participation in P.U. Zonal and Interzonal Skill In Teaching Competitions • SVEEP Activities February • CES Activities for B.Ed. Sem. -II IV • Celebration of National Productivity Week • Math Club activity • Skill Will Week • One Day Education Trip • Unit Tests for B.Ed., B.Ed. Special Education (L.D.) M.Ed. Sem.- II IV March • Subject Seminars • Submission of Dissertation For M.Ed. Sem. – IV • Social Science Club activity • Alumni Interaction. • Participation in P.U Sports • Annual Athletic Meet • Celebration of Women Day • House Tests • Fine Arts Workshop April • Pre-Internship Programme for B.Ed. Sem. -II Students. • Internal Practicals for B.Ed., B.Ed. Special Education M.Ed. • Workshop on Communication and Employability Skills. • Tour/Trip for Students • Need Based Teaching • Submission of Synopsis M.Ed. Sem.-II • Community Services Programme. May • Submission of Difference Assignments • Final Practical Examination. • Faculty Development Programme. • Panjab University Final Theory Examination. • Discussion Internship Viva Voce June • Farewell of B.Ed., M.Ed. and B.Ed. Special Education (L.D.) • Celebration of International Yoga Day • Participation in Youth Leadership Camp. • Summer Break

2.6 – Student Performance and Learning Outcomes

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

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

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
General	BEd	Year I	150	150	100
Learning Disability	BEdSplEd	Year I	12	12	100
General	MEd	Year I	5	5	100
General	BEd	Year II	103	103	100
Learning Disability	BEdSplEd	Year II	4	4	100
General	MEd	Year II	1	1	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/StudentsSatisfactionSurvey2017-18.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year

Nill	00	Nil	0	0

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Financial Literacy Workshop	certified Education Trainer (SEBI)	14/10/2017

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
Acting as an Administrative Officer	Ms. Hardeep Kaur	Dept. of Youth Welfare, Panjab University, Chandigarh	30/06/2018	Acting as an Administrative Officer

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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
D.El.Ed programme	D.El.Ed programme	The National Institute of Open Schooling (NIOS)	D.El.Ed programme	Academic	13/01/2018

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NIl	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	7	5.94

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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
NIl	0

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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	2017	0	N/A	0

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
N/A	N/A	N/A	2017	0	0	N/A

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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	2	3	1	3
Presented papers	5	4	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
Blood Donation Camp	Red Ribbon Club of the college	1	5

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

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

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

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

Activity	Organising Unit/Agency/Collaborating Agency	Name of the Activity	Number of Activities	Number of Participants
	Chandigarh			
International Yoga Day	NSS wing of the college	Practicing different Aasans	1	40
AIDS Awareness Rally	Red ribbon club of the college	Rally	2	257
Communal Harmony Week	Peace Club of the college	Essay Writing Competition, Declamation Competition, Poster making competition,Cleanliness Drive Movie session Peace Awareness Rally	2	152
Download the Swachhata app	NSS wing of the college	download the Swachhata app	2	261
Women's day	Women Cell of the College	Story telling, songs, poem recitation power point presentations	2	38
Drug Addiction Day'	Red Ribbon Club of the college	Poem-recitation, plays and power point presentations	2	46
Extension lecture on Health Hygiene	Govt. High School, Bhambian, Ludhiana	Extension lecture	1	147
Swachhta Pakhwara	NSS wing of the college	Cleaniliness drive,plantation drive,creative writing and poster making competitions Elocution	2	144

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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	N/A	N/A	0

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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	Name of the	Duration From	Duration To	Participant

Academic	School Internship Programme	BCM School, Sec 32	01/08/2017	25/11/2017	8

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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	8
R.S. Model Sr. Sec. School, Shastri Nagar, Ludhiana-141002	29/03/2011	Share Educational Experiences in order to work with Learning Disable Students	5
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	4
BCM Arya Model Sr. Sec. School, Shastri Nagar, Ludhiana-141002	29/03/2011	Share Educational Experiences in order to work with Learning Disable Students	6
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	6
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	6

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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

3010268	3010268

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	00	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	8600	3100649	37	16393	8637	3117042
Reference Books	1298	3100649	27	11695	1325	3112344
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	50	1	1	3	1	1	13
Added	0	0	0	0	0	0	0	0	0
Total	50	34	50	1	1	3	1	1	13

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

1 MBPS/ GBPS

4.3.3 – Facility for e-content

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

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
795546	795546	3010268	3010268

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 13,689 reference, general and text books. Apart from these, we regularly subscribe 14 Newspapers, 35 Journals and 18 Magazines. College library provides book bank facility to the student to help the needy and meritorious students. Our college is equipped with Hi-tech Computer Lab consisting latest computers and broadband internet connection to ensure 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	31500
Financial Support from Other Sources			
a) National	POST MATRIC SCHOLARSHIP SCHEME	60	1070660
b)International	N/A	0	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
N/A	Nill	0	N/A

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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
2017	TET Coaching	28	0	28	28
2017	B.Ed. Entrance Test Coaching	61	0	61	61

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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
8	8	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	103	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
2018	5	B.Ed.	B.Ed. College	Khalsa College, Ludhiana	M.Sc., M.A., PGDCA
2018	5	B.Ed.	B.Ed. College	SCD Govt. College, Ludhiana	M.Sc., M.A.
2018	4	B.Ed.	B.Ed. College	Private/On line	M.Sc., M.A.
2018	3	B.Ed.	B.Ed. College	Guru Nanak College, Ludhiana	M.Sc., M.A., PGDBA

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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	28

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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
International Yoga day	College	109

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	N/A	Nill	0	0	00	N/A

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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 Nov. 7th 2017, to constitute Student Council (2017-18). The meeting was presided over Dr. Monika Dua, Principal, Dr. Sangeeta, Dean Student welfare Dr. JasdeepKaur. Ms. Kavita (M.Ed) was elected as President, Ms. TanuKapil (B.Ed) as Vice-President, Ms. Renuka Joshi (B.Ed) as Secretary and Mr. SaagarKhandelwal (B.Ed Special Education) as Joint Secretary for the session 2017-18. Meeting with Student Council Principal and Dr. SangeetaArora,Dean Student Welfare interacted with Students Council on March 5, 2018. The agenda of the meeting was to discuss their problems regarding curricular and co-curricular activities and also to make them aware of their duties and responsibilities.

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 Interaction with B.Ed Students During the Pre-Internship Programme, our 3 Alumni-Ms. Sapandeep Kaur, Ms. Nandita, Ms. Arzoo interacted with B.Ed students as Guest Demonstrators on 24th July, 2017. They shared their previous experiences and tried to enhance their teaching skills S.No. Name of Alumna Subject Topic 1 Arzoo English Parts of Speech 2 Sapandeep Kaur Science Different Modes of Asexual Reproduction 3 Nandita Singla Science Water Cycle

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)
Two practices of decentralization and participative management are stated below: 1. Decentralisation is done through the division of work and responsibilities. All the students are divided into tutorial groups. Every Tutorial group has one Teacher incharge who mentors his/her group. Group representative student is selected in a democratic way by voting. These tutorial Groups are like mini grooming groups where the tutorial incharges help and guide them for their all round personality development. In timetable there is a provision of one tutorial lecture weekly where skill enhancement activities are organized to enhance speaking, listening, reading, storytelling, poetical recitation and writing skills of the students. 2. The management provides all the facilities viz. infrastructure, finance for human resources and technology for attainment of predetermined aims and objectives of the courses run by college. There is a provision of fee concession and scholarships for needy students as financial support.

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	As the college is affiliated with Panjab University and approved by NCTE rules, the college follows Panjab University curriculum in true letter and spirit. The college prepares its own academic calendar on the guidelines provided by the academic calendar of Panjab University Chandigarh. Apart from this, the principal of the college is a member of the Board of Studies and participated in the curriculum development meetings organised by Panjab University. She has attended meetings in March where agenda was 'Syllabus of B.Ed., B.Ed. (Special Education) M.Ed. Again she attended a meeting of Board of Studies in Education for curriculum revision.
Teaching and Learning	Active Learning techniques are used to infuse creative environment in the classroom. Unit planning is done by the subject incharges in which content to be covered, strategies and TLM and required lectures are mentioned. Pre-Internship and Internship programs are organised as per the P.U. curriculum and classroom interactional experience of the students as follow: Two week-long Pre-Internship Programme for B.Ed. (Sem-I) was organized from Oct. 15 -30,2017 and for B.Ed. (Sem-II) from May 9-23, 2018 at various govt. and public schools. B.Ed (Sem-III) students successfully completed the Internship Programme which commenced w.e.f. Aug. 1st 2017 till Nov. 25th 2017.
Examination and Evaluation	Continuous evaluation of students of B.Ed., B.Ed. Special Education (Learning Disability) M.Ed. is done through unit and house tests, Assignments, Sessional work, classroom interactions and participation in subject seminars to ensure the transparency and quality. • Internal Practical Exams (Sem.-I) were conducted on Dec. 4, 6 7, 2017, (Sem.-III) on Dec. 14, 2017, (Sem. II IV) on April 27 28, 2018. • Sem. 1 Unit test Nov.1-6,2017 House Tests on Dec. 4-12,2017, (Sem. II IV) Unit Test March 5-26, 2018 House Tests on April 30 to -

	May 8, 2018 were conducted.
Examination and Evaluation	Research and faculty Development is of utmost importance for the institution. The college has its own Half Yearly Research Journal titled 'BCM Research Colloquium' A Peer Reviewed Research Journal registered under "RNI" having registration No. : PUNENG/2017/75635 and ISSN 2320-9321. Faculty is encouraged to conduct and publish their research works. Periodical FDPs at college level are organized faculty development. Faculty is encouraged and supported to participate in national and international Seminars, Conferences and Workshops. Faculty is motivated for their professional growth by making required adjustments to help them to attend their courses and workshops.
Library, ICT and Physical Infrastructure / Instrumentation	Library: The College has more than 13,900 reference, general and text books and subscription of 14 Newspapers, 31 Journals and 21 Magazines. College library provides book bank facility to the needy and meritorious students. ICT: 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. Physical Infrastructure Physical Infrastructure facilities include Library, Computers , Language, Psychology, Mathematics Laboratory, ET, Social Science, Art and Craft, Research Common Rooms, Multipurpose Hall, , Ground and furnished ventilated classrooms.
Human Resource Management	For the Professional development of teachers, opportunities are provided to attend Seminars, FDP's and Workshops etc. The faculty is provided with leave facility as per the norms of P. U., Chandigarh. EPF and Gratuity facility is also available for faculty. For students Entrance Test Coaching, CTET, PTET and UGC NET Coaching is provided to the students. The college organized B.Ed. Entrance Test Coaching from July20, 2017 to Aug., 4, 2017. For Supporting Staff leave and other Medical Health facilities are also available. Girl's hostel facility is available for female staff and

	students.
Industry Interaction / Collaboration	Being an Educational Institution, industrial collaboration is in the form of School Internship Programme at various Government and Private Schools. Two week-long Pre-Internship Programme for B.Ed. (Sem-I) was organized from Oct. 15 -30,2017 and for B.Ed. (Sem-II) from May 9-23, 2018 at various govt. and public schools. B.Ed (Sem-III) students successfully completed the Internship Programme which commenced w.e.f. Aug. 1st 2017 till Nov. 25th 2017. College has collaboration with various institutions for the placement of students under which students are sent for interviews and 60 students were placed. Extension lectures, Guidance and counseling services are provided to the practicing schools.
Admission of Students	In B. Ed. and B. Ed. Special Education, Students were admitted on the basis of merit through state-level Entrance examinations conducted by Panjab University, Chandigarh as a competent authority appointed by Punjab Govt. to conduct the centralized B.Ed Counseling. Help Desk was available in college and admission committee took the charge to guide the students for B.Ed registrations from 17th July- 1st August 2017. Students were admitted through counseling to the college. M.Ed. Students were admitted directly on the basis of eligibility criterion by P. U., Chandigarh after the declaration of the result of qualifying exam.

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

E-governace area	Details
Planning and Development	College is using E- Governance for planning and development like ICT, Internet. Section wise E-groups are formed and all the information regarding curricular and co-curricular activities is provided to students through these groups. Even the faculty and principal share a common e- group in which all the updated information is shared. Annual academic calendar of college as per Panjab University calendar is prepared and uploaded on the college website www.bcminstitutes.org.
Administration	The financial reports of Institute

	including Balance Sheet, Income and Expenditures account and Depreciation account are displayed on college website for transparency. The data of admitted students is maintained online such as academic qualifications, information about student teachers with details of religion, qualifying degree results, details of Adhaar Card Number, Voters ID Number. Detail of teaching and non-teaching staff like designation, date of joining, qualification, previous experience, email ids and other relevant information is available on college website. Information regarding different committees and clubs along with teacher incharges is displayed on the college website.
Finance and Accounts	The finance and account management is fully transparent. All payments are processed through NEFT and cheques. Salaries are credited directly in the accounts of the faculty and supporting staff.
Student Admission and Support	The admission procedure for the B.Ed., M.Ed., and B.Ed. Spl. Edu. is as per the admission eligibility criteria laid down by Panjab University Chandigarh/ NCTE. Every year the graduate and postgraduate students apply online on the University website and appear for physical counseling for admission to B. Ed. as per their merit. Helpdesk for students seeking admission in the college is available to help them to fill online form for admission. Every year the college assists students in applying online for a scholarship for economically weaker students and students belonging to reserve categories. The students council is elected for decentralisation of work. E-mail ids and contact numbers of all members of Anti Ragging Committee and Dean student welfare have been uploaded to the college website for any support.
Examination	Examination forms of students are filled online on Panjab University Portal. The college downloads the notices from panjab University regarding examination and display it on the notice board for students. Internal assessment of the students is also filled online.

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)
Nill	N/A	N/A	Nill	Nill	0	0

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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
? UGC sponsored HRD Department Refresher course at GNDU, Amritsar	1	24/10/2017	13/11/2017	21

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

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

6.3.5 – Welfare schemes for

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

6.4 – Financial Management and Resource Mobilization

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

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

00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Panjab University, Chandigarh	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. The canteen facility is available for Staff to eat clean and hygienic at a low price at the college campus. 2. Gifts are given to the supporting staff to recognise their services on the eve of Diwali. 3. Recreational facilities are organised for supporting staff in the college campus as well outside viz. Excursions, One Day Trip and Local outings. 4. For Moral and Spiritual Enlightenment of staff Hawans are performed on a regular basis. 5. Discount in fee of wards of staff studying in sister institutes.

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

N/A

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
2017	Awareness programme AIDS Day	Nill	01/12/2017	Nill	257
2018	Organization of NSS Camp	Nill	24/01/2018	30/01/2018	50
2018	Skill-Will Week 2018	Nill	21/02/2018	27/02/2018	257
2018	Community Service Programme	Nill	21/04/2018	Nill	273
2017	TET Coaching	Nill	06/06/2017	22/06/2017	28
2017	B.Ed. Entrance Coaching	Nill	20/07/2017	04/08/2017	61
2017	Swachhta Pakhwara	Nill	01/09/2017	15/09/2017	144
2017	Talent Hunt Function	Nill	16/09/2017	Nill	165
2017	Workshop on Financial Literacy	Nill	14/10/2017	Nill	160
2017	Visit to GRIID (Govt. Rehabilitation Institute for Intellectual Disabilities) Chandigarh	Nill	13/11/2017	Nill	18
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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	13/01/2018	13/01/2018	100	5
Women day Celebration	08/03/2018	08/03/2018	122	7
Dhee Punjab Di	10/03/2018	10/03/2018	8	0
Poster Making & Slogan Writing Beti Bachao Beti Barao	29/01/2018	29/01/2018	45	5
Poster Making & Slogan Writing Beti Bachao Beti Barao	29/01/2018	29/01/2018	45	5

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 1. Van- Mahotsav day was is celebrated on 22 July 2017 to motivate students to grow more and more trees. The principal, faculty members and students participated with full zeal and enthusiasm to spread the message "Be Eco Friendly" 2. An environmental rally was organised on 4th September 2017 to sensitize students of Government Girls Senior secondary school Ramgarh on various environmental issues such as pollution, global warming deforestation etc. Students made posters and raised slogans like Rukh Lagao Paryavaran Bachao, Ik do tin Char Safai Abhiyan Di Jai Jai Kaar 3. On 12th September 2017, water harvesting Day was celebrated. Our student Miss Priyanka deliberated on rainwater harvesting and made students aware of ways and means to conserve rainwater. 4. A rally was organised on Swachh Bharat at Chanan Devi Government Girls High school on 13 September 2017 and also at Government Middle School,Bamiyan on 26th September 2017 . The rally aimed to sensitize about the importance of cleanliness and Healthy Environment in our lives.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Ramp/Rails	Yes	2
Rest Rooms	Yes	2
Scribes for examination	Yes	2
Special skill development for differently abled students	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of	Number of	Date	Duration	Name of	Issues	Number of

2017	1	1	21/06/2017	1	International Yoga Day	Health Issues of the Students, Spreading awareness about health and Well - Being	40

View File

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

Title	Date of publication	Follow up(max 100 words)
N/A	Nill	N/A

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Conduct of Academic Student Council Elections	18/01/2018	18/01/2018	12

View File

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

Initiatives Taken 1: Swachhata Pakhwara 1st Sept 2017-15th Sept 2017 2:Rally on Save Environment 4th Sept,2017 3: Swach Bharat Abhigyan Rally 26th Sept, 2017 4: Plantation Drive 25th Jan, 2018 5: Cycle Rally 23rd Feb,2018

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BCM College of Education Sector 32 Urban Estate Ludhiana 2017-2018 BEST PRACTICE-I 1. Title of the Practice REVERBERATES 2. Objectives of the Practice: ? To polish the Communication Skills viz. Listening, Speaking, Reading Writing Skills of Teachers. ? To pay tribute to all the authors writers. ? To nurture the skill of reading among Teachers. ? To equip the Teachers with the skill of Reflective Reading. ? To enhance the Skill of Writing. ? To propagate carefully perused book reviews penned by our articulate colleagues from sister institutions 3. The Context of the Practice: In order to achieve the aforementioned objectives, the teachers were first oriented about the importance of Reading Books. Next, they were provided guidelines on 'How to write Book Reviews'. 4. The Practice: Seeing the zeal of teachers of sister concerns to read books, Sh.S.K. Mehta, Secretary of College Managing Committee made a modest effort to commence the publication of scanned book reviews penned by teachers of BCM institutions viz. BCM School Sec-32, Chandigarh Road Ludhiana, BCM School, Basant Avenue, Dugri, Ludhiana, BCM School, Basant City, Ludhiana, BCM School Focal point, Ludhiana, BCM College of Education, Sec-32, Chandigarh Road Ludhiana. Under the able stewardship of Dr. Monika Dua a rich compilation of selected book reviews was brought out. The sole purpose was to

share some exclusive book reviews with readers and to motivate teachers to read more good manuscripts. 5.Evidence of Success: Success of this unique nevertheless rich publication is evident from the fact that number of reviews received each year is increasing with each passing year. Even in tough times like Corona and post Corona era, our colleagues read manuscripts of varied genres and continued to analyse them. Every year, the editorial team of Reverberates has hard time short listing reviews for publication. 6. Problems Encountered Resources required ? It was difficult to motivate teachers to read books of different genre. ? Sometimes, teachers mistook Review writing for Summary of the book which led to receipt of lengthy reviews. ? Reviews received more or less were mere writing gist of the book and not analysis of the books. BEST PRACTICE-II 1. Title of the Practice SKILL WILL WEEK 2. Objectives of the Practice: ? Polish the Communication Skills viz. Listening, Speaking, Reading Writing Skills of Pupil Teachers. ? Prepare Employable Competent Teachers ? Enable Pupil Teachers to draft their CV ? Equip the Pupil Teachers with requisite Skills to face the challenges of World of Work. 3. The Context of the Practice: In order to achieve the aforementioned objectives, the student teachers were first oriented in the beginning of the session about the Skill Will Week. Throughout the session, the student teachers were sensitised about the relevance of being a skilled teacher in the present scenario. Various activities were organised to help them shed off their fear of Public Speaking so that they become more receptive and motivated to master Communication Employability Skills during the upcoming Skill Will Week. 4. The Practice: As per the proposed Plan, activities aimed at enhancing Communication Skills Employability Skills of Pupil teachers were organised during Skill Will Week 2018. The details of the same is mentioned below: With an aim to enhance the Soft Skills Viz. Communication and Employability Skills of the students, 'Skill-Will Week' was celebrated under Skill Development Programme from Feb. 21-27, 2018 during which highly elevating sessions were conducted by eminent educationists and resource persons like National Awardee, Ms. Kusum Lata, Dr. Ashoo Toor, Prof. Rashmi Grover, Mr. Vikas Kharbanda, Dr. H.S. Aulakh. On the concluding day, Mock Interview Session was conducted to prepare would be teachers for challenges of world of work. Students of different streams were interviewed and given special tips by the panelists. Valuable Tips and Feedback was given by the panelists to every interviewee. The schedule for Skill Will Week 2018 is tabulated below: Feb. 21, 2018 Sr. No. Session and Name of the Activity Resource Persons 1. Inauguration of Skill Will Week • Words of Welcome 10:00 am-10:30 am • Introduction of Skill Will Week Sh. S.K. Mehtaji, Secretary of B.C.M. College of Education, Ludhiana Principal -Dr. Monika Dua Dr. Jasdeep Kaur 2. Session -I Workshop on Improvisation of Teaching Aids 10:30 am -1:00 pm 1:00 pm -1:30pmBreak Ms. Kusum Lata, Principal, Govt. Sr. Sec. School, Sarabha Nagar, Ludhiana 3 Movie Session 'The Miracle Worker' 1:30 pm -2:30 pm Feb. 22, 2018 1 Workshop on 'Writing Skills' 10:00 am-11:15am 11:15 am -11:45amBreak Dr. AshooToor, Asst. Prof., Dept. of Agricultural Journalism, Communication Languages, P.A.U., Ludhiana 2 Work Shop on 'Meditation Yoga' 12:00noon-2:00 pm Dr. H.S. Aulakh, Prof.(Retd.), P.A.U., Ludhiana Feb.23, 2018 1 Extension Lecture on the topic "Soft Skills and Communication: it's relevance in Employability 10:30 am -11:30 am 11:30 am -12:00 noon (Break) Mr. Vikas Kharbanda (Director, Metamorphosis, Ludhiana) 2 Workshop on Resume Writing 12:00 noon-1:00 pm Dr. Jasdeep Kaur, Asst. Prof., B. C.M. College of Education, Ludhiana 3 Workshop on 'Healthy Web usage' 1:00pm-2:00 pm Mr. Lovepreet Singh, B. C.M. College of Education, Ludhiana Feb. 26, 2018 1 Workshop on 'Speaking Skills' (10:30-11:15 am) 11:15 am-11:45 am) Break Dr. Rashmi Grover (Retd. Asst. Prof.,G.C.G, Ludhiana 2 Movie Session-'Dhanak' 11.45 am -1.00 pm Feb. 27, 2018 1 2 Mock Interview Session(Sharpening Interview Skills 10:30 am -12:00 noon Valedictory Function 12.00noon-1.00 pm • Dr. Vandana Shahi (Principal, B. C. M Sr. Sec. School, Dugri, Ludhiana) • Sh. D.P Guleria (Principal, B. C. M Sr. Sec. School, Sec-32, Ludhiana) • Dr. Suresh Aggarwal, Principal, Tagore

International School, Sahnewal Valedictory Function of Skill Will Week 2018 Valedictory Function was organized on Feb. 27, 2018 to mark the conclusion of Skill Will Week 2018. To equip the students with the required employability skills, Mock Interview session was conducted by a panel of eminent educationists- Dr. Vandana Shahi, Principal, B. C. M Sr. Sec. School, Dugri, Ludhiana, Sh. D.P Guleria, Principal, B. C. M Sr. Sec. School, Sec-32, Ludhiana and Dr. Suresh Aggarwal, Principal, Tagore International School, Sahnewal. After the Interview Session, the panelists aquainted the students with the 'Do's and 'Don't's of a job Interview. Student Representative, Ms. Renuka shared her experiences about the Skill Will Week 2018 with the audience. Sh. S.K. Mehta Ji, Secretary, of the College felicitated the resource persons with token of remembrance. Speaking on the occasion, he appreciated the efforts done by the college to prepare skillful teachers for better India. Dr. Monika Dua highlighted the relevance of Soft Skills in the world of work and applauded the efforts of Skill Will Week organizers. 5.Evidence of Success: Success of the activities organised during Skill Will Week was evident from the fact that approx. 180 students of 2016-18 2017-19 were placed in many prestigious educational institutions of the town. 6. Problems Encountered Resources required • Basic English Grammar knowledge of the pupil teachers was very superficial that delayed acquisition of Communication Skills. • Problem of Glossophobia in many student teachers reduced the pace of learning.

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/

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

The management of our institution is visionary and sensitive towards the priority and thrust areas of the education system and the society. Our management firmly believes their vision cannot be fulfilled without conducting the research in the field of education. Research is an area that undoubtedly provides help in developing expanded minds and a greater source of confidence and capability in tacking all kinds of real life as well as educational problems. As we know today's our education system faces crucial problems like indiscipline, absenteeism, increasing dropout rates, mental health of the child, drug addiction among the youth, use of Internet and technology, mental stress and mental health of the child and so many big challenges before a teacher, educational administrator and policy makers. Research is the sole instrument that provides answer to these problems. To keep in mind these areas our institution took initiative to publish a Research Journal name- "BCM Research Colloquium" which is half yearly and Peer Reviewed Research Journal registered under "RNI" having registration No. : PUNENG/2017/75635 and ISSN 2320-9321. Sh. Vijay Munjal, President BCM Foundation is the Patron in Chief and Dr. Monika Dua (Principal) of the college is the Editor in Chief. Advisory Board comprises of renowned Educationist and Academician Prof. S.K. Yadav, Academic Consultant, NCTE, New Delhi, Prof. Saroj Yadav, Dean (Academics), NIE, NCERT, Dr. Jatinder Grover, Prof. Faculty of Education, Panjab University, Chandigarh and Dr. Amit Kauts, Prof. and Dean Faculty of Education, Guru Nanak Dev University, Amritsar. Dr. Manminder Kaur and Ms. Jasmeet Kaur Bedi are in Editorial Board of the Journal. Our Journal comes up with its First issue on July, 2017 and Second on January 2018. Before publishing a research paper, Peer Review Committee and Editorial Board of the Journal gone through strict reviewed. The review process takes 2-3 weeks. If due to special circumstances the review process takes longer, authors will be informed by e-mail. The author has to give undertaking and copyright transfer agreement form with their

submission of research paper. Our journal provides a platform to create, deliver and sustain high qualitative, ethical and thought provoking research that is really need of the hour.

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

8.Future Plans of Actions for Next Academic Year

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