YEARLY STATUS REPORT - 2023-2024

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 its own campus?	Yes
• Alternate phone No.	01612223252
• Mobile No:	9815408765
• Registered e-mail ID (Principal)	bcmcollegeedu@gmail.com
• Alternate Email ID	monikasethi840@gmail.com
• Address	Sector-32 A, Urban Estate, Chandigarh Road
• City/Town	Ludhiana
• State/UT	Punjab
• Pin Code	141010
2.Institutional status	
• Teacher Education/ Special Education/Physical Education:	Teacher Education
• Type of Institution	Co-education

• Location	**Urban**
• Financial Status	**Self-financing**
• Name of the Affiliating University	**Panjab University, Chandigarh**
• Name of the IQAC Co-ordinator/Director	**Dr. Manminder Kaur**
• Phone No.	**9914043721**
• Alternate phone No.(IQAC)	**01612223252**
• Mobile (IQAC)	**9914043721**
• IQAC e-mail address	**iqacbcm@gmail.com**
• Alternate e-mail address (IQAC)	**me.manminder@gmail.com**
3.Website address	https://www.bcminstitutes.org
• Web-link of the AQAR: (Previous Academic Year)	https://assessmentonline.naac.gov.in/public/index.php/hei/generateAqar_PDF/MzM1ODA=
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.bcminstitutes.org/documents/naac/ac2324.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**A**	**3.10**	**2009**	**29/01/2009**	**29/01/2014**

6.Date of Establishment of IQAC	**28/05/2007**

7.Provide the list of funds by Central/ State Government-UGC/ICSSR/ IUCTE/CSIR/DST/DBT/CPE of UGC/PMMMNMTT etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Education	Research Proposal	Panjab University Alumni Association Research Grant	04/09/2023	14000

8.Whether composition of IQAC as per latest NAAC guidelines	Yes
• Upload latest notification of formation of IQAC	[View File](#)

9.No. of IQAC meetings held during the year	19
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes
• (Please upload, minutes of meetings and action taken report)	[View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes
• If yes, mention the amount	14000

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

1. College organized coaching for the new entrants to prepare for Common Entrance Test for B.Ed. Admission from July 10-24, 2023. Faculty used multimedia to prepare the aspirants for entrance test to be held on July 30, 2023 by Guru Nanak Dev University, Amritsar.
2. College organized TET Coaching for the learners who wish to qualify upcoming CTET Exam conducted by CBSE scheduled on Aug. 20, 2023. Special online evening classes were organised from July 27 to Aug. 19, 2023. Learners were taught by the expert faculty with the help of e – learning resources. Teaching Sessions were supplemented with the Mock Test Sessions to evaluate the understanding of the

learners and boost their morale 3. Under the able stewardship of the Principal, IQAC of the college organized a week long Faculty Development Programme was carried on to hone the Information, Communication and Technological skills of the faculty from Sept. 19-25, 2023 4. Students of the college were provided golden opportunity to participate in the Mastering Education in the Metaverse Programme organized by MBCIE. This programme aimed at harnessing the potential of the Metaverse to elevate teaching to a whole new level from Oct 05-10, 2023. 5. The Orientation Programme on Early Childhood Care and Education was organized from March 26, 27, 28 and 30, 2024 to help new and experienced in- service pre school teachers of B.C.M. World Preschool, Ludhiana and to sharpen their pedagogical skills.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year (web link may be provided).

Plan of Action	Achievements/Outcomes
Guidance and counseling	• Dr. Suprerna Khanna organized Counselling Session for the students of B.Ed. Sem. II to acquaint the students with the B.Ed. Admission Schedule 2023. • College organized coaching for the new entrants to prepare for Common Entrance Test for B.Ed. Admission from July 10-24, 2023. • College organized TET Coaching for the learners who wish to qualify upcoming CTET Exam conducted by CBSE scheduled on Aug. 20, 2023. Special online evening classes were organised from July 27 to Aug. 19, 2023. • Free Help Desk for B.Ed. admission 2023 has been set up to guide prospective students to register on the portal of Guru Nanak Dev University, Amritsar. • Admission Committee in collaboration with Guidance and Counseling Cell conducted various counseling sessions at degree colleges regarding various career options and employment opportunities. They visited Malwa College, Bondli Samrala, Govt. College, Machhiwara and Govt. College, Doraha. • Guidance and Counselling Cell of BCM College of Education organized an awareness session for B.Ed. students. Ms. Sanya Sharma, a member of Hindi Advisory Committee Home Ministry Govt. of India was the resource person.
Publications	? Research Cell of the college published 'BCM Research Colloquium' - a Half Yearly Research Journal Vol. 07, (1)

	with ISSN 2320-9321 and registration no. PUNENG/2017/75635
Skill Enhancement of Pupil Teachers	? On June 10, 2023, Poster Making competition on the theme, Foundational Literacy and Numerous (FLN) was organized. Students displayed their creative ideas through their posters. ? On June 13, 2023, an exhibition of paintings on the theme Gender Sensitization was showcased. ? NSS Wing in collaboration with Health and Physical Education Department of the College organized a Yoga Session on June 21, 2023 to celebrate 9th International Yoga Day with a theme Yoga for Vasudhaiva Kutumbkam. ? College organized 'HarGharTiranga Campaign' under 'AzadiKaAmritMahotsav'- flagship initiative of Govt. of India to commemorate 75 years of India's Independence. ? Celebration of onset of monsoon and auspicious and joyous life of women was carried on in the college by organizing 'MelaTeeyan Da 2023"on August 19, 2023. ? College celebrated Hindi Diwas with utmost joy and enthusiasm on Sept. 14, 2023. ? Cultural Committee of the college organized Talent Hunt Competitions to identify the hidden talents of the new entrants from Sept. 19 to 22, 2023. ? Students of College made the college proud by winning Runner-Up Trophy and achieved total 47 prizes (First Prizes- 05, Second Prizes- 27and Third Prizes-15) at the Panjab

University Zonal Youth & Heritage Festival 2023 (Education Colleges- Zone A) held at DAV College of Education, Hoshiarpur from Oct.14-17, 2023. ? Skill Enhancement Cell of the college organized a workshop entitled 'Effective Teaching Strategies' to equip the pupil teachers with the innovative and creative teaching learning strategies and skills on October31, 2023. The Resource Person of the day was National & State Awardee, Ms. Kusum Lata, Principal(Red.),Govt. High School, Sarabha Nagar, Ludhiana. ? Students made the college proud by winning 05 medals during 75th Annual Athletic Meet held at Panjab University, Chandigarh from Nov. 25-27, 2023 ? Ms. Riya made the college proud by standing second in Elocution at Punjab State Inter University Youth Festival 2023 organized by Department of Youth Services at GNDU Amritsar on Nov. 28, 2023. ? BCMites participated in SARAS MELA held at PAU, Ludhiana and performed in a stupendous manner to enthrall one and all present there. Students performed various items including Mimicry, Bhand, Histrionics, Geet, Poem Recitation and Folk Song from Oct. 31- Nov. 05, 2023 ? Ms. Riya and Ms. Himanshi Bhatt participated in 25th Inter – College Debate Competition organized by Nehru Sidhant Kendra on the topic 'Social Media Brings More Harm than Good' on Nov. 3, 2023 ? Social

Sciences Club observed Vigilance Awareness Week – 2023 on the theme "SAY NO TO CORRUPTION; COMMIT TO THE NATION" from Oct. 30 – Nov. 05, 2023. • Peace Club celebrated Communal Harmony Week from Nov. 20-28, 2023 on the theme 'Everyone Belongs' with the solemn aim to promote fraternity among students and instil a sense of communal harmony and national integration among pupil teachers • On Dec.21, 2023 Mathematics Club celebrated National Mathematics Day to commemorate the Birth Anniversary of the Great Mathematical Genius, Srinivasa Ramanujan. On this occasion, an exhibition was inaugurated by Dr. Monika Dua Principal of the college and whole faculty. • Ms. Riya got appreciation award in declamation contest organized by Nehru Sidhant Kendra at DD Jain College for Women, Ludhiana on Jan. 10, 2024. • 03 students brought laurels by securing positions during 2 days District Level Open Youth Festival organized by Youth Services Department at CT University, Ludhiana on Jan. 18-19, 2024. Ms. Mansi Aggarwal stood First in Clay Modelling, Ms. Kajal stood Second in Cartooning and Ms. Riya stood third in Debate. • Lohri was celebrated in the college campus with full zeal and fervor on Jan. 13, 2024 • Electoral Literacy Club of the College celebrated the 14th National Voters' Day (NVD) on Jan. 25, 2024 to acquaint the voters with the democratic system of India and also to

encourage, facilitate and maximise enrolment, especially for new voters. • BCMites brought laurels to the name of the college by securing Total Prizes-22, First Prizes-10, Second Prizes-05, Third Prize-06, Appreciation Award – 01 at Inter – College Competitions. • Skill Enhancement Programme is organised from Feb. 6-16, 2024 with a solemn aim to foster Communication and Employability Skills among future teachers. • Students of the college won laurels at Panjab University Inter-College Sports Competitions by winning 3 Gold Medals and 1 Silver Medal in various events from march 1-5, 2024. • College organized a One Day Trip to Chokhi Dhani, Panchkula, Rock Garden and Sukhna Lake, Chandigarh for B.Ed. Sem.- IV Students on March 09, 2024. • 23rd Annual Sport meet was organized on march 22, 2024 in which students participated in various sports and demonstrated their athletic skills • BCMites brought laurels to the college by securing total prizes -19, first prizes -07, second prizes – 04, third prize – 08 at Panjab University Zonal Skill-In Teaching and On The Spot Teaching Aid Preparation Competitions held at different B.Ed. Colleges affiliated to Panjab University, Chandigarh • BCMites brought laurels to the college by securing total prizes-16, first prizes-07, second prizes-05, third prize – 02 and consolation prize – 02 at

	Panjab University Inter Zonal Skill-In Teaching and On The Spot Teaching Aid Preparation Competitions held at different B.Ed. Colleges affiliated to Panjab University, Chandigarh. • Ms. Riya, a B.Ed. student (Sem. IV) was awarded by the Directorate of Youth Services, Punjab at Panjab University Annual Prize Distribution Function 2024 held at P.U., Chandigarh on May 7, 2024.
Organized Inter – College Competition	? District Level Red Ribbon Club Poster Making and Slogan Writing Competitions on the topics-AIDS Awareness, Blood Donation and Drug Awareness were organized by the Youth Services Department, Ludhiana at BCM College Education on Nov. 24, 2023 ? Eco Club organized Inter College Declamation and Poster Making Competition on 'Science for Sustainable Future' on Feb.28,2024 to celebrate BML Munjal Centennial Science Day as tribute to Sh. BML Munjal, Founder Chairman of Hero Group and a great Nobel Laureate Sir C. V. Raman and to sensitize the young minds by making them aware about relevance of Science in 21st century. ? The College hosted Panjab University Zonal Skill-In Teaching And On The Spot Teaching Aid Preparation Competition 2024 (Zone A) for Pedagogy of Social Studies, Commerce, Economics and Physical Education on April 10, 2024.
Faculty Development Programme	• Dr. Monika Dua, Dr. Manminder Kaur and Dr. Ramandeep Arora published their Research Paper

entitled 'Study of Happiness among Adolescents' in the International Journal of All Research Education and Scientific Methods with ISSN: 2455-6211. • Mrs. Parwinderpal Kaur attended Youth Leadership Training, Hiking and Rock Climbing Camps organized by P.U. Chandigarh from July 03-09, 2023. During the Camp, she participated actively as an Incharge and performed various duties assigned by Department of Youth Welfare, Panjab University, Chandigarh. • Faculty Development Programme was organized from July 25-31, 2023 as another step towards the professional growth and development of faculty. • Dr. Monika Dua attended Principal Advisory Board Meeting entitled Principal's Conclave and Summit at CT University Campus on Aug. 26, 2023. • Dr. Monika Dua and Ms. Gagandeep Kaur attended an online workshop regarding Microsoft Apps conducted by IIT Ropar on Sept. 27, 2023. • Dr. Monika Dua and Mrs. Kanwalpreet Kaur attended National Webinar on Energy Conservation in day to day life organized by IGNOU, Regional Centre, Khanna on Dec. 14, 2023. • Mrs. Amita Khosla received Ph. D completion notification from Department of Education, P.U., Chandigarh. • Ms. Gagandeep Kaur presented the paper titled "Artificial Intelligence Challenges Of the Day" at National Seminar on Social and Cultural Chaos: Where We are Heading? held at Doraha College of Education, Doraha,

	Ludhiana on March 19 and 20, 2024 ? Principal Dr. Monika Dua and Ms. Parwinderpal Kaur were honoured at Annual Sports Prize Distribution Function organised to appreciate and acknowledge the efforts of the winning teams and celebrate their victory at Gymnasium Hall, Panjab University, Chandigarh on March 27, 2024. ? Dr. Sangeeta Arora, Ms. Hardeep Kaur and Dr. Amita Khosla attended "Sapt Sindhu Workshop" at Centre for Distance and Online Education (CDOE) Audi, Panjab University, Chandigarh on April 15, 2024.
Extension Services	? Four Faculty members delivered extension lectures on June 1, 2 & 3, 2023 to the teachers of Maa Sharda Vidya Peeth managed by Noble Foundation which runs 35 schools. ? Mrs Yamuna delivered an Extension Lecture on 'Think Positive' to the students of Grade 8th at BCM Arya Model Sr. Sec. School, Shastri Nagar, Ludhiana on July 22, 2023. ? Dr. Suprerna Khanna performed judgment duty at Inter – School Declamation Contest organised by Ved Prachar Mandal, Punjab at BCM Sen. Sec. School, Sec 32, Chd Road, Ludhiana on July 29, 2023. ? Dr. Manminder Kaur, Ms. Shilpa Kaura and Ms. Hardeep Kaur conducted CPDT Classes organised by Indira Gandhi National Open University, New Delhi in the month of August 2023. • Dr. Sangeeta performed Judgment duty at Ludhiana Sahodya School Declamation Contest organized by BVM Sen Sec School, Sec 39, Chandigarh Road,

Ludhiana on Aug 31, 2023. ? Dr. Monika Dua acted as a Resource Person during Faculty Development Programme at SDP College for Women, Ludhiana on Sept. 08, 2023. Topic of her deliberation was 'Design Thinking'. ? Dr. Suprerna Khanna delivered an extension lecture on the topic - 'Personality Development' to the students of Under Graduate Department of Psychology ofSCD Government College, Ludhiana on Sept. 18, 2023. ? Dr. Monika Dua and Dr. Manminder Kaur conducted workshops for teachers of Navodaya Vidyalayas for Certificate in Professional Development of Teachers organized by Indira Gandhi National Open University, Delhi on October 9, 2023. ? Dr. Monika Dua and Dr. Manminder Kaur conducted Workshop on the theme-'Engaging Children Effectively' for the Principals and Directors of more 20 playway schools of Ludhiana District. ? Dr. Monika Dua performed duty as Chairperson at Panjab University Inter- College Archery (Men & Women) tournaments on Nov. 07 -08, 2023 held at Panjab University, Chandigarh. ? Dr. Manminder and Ms. Hardeep Kaur performed judgment at Mr. Punjabi and Ms. Punjaban Competition organized by BCM Sen. Sec. School, Focal Point, Ludhiana on Nov. 09, 2023. ? Dr. Suprerna Khanna and Dr. Ramandeep Arora were the Panelist in the Interview at Kendriya Vidyalaya on Nov. 16, 2023. Dr. Suprerna Khanna

interviewed candidates for TGT English and Dr. Ramandeep Arora interviewed candidates for TGT Mathematics and Special Educators. ? Dr. Monika Dua performed the duty of flying squad on December 11, 2023 during P.U. Final Examinations. ? Dr. Monika Dua performed the duty as Coordinator during P.U. Skill – in – Teaching Examination at Sant Baba Nihal Singh College of Education, Muktsar on Dec. 18, 2023 and GTB College of Education, Dasuya on Dec. 22, 2023. ? Ms. Manjit Kaur performed the duty of External Examiner for Final P.U. Practical Exam of Teaching through Drama and Music at DD Jain College of Education, Ludhiana on Dec. 21, 2023 ? Ms. Yamuna performed the duty of External Examiner for Final P.U. Skill – in – Teaching Examination at Partap College of Education, Ludhiana on Dec. 22, 2023 and for the Practical Exam of Simple Expressional Competencies at DD Jain College of Education, Ludhiana on Dec. 23, 2023. ? Dr. Suprerna Khanna performed the duty of Centre Superintendent at Partap College of Education, Ludhiana during Final Examinations of B.Ed Sem I conducted by Panjab University, Chandigarh. • Faculty development programme entitled 'The Knowledge Quest' was organized from Feb. 19-22, 2024 for faculty to enhance their knowledge bank. Books being the best friends of teachers, a book review activity was well planned for each and every member.

	During the faculty development programme, every staff member shared book review of one of the book they have read. • Dr. Monika Dua, Dr. Jasdeep Kaur and Dr. Amita Khosla attended the Partap IPDA International Conference 2024. Dr. Jasdeep Kaur presented the topic- Adapting, Innovating and Thriving for Professional Learning in the Changing World and Dr. Amita Khosla presented paper on the topic – Inclusive Professional Learning for fostering Diversity and Equity on Feb. 02, 2024. • Dr. Sangeeta Arora, Dr. Jasdeep Kaur, Ms. Parwinderpal Kaur and Ms. Kanwalpreet Kaur performed the duty for Panjab University B.Ed. Practical Examination at G.H.G. Khalsa College of Education, Gurusar Sadhar on April 26, 2024. • Dr. Sangeeta Arora performed the duty of Centre Superintendent during Panjab University Final Examinations at Baba Kundan College of Education, Ludhiana. • Principal Dr. Monika Dua, Dr. Suprerna Khanna and Dr. Ramandeep Arora performed the duty as Flying Squad during Panjab University Final Examinations at Khalsa College for Women, Ghumar Mandi, Ludhiana on May 2, 2024.
Workshop on Communication Skills	• Workshop on Communication Skills was organized on July 31, 2023 in which Dr. Jasdeep Kaur chiseled the communication skills of the students through communication games to develop their listening as well as oratory skills.

Alumni Meet	? Alumni Cell of the college organized Alumni Meet to have a reunion with alumni and to foster a sense of unison among the former students on March 20, 2024.
Kind Heart Movement Activity	? NSS Wing of the College under its altruistic initiative 'Kind Heart Movement' visited a slum area near Vishal Mega Mart, Chandigarh Road Nov. 11, 2023 to serve the underprivileged section of the society.
Campus Placement Drive	? Placement Cell of the college of Education organised a Campus Placement for the Alumni of the college on August 5, 2023 with the sole aim to place them in the better world of work. Dr. Gopan Gopalakrishnan, Deputy CEO, Ms. Sonal Mahajan, Deputy Director, Ms. Tarveen, Head University Outreach and various subject experts from DCM Group of Schools came for the placement.
NSS Camp	• 13th NSS Camp on the theme 'Swachha Bharat Abhiyan and Meri Mati Mera Desh' was organized from Jan. 16 to Jan 23, 2024. • NSS Wing of the college organised a week long Day and Night NSS Camp on the theme "Swachh Bharat Abhiyan and Meri Mati Mera Desh" from March 15-21, 2024.
Need Based Coaching	• College organized Need Based Coaching for the students of B.Ed. Sem.-I from Dec. 29, 2023 – Jan. 05, 2024 & Jan. 9 to 11, 2024 in order to address queries of the students and help them to prepare for the Panjab

	University Final Examinations. • College organized Need Based Coaching for the students of B.Ed. Sem. II and IV from April 22- May 4, 2024 in order to address queries of the students and help them to prepare for the Panjab University Final Examinations.
Research Project	• Department of Alumni Association approved the Research Proposal entitled 'Flipped Classroom – A tool for Quality Education' and the grant of Rs. 14,000 is sanctioned by Panjab University Alumni Association Research Grant (PUAARG) to conduct this research.
Awareness Programme	? Eco Club celebrated World Environment Day on June 05, 2023. Celebration was done with great fervour and zeal to sensitise future teachers about significance of green and clean environment. Plantation Drive was carried out to spread awareness among young minds. ? On June 06, 2023 an exhibition of low-cost Teaching Learning Material was organized by the pupil teachers in which pupil teachers prepared improvised models and TLMs related to basic concepts in mathematics and its usage in daily life situations. ? Students participated in the 25 km bicycle rally on the occasion of Dr. Brijmohan lal Munjal Centenary Year on July 02, 2023. The students very enthusiastically pedaled 25km from Rakh Bagh to Hero Homes, South City. ? NSS wing of the

college in collaboration with Health Department, Municipal Corporation, Ludhiana conducted a survey on Swachh Bharat Mission under Swachh Survekshan 2023 on August 5, 2023. ? NSS Wing of the BCM College of Education organized 'Ek Tareekh, Ek Ghanta iniatiative' under Swachhta Hi Sewa Campaign with zest and zeal on Sept. 30, 2023 ? On Nov.10, 2024 Eco Club of the college in collaboration with Municipal Corporation, Ludhiana organised 'Awareness Programme on Swachh Diwali and Shubh Diwali' to sensitise the students about alarming increase in environmental degradation. Resource Person of the day, Ms. Anju Community Facilitator Zone B, MC, Ludhiana sensitized the would be teachers to celebrate pollution-free and eco - friendly Diwali by not throwing litter around, planting one sapling on Diwali. ? Red Ribbon Club in collaboration with NSS Wing of the College observed World AIDS Day by organizing AIDS Awareness Rally on Dec.1, 2023 ? NSS Volunteers of the college performed Nukkad Natak at Govt. High School, Khasi Kallan to spread awareness regarding Drug Abuse on Dec. 03, 2023. ? On Dec. 6, 2023 Electoral Literacy Club organised SVEEP Awareness Programme to spread voter awareness and promoting voter literacy among pupil teachers. Sh. Gaurav Kumar, SVEEP Nodal Officer, (East Constituency) graced the occasion with his benign presence. ? Ek Bharat

	Shreshtha Bharat Club organised Food Festival entitled 'Diversity in Food' to bring multicultural awareness among pupil teachers on Dec. 06, 2023. ? On March29, 2024, Red Ribbon Club of the College organised an Awareness Campaign on „Drug Awareness? to spread awareness against Drug Abuse and to educate pupil teachers on how to take care of their future generations and guide them in a friendly manner. A thought provoking Nukkad Naatak on „Drug Abuse? was performed by the agile BCMites in the market area of Sector 32 to sensitize the masses about deadly effects of narcotic drugs. ? The Electoral Literacy Club in collaboration with the NSS wing showcased aNukkad Natak as a part of SVEEP activities. The sole aim was to raise awareness among the residents regarding "Relevance of Voting" in a democratic set up. B.Ed. Students very enthusiastically performed a captivating Nukkad Natak at Harsh Vidya Mandir School, Subhash Nagar on April 9, 2024.
Inculcating Reading Habits among pupil teachers	? B.Ed. Sem. I students of the college along with Mrs. Kanwalpreet Kaur, Asst. Prof. of the college attended book exhibition held at P.U. Regional Extension Library, Ludhiana on October 19, 2023

13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2023-24	21/01/2025

15.Multidisciplinary / interdisciplinary

N/A

16.Academic bank of credits (ABC):

N/A

17.Skill development:

For skill development college organizes many activities in every academic year. In 2023-24, college organized following activities for skill development among pupil teachers Skill Enhancement Cell of the college organized a workshop entitled 'Effective Teaching Strategies' to equip the pupil teachers with the innovative and creative teaching learning strategies and skills on October31, 2023. The Resource Person of the day was National & State Awardee, Ms. Kusum Lata, Principal(Red.),Govt. High School, Sarabha Nagar, Ludhiana. Workshop on Communication Skills was organized on July 31, 2023 in which Dr. Jasdeep Kaur chiseled the communication skills of the students through communication games to develop their listening as well as oratory skills. Skill Enhancement Programme was organized from Feb.06-16, 2024. To enhance the skills of students by exploring their talents and boosting their confidence and making them brilliant future teachers, Intra-House Talent Development Activity was organized from Feb.20-28, 2024. In this activity, students participated in various activities like Poem Recitation, Elocution, Declamation, Story-Telling, Ad-Mad Show, Dialogue Speaking, Reading aloud, Handwriting and Role-play on Great Personality and Nukkad Natak on Classroom Management.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Multiple teaching learning is followed by using the regional, national and international languages. College encouraged students to participate in various activities organised by college. ·   On June 10, 2023, Poster Making competition on the theme, Foundational Literacy and Numerous (FLN) was organized by the college. Students

displayed their creative ideas through their posters. · College celebrated Hindi Diwas with utmost joy and enthusiasm on Sept. 14, 2023 in which Dr. Sangeeta acquainted one and all with the fact that words from different languages like Portugese, Urdu, English have been integrated in Hindi language. The students of the new session (2023-24) participated wholeheartedly by showcasing PowerPoint Presentations, reciting poems and singing songs. · District Level Red Ribbon Club Poster Making and Slogan Writing Competitions on the topics-AIDS Awareness, Blood Donation and Drug Awareness were organized by the Youth Services Department, Ludhiana at BCM College Education on Nov. 24, 2023. ·   Eco Club organized Inter College Declamation and Poster Making Competition on 'Science for Sustainable Future' on Feb.28, 2024 to celebrate BML Munjal Centennial Science Day as tribute to Sh. BML Munjal, Founder Chairman of Hero Group and a great Nobel Laureate Sir C. V. Raman.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

College focuses on Outcome Based Education. Its main focus is to develop professionally efficient teachers. For this college organizes Skill Enhancement Week, Various Curricular and Co-Curricular Activities to enhance teaching skills of Pupil Teachers. To enhance the professional and pedagogical skills of students, College organized Internship programme in 23 schools from August 1, 2023 to Nov. 30, 2023. Content Based Employability Workshops were conducted by Skill Enhancement Cell of the college from Jan. 22, 2024 – Jan. 25, 2024. Skill Enhancement Cell organised Skill Enhancement Programme for students of Sem. IV to foster their Communication and Employability Skills from feb. 6-16, 2024. Moreover college is working towards achieving its vision" Achieving Inclusive Education: Transforming Society". To enhance the skills of students by exploring their talents and boosting their confidence and making them brilliant future teachers, Intra-House Talent Development Activity was organized from Feb.20-28, 2024. Institute helps to develop the life skills among the students and further motivate them to accomplish their goals of life.

20.Distance education/online education:

  College is the study Centre of B.Ed. under University school of Open Learning (USOL) of Panjab University, Chandigarh and Learner Support Centre of IGNOU University, New Delhi for Courses M. A. (Education), M.A.(Adult Education), CIG, PGDHE, PGDSLM, PGDET, PGDCAE, PGDAE, PGDEMA, CVE.

Extended Profile

1.Student	
2.1 Number of students on roll during the year	**214**

File Description	Documents
Data Template	View File

2.2 Number of seats sanctioned during the year	**300**

File Description	Documents
Data Template	View File

2.3 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	**64**

File Description	Documents
Data Template	View File

2.4 Number of outgoing / final year students during the year:	**85**

File Description	Documents
Data Template	View File

2.5Number of graduating students during the year	**85**

File Description	Documents
Data Template	View File

2.6 Number of students enrolled during the year	**214**

File Description	Documents
Data Template	View File

2.Institution	
4.1 Total expenditure, excluding salary, during the year (INR in Lakhs):	**36.03**
4.2 Total number of computers on campus for academic purposes	**50**

3.Teacher	
5.1 Number of full-time teachers during the year:	**17**

File Description	Documents
Data Template	[View File](#)
Data Template	[View File](#)

| 5.2

 Number of sanctioned posts for the year: | **17** |

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Planning

1.1.1 - Institution has a regular in house practice of planning and/or reviewing, revising curriculum and adapting it to local context /situation. Describe the institutional process of planning and/or reviewing, revising curriculum and adapting it to the local context in not more than 100 - 200 words

The college strictly follows the curriculum prescribed by the Panjab University, Chandigarh and gives its valuable inputs by participating in Curriculum Revision Workshops. Certain Quality Enhancing Academic Strategies are also adopted by the institution which adds value to the effectiveness of teaching learning process of prospective teachers. These are detailed below:

- **Meeting by IQAC to plan out the detailed schedule of curricular and co-curricular activities in the session.**
- **Unit planning of each subject is done by the staff members.**
- **Faculty attends National level workshops/seminars to discuss revision of curriculum construction as per the requirements of contemporary global world.**

- **Educational tours with the purpose to supplement the theoretical knowledge with practical one are frequently organized by the institution.**
- **Workshops regarding planning of lessons with latest methods are organized.**
- **Extension lectures by experts are organized for disseminating knowledge regarding evaluation techniques and methodology in various subjects. Value Education is an integral part of curriculum.**
- **Latest technology is used for the transaction of curriculum.**
- **Students are motivated to make ICT enabled digital lesson plans and to deliver them efficiently. Exposure to technology is given to students.**
- **During Skill Will Week experts are invited to chisel communication and employability skills of the pupil teachers.**

File Description	Documents
Details of a. the procedure adopted including periodicity, kinds of activities b. Communication of decisions to all concerned c. Kinds of issues discussed	[View File](#)
Plan developed for the academic year	[View File](#)
Plans for mid- course correction wherever needed for the academic year	**No File Uploaded**
Any other relevant information	**No File Uploaded**

1.1.2 - At the institution level, the curriculum planning and adoption are a collaborative effort; Indicate the persons involved in the curriculum planning process during the year Faculty of the institution Head/Principal of the institution Schools including practice teaching schools Employers Experts Students Alumni	**A. All of the above**

File Description	Documents
Data as per Data Template	View File
List of persons who participated in the process of in-house curriculum planning	View File
Meeting notice and minutes of the meeting for in-house curriculum planning	View File
A copy of the programme of action for in- house curriculum planned and adopted during the academic year	View File
Any other relevant information	No File Uploaded

1.1.3 - While planning institutional curriculum, focus is kept on the Programme Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs) for all programmes offered by the institution, which are stated and communicated to teachers and students through Website of the Institution Prospectus Student induction programme Orientation programme for teachers	A. All of the Above

File Description	Documents
Data as per Data Template	View File
URL to the page on website where the PLOs and CLOs are listed	https://www.bcminstitutes.org/documents/naac/ProgrammeOutcomes.pdf
Prospectus for the academic year	View File
Report and photographs with caption and date of student induction programmes	View File
Report and photographs with caption and date of teacher orientation programmes	View File
Any other relevant information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Curriculum provides adequate choice of courses to students as optional / electives

including pedagogy courses for which teachers are available

1.2.1.1 - Number of optional / elective courses including pedagogy courses offered programme-wise during the year

18

File Description	Documents
Data as per Data Template	View File
Circular/document of the University showing duly approved list of optional /electives / pedagogy courses in the curriculum	View File
Academic calendar showing time allotted for optional / electives / pedagogy courses	View File
Any other relevant information	n/a

1.2.2 - Number of value-added courses offered during the year

01

1.2.2.1 - Number of value-added courses offered during the year

01

File Description	Documents
Data as per Data Template	View File
Brochure and Course content along with CLOs of value-added courses	View File
Any other relevant information	View File

1.2.3 - Number of students enrolled in the value-added courses as mentioned in 1.2.2 during the year

214

1.2.3.1 - Number of students enrolled in the value-added courses as mentioned in 1.2.2 during the year

214

File Description	Documents
List of the students enrolled in the value-added course as defined in 1.2.2	View File
Course completion certificates	View File
Any other relevant information	No File Uploaded

1.2.4 - Students are encouraged and facilitated to undergo self-study courses online/offline in several ways through Provision in the Time Table Facilities in the Library Computer lab facilities Academic Advice/Guidance

File Description	Documents
Data as per Data Template	No File Uploaded
Relevant documents highlighting the institutional facilities provided to the students to avail self study courses as per Data Template	No File Uploaded
Document showing teachers' mentoring and assistance to students to avail of self-study courses	No File Uploaded
Any other relevant information	No File Uploaded

1.2.5 - Number of students who have completed self-study courses (online /offline, beyond the curriculum) during the year

00

1.2.5.1 - Number of students who have completed self-study courses (online /offline, beyond the curriculum) during the year

00

File Description	Documents
Data as per Data Template	**No File Uploaded**
Certificates / evidences for completing the self-study course(s)	**No File Uploaded**
List of students enrolled and completed in self study course(s)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

1.3 - Curriculum Enrichment

1.3.1 - Curriculum of the institutions provides opportunities for the students to acquire and demonstrate knowledge, skills, values and attitudes related to various learning areas Describe the curricular thrusts to achieve the following in not more than 100 - 200 words each A fundamental or coherent understanding of the field of teacher education Procedural knowledge that creates teachers for different levels of school education skills that are specific to one's chosen specialization Capability to extrapolate from what one has learnt and apply acquired competencies Skills/Competencies such as: Emotional Intelligence, Critical Thinking, Negotiation and Communication Skills, Collaboration with others, etc.

Institution focuses on the holistic growth and development of pupil teachers. Knowledge, skills, values and attitudes related to various learning areas are developed in the pupil teachers through the application of diverse curriculum. Curriculum prescribed by Panjab University, Chandigarh is supported by myriad number of cocurricularactivities. Extension Lectures by experts, Inter – College Competitions, Coaching for competitive exams (TET & UGC NET), Community Engagements, Pre and Post Internship Programmes, Exhibitions, Youth Festival participation, Participation in Youth Training Camps, Organisation of Guidance, Focus on development of Communication and Employabilty Skills, Workshops to give hands on experiences, Yoga Sessions, NSS Camps, Rallies, Kind Heart Movement Activities and participation in various activities organized by different Cells and Clubs of the college prepare pupil teachers well to face challenges of neoteric times. Institution leaves no stone unturned to provide below mentioned opportunities to the pupil teachers:

- **To become techno savvy by developing ICT enabled Teaching Learning Materials.**
- **To develop Soft Skills viz. Communication and Employability Skills.**
- **To imbibe values to serve society and contribute for its upliftment.**

- **To maintain mental, physical and emotional wellbeing.**

File Description	Documents
List of activities conducted in support of each of the above	View File
Documentary evidence in support of the claim	View File
Any other relevant information	View File
Photographs indicating the participation of students, if any	View File

1.3.2 - Institution familiarizes students with the diversities in school system in Indian as well as international and comparative perspective. Describe in not more than 100-200 words how students are familiarized with the diversity in school system in India with respect to: Development of school system Functioning of various Boards of School Education Functional differences among them Assessment systems Norms and standards State-wise variations   International and comparative perspective

Curriculum of Panjab University, Chandigarh has been so well framed that it covers two major compulsory subjects which deals with enlightening students about diverse culture of schools. During Semester I, through paper 1.4 'Contemporary Indian Schools', the teacher educators familiarizes the students with the concept of modern times Indian schools with respect to types of schools; general types, schools by means of ownership, schools by means of educational board affiliation, their functioning and problems. Moreover, pupil teachers are also sensitized regarding different assessment criteria adopted in schools, norms and standards being followed in different schools. During their preinternship programs of 15 days each in two Semesters and Internship program of 16 weeks, the prospective teachers are able to identify the existing differences prevailing in urban and rural schools with respect to differences in social background of students, medium of instruction, methodology adopted by the teachers, infrastructure, scholarships offered etc.Through various seminars and webinars also students are familiarized about diversity existing in education system. During 16 week internship programme, pupil teachers helped the school in organising various activities, evaluation process and even play an important role during parent teacher meeting.

File Description	Documents
Action plan indicating the way students are familiarized with the diversities in Indian school systems	View File
Documentary evidence in support of the claim	View File
Any other relevant information	View File

1.3.3 - Students derive professionally relevant understandings and consolidate these into their professional acumen from the wide range of curricular experiences provided during Teacher Education Programme Describe the efforts made by the institution to enable students to develop understanding of the interconnectedness of the various learning engagements and to make them ready for the professional field in not more than 100-200 words

Interdisciplinary approach of teaching and learning is of paramount importance in the contemporary education system. Teacher training programme is an umbrella term which encompasses wide range of intertwined learning experiences which make them professionally competent. Internship phase provides opportunity to the pupil teachers to confront challenges faced by schools, teachers, students, parents and other stakeholders involved in teaching learning process. Syllabi of P.U.,Chd has been so comprehensively drafted that it covers all the aspects of growth and development of teacher through its varied subjects like Techniques of Teaching, Growth and Development of Learner, Curriculum and Understanding the Disciplines, Principles of Guidance and Counseling etc. Moreover,co-curricular activities conducted by different clubs and cells chisel the professional skills of pupil teachers in a well organized manner and prepare them to adjust well in the world of work. Organization of Skill Enhancement Week by the Institution serves as an icing on the cake in this regard. During this week, workshops on communication and employability skills comprising conduct of mock interviews, resume writing, public speaking, do's and don'ts of interview, proficiency in speaking English etc are conducted to acquaint the pupil teachers with desirable professional competencies.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	View File

1.4 - Feedback System

1.4.1 - Mechanism is in place for obtaining structured feedback on the curriculum – semester wise from various stakeholders. Structured feedback is obtained from Students Teachers Employers Alumni Practice Teaching Schools/TEI	All of the above

File Description	Documents
Sample filled-in feedback forms of the stake holders	View File
Any other relevant information	No File Uploaded

1.4.2 - Feedback collected from stakeholders is processed and action is taken; feedback process adopted by the institution comprises the following	Feedback collected, analyzed, action taken and available on website

File Description	Documents
Stakeholder feedback analysis report with seal and signature of the Principal	View File
Action taken report of the institution with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of students during the year

214

2.1.1.1 - Number of students enrolled during the year

214

File Description	Documents
Data as per Data Template	View File
Document relating to sanction of intake from university	View File
Approval letter of NCTE for intake of all programs	View File
Approved admission list year-wise/ program-wise	View File
Any other relevant information	**No File Uploaded**

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC) as per applicable reservation policy during the year

55

2.1.2.1 - Number of students enrolled from the reserved categories during the year

55

File Description	Documents
Data as per Data Template	View File
Copy of letter issued by State Govt. or Central Govt. indicating the reserved categories (Provide English version)	View File
Final admission list published by the HEI	View File
Admission extract submitted to the state / university authority about admissions of SC, ST, OBC students every year	**No File Uploaded**
Any other relevant information	**No File Uploaded**

2.1.3 - Number of students enrolled from EWS and Divyangjan categories during the year

02

2.1.3.1 - Number of students enrolled from EWS and Divyangjan categories during the year

02

File Description	Documents
Data as per Data Template	View File
Certificate of EWS and Divyangjan	View File
List of students enrolled from EWS and Divyangjan	View File
Any other relevant information	**No File Uploaded**

2.2 - Honoring Student Diversity

2.2.1 - Assessment process is in place at entry level to identify different learning needs of students and their level of readiness to undergo professional education programme and also the academic support provided to students Describe the assessment process at entry level to identify different learning needs of students and their level of readiness to undergo professional education programme and also the academic support provided to students, in not more than 100-200 words.

College follows streamlined procedure to admit the students as prescribed by the state government through the centralised counselling to identify the learning needs at the entry level. For the session 2023-24,Guru Nanak Dev University, Amritsar conducted the Common entrance test for admission in B.Ed. Course in the Colleges of Education situated in Punjab as authorized by Punjab Government. The Common entrance test had five major areas for testing i.e. General Awareness, Teaching Potential, General Mental ability, English and Punjabi/ Hindi. Test consisted total 150 multiple choice questions of 150 marks. There was no negative marking in Entrance Test. As per notification given by university, only those candidates were admitted in colleges of Education, who qualified common entrance test with minimum 25% and 20% marks are required by SC/ST candidates. Merit list was provided by the GNDU for the admission in the colleges. After that students were allowed to fill their choices of colleges and they were allotted colleges according to the merit list compiled on the basis of their marks in common entrance and their qualifying degree marks.

File Description	Documents
Documentary evidence in support of the claim	View File
Documents showing the performance of students at the entry level	View File
Any other relevant information	**No File Uploaded**

2.2.2 - Mechanisms are in place to honour student diversities in terms of learning needs; Student diversities are addressed on the basis of the learner profiles identified by the institution through Mentoring / Academic Counselling Peer Feedback / Tutoring Remedial Learning Engagement Learning Enhancement / Enrichment inputs Collaborative tasks Assistive Devices and Adaptive Structures (for the differently abled) Multilingual interactions and inputs	`All of the above`

File Description	Documents
Data as per Data Template	[View File](#)
Relevant documents highlighting the activities to address the student diversities	[View File](#)
Reports with seal and signature of Principal	[View File](#)
Photographs with caption and date, if any	[View File](#)
Any other relevant information	`No File Uploaded`

2.2.3 - There are institutional provisions for catering to differential student needs; Appropriate learning exposures are provided to students No Special effort put forth in accordance with learner needs Only when students seek support As an institutionalized activity in accordance with learner needs Left to the judgment of the individual teacher/s Whenever need arises due to student diversity	`One of the above`

File Description	Documents
Relevant documents highlighting the activities to address the differential student needs	View File
Reports with seal and signature of the Principal	View File
Photographs with caption and date	View File
Any other relevant information	No File Uploaded

2.2.4 - Student-Mentor ratio for the academic year

13:1

2.2.4.1 - Number of mentors in the Institution

16

File Description	Documents
Data as per Data Template	View File
Relevant documents of mentor-mentee activities with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Multiple mode approach to teaching-learning is adopted by teachers which includes experiential learning, participative learning, problem solving methodologies, brain storming, focused group discussion, online mode, etc. for enhancing student learning Describe the varied modes of learning adopted and their basic rationale for adopting such learning mode/s for different courses of each programme in not more than 100-200 words.

The College espouses a student-centric pedagogy, emphasizing the assimilation of contemporary knowledge, immersion in cutting-edge research and the cultivation of advanced skills to foster innovative problem-solving and epistemological construction. Experiential learning is facilitated through supplementary courses, case analyses, model fabrication, utilization of visual aids, teaching aid preparation contests, field projects, excursions, surveys, and empirical investigations. Participatory learning underscores collaborative engagement via group deliberations, debates, dramatizations, quizzes, artistic exhibitions, seminars and symposia, augmented by online and offline assignments designed to

fortify conceptual comprehension and intellectual confidence. NSS initiatives and extension activities inculcate civic responsibility and social conscientiousness. Problem-solving acumen is honed through simulated instruction, internships, scholarly research endeavours and academic discourse presentations by Students. Intellectual and cultural competitions critically appraise analytical reasoning, creativity and problem-solving prowess. Tutorials, ideation sessions, cognitive mapping, lexical games and stratified group discussions further enrich dialogic learning. Peer instruction, quiz modules and inter-institutional collaborative endeavours with other colleges engender holistic advancement. This methodology engenders an inclusive, intellectually stimulating milieu fostering ingenuity, critical inquiry and multidimensional growth.

File Description	Documents
Course wise details of modes of teaching learning adopted during the academic year in each programme	View File
Any other relevant information	No File Uploaded

2.3.2 - Number of teachers integrating ICT (excluding use of PPT) for effective teaching with Learning Management Systems (LMS), Swayam Prabha etc., Learning Resources and others excluding PPT during the year

15

File Description	Documents
Data as per Data Template	View File
Link to LMS	https://www.microsoft.com/
Any other relevant information	No File Uploaded

2.3.3 - Number of students using ICT support (mobile-based learning, online material, podcast, virtual laboratories, learning apps etc.) for their learning, during the academic year

214

File Description	Documents
Data as per Data Template	View File
Programme wise list of students using ICT support	View File
Documentary evidence in support of the claim	View File
Landing page of the Gateway to the LMS used	View File
Any other relevant information	No File Uploaded

2.3.4 - ICT support is used by students in various learning situations such as Understanding theory courses Practice teaching Internship Out of class room activities Biomechanical and Kinesiological activities Field sports	Four of the above

File Description	Documents
Data as per Data Template	View File
Lesson plan / activity plan / activity report to substantiate the use of ICT by students in various learning situations	View File
Geo-tagged photographs wherever applicable	View File
Link of resources used	N/A
Any other relevant information	No File Uploaded

2.3.5 - Continual mentoring is provided by teachers for developing professional attributes in students Describe in not more than 100-200 words the nature of mentoring efforts in the institution with respect to working in teams dealing with student diversity conduct of self with colleagues and authorities balancing home and work stress keeping oneself abreast with recent developments in education and life

The development of professional attributes at BCM College is inculcated through mentoring and is an inherent part of developing student-teachers. This initiative provides avenues to its student teachers to learn behavioural dimensions necessary for their professional growth. Each faculty member is allotted a group of student-teachers. The mentoring groups are formed where in students

from B.Ed. programmes are intermixed in each group and is ensured that diverse students are present in each group. The mentors try to inculcate professional attributes in the students and guide them in their studies and in co-curricular activities. The mentors discuss their personal problems inside as well as outside the classroom and motivate their students to develop qualities like leadership, cooperation, collaboration etc. Asmentor, each teacher educator tries to develop reading habits by organising the book review activities and vocabulary workshops in their tutorial groups. Mentors also emphasize on minimising home and work stress on its student teachers and address issues related to stress and help students to establish balance between the home and work. During the skills and thrills programme organised by the talent development cell, house wise activities are organised as all studenst are distributed in four housesi.e. Mars, Mercury, Venue and jupiter. Various intra and inter house competitions to address the student diversity and to train them for working in teams.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded

2.3.6 - Institution provides exposure to students about recent developments in the field of education through Special lectures by experts Book reading & discussion on it Discussion on recent policies & regulations Teacher presented seminars for benefit of teachers & students Use of media for various aspects of education Discussions showcasing the linkages of various contexts of education-from local to regional to national to global	Five/Six of the above

File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of the selected response/s	View File
Reports of activities conducted related to recent developments in education with video graphic support, wherever possible	View File
Any other relevant information	No File Uploaded

2.3.7 - Teaching learning process nurtures creativity, innovativeness, intellectual and thinking skills, empathy, life skills etc. among students

To nurture creativity among students ,different houses of college organize different types of activities .Students participate in various curricular and co-curricular activities. For enhancing innovation , students are motivated to participate in Art and Craft , Model Making, Group and individual projects,Craft classes, best out of waste activities. Kind Heart Moment initiative of the College is for inculcating empathy among the students as they collect extra cloths, toys and eatable and distribute among the kids of slum areas. Students participate in Skill- in -Teaching and on the Spot teaching Aid preparation at college and university level to enhance professional competencies. Students participate in Zonal and inter Zonal youth festival organized by Panjab University Chandigarh every year and by these students identify their talents and gain confidence to excel in their future endeavors. College is dedicated to inculcate all the skills among students through Value added course i.e. Skills and Thrills and Skill Enhancement Programme. Different Clubs and Cells work to develop the creativity, innovativeness, intellectual and thinking skills, empathy, life skills etc. among students.

File Description	Documents
Documentary evidence in support of the claim	[View File](#)
Any other relevant information	No File Uploaded

2.4 - Competency and Skill Development

2.4.1 - Institution provides opportunities for developing competencies and skills in different functional areas through specially designed activities / experiences that include Organizing Learning (lesson plan) Developing Teaching Competencies Assessment of Learning Technology Use and Integration Organizing Field Visits Conducting Outreach/ Out of Classroom Activities Community Engagement Facilitating Inclusive Education Preparing Individualized Educational Plan(IEP)	Seven/Eight of the above

File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of the selected response/s	View File
Reports of activities with video graphic support wherever possibl	View File
Any other relevant information	No File Uploaded

2.4.2 - Students go through a set of activities as preparatory to school- based practice teaching and internship. Pre practice teaching / internship orientation / training encompasses certain significant skills and competencies such as Formulating learning objectives Content mapping Lesson planning/ Individualized Education Plans (IEP) Identifying varied student abilities Dealing with student diversity in classrooms Visualising differential learning activities according to student needs Addressing inclusiveness Assessing student learning Mobilizing relevant and varied learning resources Evolving ICT based learning situations Exposure to Braille /Indian languages /Community engagement	Ten/All of the above

File Description	Documents
Data as per Data Template	View File
Reports and photographs / videos of the activities	View File
Attendance sheets of the workshops / activities with seal and signature of the Principal	View File
Documentary evidence in support of each selected activity	View File
Any other relevant information	No File Uploaded

2.4.3 - Competency of effective communication is developed in students through several activities such as Workshop sessions for effective communication Simulated sessions for practicing communication in different	All of the above

situations Participating in institutional activities as 'anchor', 'discussant' or 'rapporteur' Classroom teaching learning situations along with teacher and peer feedback

File Description	Documents
Data as per Data Template	View File
Details of the activities carried out during the academic year in respect of each response indicated	View File
Any other relevant information	**No File Uploaded**

2.4.4 - Students are enabled to evolve the following tools of assessment for learning suited to the kinds of learning engagement provided to learners, and to analyse as well as interpret responses Teacher made written tests essentially based on subject content Observation modes for individual and group activities Performance tests Oral assessment Rating Scales	**All of the above**

File Description	Documents
Data as per Data Template	View File
Samples prepared by students for each indicated assessment tool	View File
Documents showing the different activities for evolving indicated assessment tools	View File
Any other relevant information	**No File Uploaded**

2.4.5 - Adequate skills are developed in students for effective use of ICT for teaching learning process in respect of Preparation of lesson plans Developing assessment tools for both online and offline learning Effective use of social media/learning apps/adaptive devices for learning Identifying and selecting/ developing online learning resources Evolving learning sequences (learning activities) for online as well as face to face situations	**All of the above**

File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of each response selected	View File
Sample evidence showing the tasks carried out for each of the selected response	View File
Any other relevant information	No File Uploaded

2.4.6 - Students develop competence to organize academic, cultural, sports and community related events through Planning and scheduling academic, cultural and sports events in school Planning and execution ofcommunity related events Building teams and helping them to participate Involvement in preparatory arrangements Executing/conducting the event	All of the above

File Description	Documents
Data as per Data Template	View File
Documentary evidence showing the activities carried out for each of the selected response	View File
Report of the events organized	View File
Photographs with caption and date, wherever possible	View File
Any other relevant information	No File Uploaded

2.4.7 - A variety of assignments given and assessed for theory courses through Library work Field exploration Hands-on activity Preparation of term paper Identifying and using the different sources for study	All of the above

File Description	Documents
Data as per Data Template	*View File*
Samples of assessed assignments for theory courses of different programmes	*View File*
Any other relevant information	**No File Uploaded**

2.4.8 - Internship programme is systematically planned with necessary preparedness Describe institution's preparatory efforts at organizing internship programme in not more than 100-200 words with respect to the following: Selection/identification of schools for internship: participative/on request Orientation to school principal/teachers Orientation to students going for internship Defining role of teachers of the institution Streamlining mode/s of assessment of student performance Exposure to variety of school set ups

Being TEI, College provides best internship experiences to the students by selecting the best schools of the city. Planned Internship Programme is followed as per Panjab University guidelines. During session 2023-24, 23 schools of Ludhiana city were selected and allotted to students according to the subject requirements in schools. College oriented students about various types of Lesson Plans, How to use ICT, technology and teaching learning material in classroom for effective teaching practice. Besides this, teacher educators demonstrated various micro skills and lesson plans for the smooth running of the internship programme. Students were also oriented about flipped teaching to improve their teaching practice. Principal of the schools allotted mentor teachers to the students according to their teaching subjects to monitor their performance during internship. Teacher educators visited allotted schools to orient the teachers about the requirements of students regarding Teaching Practice. Principals of respective schools, Mentor Teachers and Supervisors evaluated the performance of Pupil teachers and gave the feedback in prescribed performa provided by the college.

File Description	Documents
Documentary evidence in support of the claim	*View File*
Any other relevant information	**No File Uploaded**

2.4.9 - Number of students attached to each school for internship during the academic year

2.4.9.1 - Number of final year students during the academic year

86

File Description	Documents
Data as per Data Template	View File
Plan of teacher engagement in school internship	View File
Any other relevant information	No File Uploaded

2.4.10 - Nature of internee engagement during internship consists of Classroom teaching Mentoring Time-table preparation Student counseling PTA meetings Assessment of student learning – home assignments & tests Organizing academic and cultural events Maintaining documents Administrative responsibilities- experience/exposure Preparation of progress reports

Nine/All of the above

File Description	Documents
Data as per Data Template	View File
Sample copies for each of selected activities claimed	View File
School-wise internship reports showing student engagement in activities claimed	View File
Wherever the documents are in regional language, provide English translated version	No File Uploaded
Any other relevant information	No File Uploaded

2.4.11 - Institution adopts effective monitoring mechanisms during internship programme. Describe in not more than 100-200 words, the monitoring mechanisms adopted to ensure optimal impact of internship in schools with specific reference to the role of teacher educators, school principal, school teachers and peers.

Institution adopted effective monitoring mechanisms during internship programme. Teacher educators used to visit schools once a week and take feedback from the mentor teachers of the students. They themselves also observed students in their classes and give feedback on their lesson plans. They also guide them regarding their weaknesses and tell them various strategies to improve their real classroom teaching. School Principals also play very important role in monitoring students during internship. They provide certificates to the students after the completion of their teaching practice

intheir schools. They also gave them marks on the Performa-A provided by the college as per Panjab University curriculum. Principal of the school allot one mentor teacher to every student according to their teaching subjects. They used to observe the students in classes and guide them. They prepare and developthe students with pedagogical and professional skills to make them ready for jobs. Feedback from peer group also help the pupil teachers for further improvement. To adopts effective monitoring mechanisms during internship programme, feedback regarding the internship is taken from the school principal.

File Description	Documents
Documentary evidence in support of the response	View File
Any other relevant information	No File Uploaded

2.4.12 - Performance of students during internship is assessed by the institution in terms of observations of different persons such as Self Peers (fellow interns) Teachers / School* Teachers Principal / School* Principal B. Ed Students / School* Students (* 'Schools' to be read as "TEIs" for PG programmes)	All of the above

File Description	Documents
Assessment criteria adopted by each of the selected persons (For Bachelor and PG Programmes as applicable)	View File
Two filled in sample observation formats for each of the claimed assessors	View File
Any other relevant information	No File Uploaded

2.4.13 - Comprehensive appraisal of interns' performance is in place. The criteria used for assessment include Effectiveness in class room teaching Competency acquired in evaluation process in schools Involvement in various activities of schools Regularity, initiative and commitment Extent of job readiness	Five of the above

File Description	Documents
Format for criteria and weightages for interns' performance appraisal used	View File
Five filled in formats for each of the aspects claimed	View File
Any other relevant information	**No File Uploaded**

2.5 - Teacher Profile and Quality

2.5.1 - Number of fulltime teachers against sanctioned posts during the year

17

File Description	Documents
Data as per Data Template	View File
Sanction letters indicating number of posts (including management sanctioned posts) with seal and signature of the principal	View File
English translation of sanction letter, if it is in regional language	**No File Uploaded**
Any other relevant information	**No File Uploaded**

2.5.2 - Number of fulltime teachers with Ph. D. degree during the year

08

File Description	Documents
Data as per Data Template	View File
Certificates of Doctoral Degree (Ph.D) of the faculty	View File
Any other relevant information	**No File Uploaded**

2.5.3 - Number of teaching experience of full time teachers for the during the year

17

2.5.3.1 - Total number of years of teaching experience of full-time teachers for the academic year

288

File Description	Documents
Copy of the appointment letters of the fulltime teachers	[View File](#)
Any other relevant information	**No File Uploaded**

2.5.4 - Teachers put-forth efforts to keep themselves updated professionally Describe the nature of efforts by teachers to keep themselves updated professionally in not more than 100-200 words 1.   In house discussions on current developments and issues in education 2.   Share information with colleagues and with other institutions on policies and regulations

Teacher educators of college update themselves fromtime totime to improve their professional skills. They equip themselves with the latest development in the field of education andinformation technology. Theystudy regularly from different online and offline resources. Teacher educators enhance their knowledge and skills by publishing papers in national and international journals, attending conferences, seminars, symposium, workshops and training programmes. Faculty members also attend seminars at , workshops and expert talks. They attend orientation and refresher courses organised byvarious universities. In addition to it college organize FDP(faculty development programme) from time to time to update knowledge related to concerns and issues in the field of Education.The faculty members also share information with each other regarding policies, technology via WhatsApp and other e-resources.

File Description	Documents
Documentary evidence to support the claim	[View File](#)
Any other relevant information	**No File Uploaded**

2.6 - Evaluation Process

2.6.1 - Continuous Internal Evaluation (CIE) of student learning is in place in the institution Describe details of the Continuous Internal Evaluation in the institution highlighting its major components in not more than 100-200 words

Continuous Internal Evaluation for B.Ed. programme is conducted as per norms of Panjab University Chandigarh. College conductedunit tests and house tests during each semester to evaluate the student's performance. Internal practicals, assignments, project works, presentations, class-seminars and sessional work are the important components of continuous internal evaluation. Apart from all this, students are evaluated on the basis of their participation in various activities like skill enhancement, youth festival and other

cocurricular activities. Students are oriented about the criteria related to internal evaluation at the beginning of the session. Moreover, teachers are also oriented to conduct objective and impartial analysis of student activities.

File Description	Documents
Relevant documents related to Internal Evaluation System at the institution level with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

2.6.2 - Mechanism of internal evaluation is transparent and robust and time bound; Institution adopts the following in internal evaluation Display of internal assessment marks before the term end examination Timely feedback on individual/group performance Provision of improvement opportunities Access to tutorial/remedial support Provision of answering bilingually	Five of the above

File Description	Documents
Copy of university regulation on internal evaluation for teacher education	View File
Annual Institutional plan of action for internal evaluation	View File
Details of provisions for improvement and bi-lingual answering	View File
Documentary evidence for remedial support provided	View File
Any other relevant information	No File Uploaded

2.6.3 - Mechanism for grievance redressal related to examination is operationally effective

The grievances related to examinations are carefully addressed by the institution. Students who are not able to appear in the internal examination due to unavoidable circumstances or on the basis of medical grounds, they submit the application with authenticdocuments to the dean student welfare. After discussing their case with the principal of the college, students are allowed to take the leave

during the internal examination. Further the individual has to appear in special examination/ assignment to fulfil all the conditions given by the Panjab University. Guidelines prescribed bythe university are provided to the candidate if he is unable toappear in external theory and practical examinations due to anyunavoidable circumstances. Students having UGC(NET), Banking or any competitive exams are allowed to appear in their exams and special chance is provided to appear in internal practical's and internal theory papers as per Panjab university guidelines .

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	[View File](#)
Any other relevant information	No File Uploaded

2.6.4 - The institution adheres to academic calendar for the conduct of Internal Evaluation Describe the mechanism of adhering to academic calendar for the conduct of Internal Evaluation in the institution in not more than 100-200 words.

The institution conducts academic and co-curricular activities as per the academic calendar for internal evaluations. The Academic calendar of the Institute is prepared by IQAC alongwith the course coordinators mentioning the tentative schedule of internal examinations, class tests and other internal evaluation activities as per Panjab University Academic Calendar. Institution conducted unit tests, house test and internal practicals to maintain the transparency in internal evaluation system of the college. Internal Evaluation is conducted through the Unit Tests/ House Tests, internal practicals of all the subjects and on the basis of participation in curricular and co-curricular activities.

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	[View File](#)
Any other relevant information	No File Uploaded

2.7 - Student Performance and Learning Outcomes

2.7.1 - The teaching learning process of the institution is aligned with the stated PLOs and CLOs. Describe the way in which institution ensures alignment of stated PLOs and CLOs with the teaching learning process in not more than 100 - 200 words.

The teaching learning process of the institution is aligned with the

PLOs and CLOs stated in the syllabus prescribed by Panjab University, Chandigarh for concerned programs and is displayed on the website of the institute. The teaching-learning process is strictly guided by the Time-Table and the Academic Calendar. As the teachers are well aware about the PLOs and CLOs, they conduct their classroom activities in align withPLOs and CLOs. Co-Curricular activitiesarealso organized to achieve the PLOs and CLOs and these activities are mentioned in the Academic Calendar clearly. The objectives of Programme (B. Ed.) are uploaded on the Institute website and also mentioned in the prospectus of the college. PLOs and CLOsupdate the teachers and students about the expected outcomes of the course.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	**No File Uploaded**

2.7.2 - Pass percentage of Students during the year

File Description	Documents
Data as per Data Template	View File
Result sheet for each year received from the Affiliating University	View File
Certified report from the Head of the Institution indicating pass percentage of students program-wise	View File
Any other relevant information	**No File Uploaded**

2.7.3 - The progressive performance of students and attainment of professional and personal attributes in line with the PLOs and CLOs is monitored and used for further improvements

Keeping in mind the PLOs and CLOs, the institute is committed to provide the best infrastructure facilities and curriculum. Teacher educators use the technology in their classes for curriculum transition by using the different strategies to equip the pupil teachers with the pedagogical and professional skills. Being college of teacher education faculty develops the research oriented skills among the students. The monitoring of professional andpersonal attributes as per the PLOs and CLOs is based on the course outcomes, regular participation of the students in various cocurricular activities. The continuous internal assessment structure provides

feedback on the efficacy of the teaching learning process, and learning outcomes, gauged through of each course and is monitored thoroughly.

File Description	Documents
Documentary evidence showing the performance of students on various internal assessment tasks and the LOs achieved	View File
Any other relevant information	**No File Uploaded**

2.7.4 - Performance of outgoing students in internal assessment

2.7.4.1 - Number of students achieving on an average 70% or more in internal assessment activities during the year

213

File Description	Documents
Number of students achieving on an average 70% or more in internal assessment activities during t	View File
Record of student-wise / programme-wise / semester-wise internal assessment of students during the year	View File
Any other relevant information	**No File Uploaded**

2.7.5 - Performance of students on various assessment tasks reflects how far their initially identified learning needs are catered to. Describe with examples the extent to which the assessment task and the performance of students reflect their initially identified learning needs in not more than 100 -200 words.

After getting exposure to various aspects of teaching profession at B.C.M.College of Education, students are assessed internally and externally. Their knowledge of psychology, sociology is assessed. Their professional skills are assessed during Internship Programme.Diversity of students is addressed by giving them remedial teaching. Assessment task and the performance of students reflect their initially identified learning needs through their learning outcome, results and assessment by the teachers. Our all 85studentsof B.Ed. semester IV secured more than 70 % marks. Students got opportunities to participate in various co-curricular activities according to their capabilities.

File Description	Documents
Documentary evidence in respect to claim	View File
Any other relevant information	**No File Uploaded**

2.8 - Student Satisfaction Survey

2.8.1 - Online student satisfaction survey regarding teaching learning process

https://forms.gle/uMqoBio7z8VXcqup6

RESEARCH AND OUTREACH ACTIVITIES

3.1 - Resource Mobilization for Research

3.1.1 - Number of research projects funded by government and/ or non-government agencies during the year

01

File Description	Documents
Data as per Data Template	View File
Sanction letter from the funding agency	View File
Any other relevant information	**No File Uploaded**

3.1.2 - Number of grants received for research projects from government and / or non-government agencies during the year (INR in Lakhs)

01

File Description	Documents
Sanction letter from the funding agency	View File
Income Expenditure statements highlighting the research grants received certified by the auditor	View File
Any other relevant information	**No File Uploaded**

3.1.3 - In-house support is provided by the institution to teachers for research purposes during the year in the form of Seed money for doctoral studies / research projects Granting study leave for research field work	**Two of the above**

Undertaking appraisals of institutional functioning and documentation Facilitating research by providing organizational supports Organizing research circle / internal seminar / interactive session on research

File Description	Documents
Data as per Data Template	View File
Institutional Policy document detailing scheme of incentives	No File Uploaded
Sanction letters of award of incentives	No File Uploaded
Income Expenditure statements highlighting the relevant expenditure with seal and signature of the Principal	No File Uploaded
Documentary evidence for each of the claims	No File Uploaded
Any other relevant information	No File Uploaded

3.1.4 - Institution has created an eco-system for innovation and other initiatives for creation and transfer of knowledge that include Participative efforts (brain storming, think tank etc.) to identify possible and needed innovations Encouragement to novel ideas Official approval and support for innovative try-outs Material and procedural supports	All of the above

File Description	Documents
Documentary evidences in support of the claims	View File
Details of reports highlighting the claims made by the institution	View File
Reports of innovations tried out and ideas incubated	No File Uploaded
Copyrights or patents filed	No File Uploaded
Any other relevant information	No File Uploaded

3.2 - Research Publications

3.2.1 - Number of research papers / articles per teacher published in Journals notified on UGC website during the year

01

File Description	Documents
Data as per Data Template	View File
First page of the article/journals with seal and signature of the Principal	**No File Uploaded**
E-copies of outer jacket/contents page of the journals in which articles are published	View File
Any other relevant information	View File

3.2.2 - Number of books and / or chapters in edited books published and papers in National / International conference-proceedings per teacher during the year

00

File Description	Documents
Data as per Data Template	**No File Uploaded**
• First page of the published book/chapter with seal and signature of the Principal	**No File Uploaded**
E-copies of outer jacket/contents page of the books, chapters and papers published along with ISBN number in national / international conference-proceedings per teacher	**No File Uploaded**
Any other relevant information	**No File Uploaded**

3.3 - Outreach Activities

3.3.1 - Number of outreach activities organized by the institution during the year

3.3.1.1 - Total number of outreach activities organized by the institution during the year

27

File Description	Documents
Data as per Data Template	View File
Report of each outreach activity organized along with video/ photographs with seal and signature of the Principal	View File
Any other relevant information	View File

3.3.2 - Number of students participating in outreach activities organized by the institution during the year

3.3.2.1 - Number of students participating in outreach activities organized by the institution during the year

214

File Description	Documents
Event-wise newspaper clippings / videos / photographs with captions and dates	View File
Report of each outreach activity with seal and signature of the Principal	View File
Any other relevant information	**No File Uploaded**

3.3.3 - Number of student participation in national priority programmes such as Swachh Bharat, AIDs awareness, Gender sensitivity, Yoga, Digital India, National Water Mission during the year

214

3.3.3.1 - Number of students participated in activities as part of national priority programmes during the year

214

File Description	Documents
Data as per Data Template	View File
Documentary evidence in support of the claim along with photographs with caption and date	View File
Any other relevant information	View File

3.3.4 - Outreach activities in the community in terms of influencing and sensitizing students to social issues and contribute to community development Describe the way in which outreach activities conducted sensitized students to social issues and community development in not more than 100-200 words.

Our Institution organizes various outreach activities under the guidelines of Youth Service Club, Red Ribbon Club and NSS Deptt. of Panjab University, Chandigarh to influence, aware and sensitize students towards social issues such as-

- Under the Kind Heart Movement initiative our students and faculty visited slum area and donated stationery, clothes, toys and eatables etc. to the underprivileged section of the society on Nov. 11, 2023.
- Cleaned Dispensary and Aanganwadi of village Khasi Kallan on Jan. 17, 2024.
- To aware the masses about importance of vaccination door to door campaign was organized on March,16, 2024
- To sensitize with the challenges and problems of old age people, our students visited Baba Pritam Singh old age home Rahon road, Ludhiana on March 19, 2024.
- Conducting rallies and campaigns on Sawach Bharat, Fit India Campaign, AIDS Awareness etc..
- Performing "Nukkad Natak" at nearby areas to aware the masses about social issues like Drug Abuse on Dec. 03, 2023.
- Nukkad Natak and Rally on Swachh Bharat Abhiyan and Meri Mati Mera Desh' on Jan. 19-21, 2024.

File Description	Documents
Relevant documentary evidence for the claim	View File
Report of each outreach activity signed by the Principal	View File
Any other relevant information	No File Uploaded

3.3.5 - Number of awards and honours received for outreach activities from government / recognized agency during the year

00

File Description	Documents
Data as per Data Template	**No File Uploaded**
Appropriate certificates from the awarding agency	**No File Uploaded**
Any other relevant information	**No File Uploaded**

3.4 - Collaboration and Linkages

3.4.1 - Number of linkages for Faculty exchange, Student exchange, research etc. during the year

00

3.4.1.1 - Number of linkages for faculty exchange, student exchange, research etc. during the year

00

File Description	Documents
Data as per Data Template	**No File Uploaded**
List of teachers/students benefited by linkage – exchange and research	**No File Uploaded**
Report of each linkage along with videos/photographs	**No File Uploaded**
Any other relevant information	**No File Uploaded**

3.4.2 - Functional MoUs with institutions of National and / or International importance, other universities, industries, corporate houses etc. during the academic year

06

File Description	Documents
Data as per Data Template	[View File](#)
Copies of the MoU's with institution / industry/ corporate houses	[View File](#)
Any other relevant information	**No File Uploaded**

3.4.3 - Institution has linkages with schools and other educational agencies for both academic and outreach activities and jointly organizes Local community based activities Practice	**Five/Six of the above**

teaching /internship in schools Organizes events of mutual interest- literary, cultural and open discussions on pertinent themes to school education Discern ways to strengthen school based practice through joint discussions and planning Join hands with schools in identifying areas for innovative practice Rehabilitation Clinics Linkages with general colleges

File Description	Documents
Data as per Data Template	View File
Report of each activities with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The institution has adequate facilities for Teaching- Learning. viz., classrooms, laboratories, sports field, fitness center, equipment, computing facilities, sports complex, etc. for the various programme offered Describe the adequacy of facilities for Teaching –Learning as per the minimum specified requirement by statutory bodies in not more than 100 - 200 words

The institution ensures adequate availability and optimum utilization of physical infrastructure. There are sufficient number of classrooms, seminar hall with ICT facilities, air conditioned auditorium to facilitate the teaching learning process. All the rooms are well ventilatedwith sufficient infrastructure facilities. ICT enabled classrooms facilitate effective teaching learning with fullysophisticated technological gadgets. Innovative teaching learning practices are utilized by teachers for optimum utilization of resources. There is a seminar hall with internet and projector for organizing annual functions, guest lectures etc. All the laboratories- science lab, maths lab, social studies lab, home science lab, psycho lab, computer room, AV aid room, craft room etc. are well equipped and well maintained. There is a well equipped ET lab with LCD projectors, computers and microphones. Sports room is available where students can play indoor games like chess , carrom, table tennis etc. There is a big playground with provisions of open gym and facilities for outdoor games like basket ball, volley ball and badminton etc. The college also provides latest equipments like computer technology, projector, smart panels for enhanced learning. The institution continuous to excel in its commitment to teaching learning.

File Description	Documents
List of physical facilities available for teaching learning	[View File](#)
Geo-tagged photographs	[View File](#)
Any other relevant information	**No File Uploaded**

4.1.2 - Number of classrooms and seminar hall(s) with ICT- enabled facilities such as smart classroom, LMS, video and sound systems etc. during the year.

4.1.2.1 - Number of classrooms and seminar hall(s) with ICT facilities

5

File Description	Documents
Data as per Data Template	[View File](#)
Geo-tagged photographs	[View File](#)
Link to relevant page on the Institutional website	https://www.bcminstitutes.org/Facilities1.aspx
Any other relevant information	**No File Uploaded**

4.1.3 - Expenditure for infrastructure augmentation excluding salary during the year (INR in lakhs)

7908911

File Description	Documents
Data as per Data Template	[View File](#)
Income Expenditure statements highlighting the expenditure on infrastructure augmentation with seal and signature of CA and the Principal	[View File](#)
Any other relevant information	**No File Uploaded**

4.2 - Library as a Learning Resource

4.2.1 - Institution has adopted automation of library using Integrated Library Management System (ILMS) or any other software Describe the features of Library Automation in not more than 100 – 200 words.

College Library is fully automated to reduce the repeated

manualefforts of daily routine. Data Soft Tech software (an Integrated Library Management System) is used to make library reader friendly. By the use of library automation, one can access the collection easily with a systemized database. It saves time of the reader as the database is automated. Barcode technology is used for the circulation of books. Issuing and receiving records can be generated through software. At the end of year, it also helps in clearance of library dues against all the registered students.

File Description	Documents
Bill for augmentation of library signed by the Principal	[View File](#)
Web-link to library facilities, if available	https://www.bcminstitutes.org/Facilities1.aspx
Any other relevant information	**No File Uploaded**

4.2.2 - Institution has remote access to library resources which students and teachers use frequently Give details of Gateway for remote access to library resources used by teachers and students in not more than 100 - 200 words

N/A

File Description	Documents
Landing page of the remote access webpage	**No File Uploaded**
Details of users and details of visits/downloads	**No File Uploaded**
Any other relevant information	**No File Uploaded**

4.2.3 - Institution has subscription for e-resources and has membership / registration for the following e-journals e-Shodh Sindhu Shodhganga e-books Databases	

File Description	Documents
Data as per Data template	**No File Uploaded**
Receipts of subscription /membership to e-resources	**No File Uploaded**
E-copy of the letter of subscription /member ship in the name of institution	**No File Uploaded**
Any other relevant information	**No File Uploaded**

4.2.4 - Annual expenditure for purchase of books, journals, and e-resources during the year (INR in Lakhs)

0.21889

File Description	Documents
Data as per Data Template	View File
Income Expenditure statements highlighting the expenditure on purchase of books, journals, e-resources with seal and signature of both the Principal and Chartered Accountant	View File
Any other relevant information	**No File Uploaded**

4.2.5 - Per day usage of library by teachers and students during the academic year

4.2.5.1 - Number of teachers and students using library for Month one (not less than 20 working days) during the academic year

20

File Description	Documents
Document showing the number of teachers and students using library / e-library per working day/ logins in remote access for 10 days each for five months during the academic year with seal and signature of both the librarian and principal	View File
Link to certified copies of the ledger pages/screenshots of the data for 5 days each for 5 working months selected by the institution	N/A
Any other relevant information	No File Uploaded

4.2.6 - Efforts are made to make available National Policies and other documents on education in the library suitable to the three streams of teacher education –general teacher education, special education and physical education by the following ways Relevant educational documents are obtained on a regular basis Documents are made available from other libraries on loan Documents are obtained as and when teachers recommend Documents are obtained as gifts to College	Two of the above

File Description	Documents
Data as per Data Template	View File
Any other relevant information	No File Uploaded

4.3 - ICT Infrastructure

4.3.1 - Institution updates its ICT facilities including Wi-Fi Describe ICT facilities including Wi-Fi with date and nature of updation in not more than 100 - 200 words

The institution is totally technology enabled where 24*7 internet and Wi-Fi connection is available for the staff and students. There are Four Portable LCD projectors,laptop, Audio-visual equipment like tape-recorder, television, CDs and DVDs, DVD player, microphones (Collar and wireless), speakers, amplifier and Digital Camera. All these resources are well utilized to make teaching-learning meaningful. Our college is facilitated with well equipped

`ComputerLab with high speed internet for Staff and Students. Institution have 300Mpbs unlimited Broadband connection from Jio Fiber. High Speed Unlimited Broadband connection is activated from 13-02.2020. Before 13-02-2020 we had BSNL 1Mbps Lease line internet connection. With this updation, our campus is also fully Wi-fi with high speed internet. Our Library system is also connected with internet. Institution also added Interactive Panel for Teaching. Projectors are installed in classrooms for making teaching learning more effective. Institution used Microsoft Teams app for Online Classes andAssignment .`

File Description	Documents
Document related to date of implementation and updation, receipt for updating the Wi-Fi	View File
Any other relevant information	No File Uploaded

4.3.2 - Student – Computer ratio during the academic year

`4:1`

File Description	Documents
Data as per data template	View File
Purchase receipts and relevant pages of the Stock Register with seal and signature of the principal	View File
Any other relevant information	No File Uploaded

4.3.3 - Available bandwidth of internet connection in the Institution (Leased line) Opt any one:

`C. 250 MBPS - 500MBPS`

File Description	Documents
Receipt for connection indicating bandwidth	View File
Bill for any one month during theacademic year indicating internet connection plan, speed and bandwidth	View File
Any other relevant Information	No File Uploaded

4.3.4 - Facilities for e-content development are available in the institution such as Facilities for

e-content development are available in the institution such as Studio / Live studio Content distribution system Lecture Capturing System (LCS) Teleprompter Editing and graphic unit	

File Description	Documents
Data as per Data Template	**No File Uploaded**
Link to videos of the e-content development facilities	N/A
List the equipment purchased for claimed facilities along with the relevant bills	**No File Uploaded**
Link to the e-content developed by the faculty of the institution	N/A
Any other relevant information	**No File Uploaded**

4.4 - Maintenance of Campus and Infrastructure

4.4.1 - Expenditure incurred exclusively on maintenance of physical and academic support facilities during the year (INR in Lakhs)

21.82942

File Description	Documents
Data as per Data Template	View File
Income Expenditure statements highlighting relevant items with seal and signature of the Principal and Chartered Accountant	View File
Any other relevant information	**No File Uploaded**

4.4.2 - Systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.are in place Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities in not more than 100 - 200 words

The college has a set of established procedures and policies for maintaining and utilizing physical, academic and support facilities.The college ensures optimal , allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees. College campus is maintained through regular

inspection.Maintenance of classrooms is a regular exercise. Supervisortakes care of academic requirements and maintenance of wooden furniture, electrification and plumbing. For the maintenance of library, the requirement and list of books is taken from concerned subject teachers before the beginning of every academic year. The library committee ensures required purchase and withdrawal of documents. For the maintenance of sports room ad playground, sports committee is deputed and necessary sport articles are purchased from time to time. ICT facilities are maintained by IT skilled instructor of the college. Maintenance of washrooms, water purifiers, canteen etc. is done on regular basis. Physical Stock verification is also done every year by Internal Quality Assurance Cell. IQAC conducted annual internal audit for the future improvements tomaintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers andclassrooms.

File Description	Documents
Appropriate link(s) on the institutional website	https://www.bcminstitutes.org/Facilities1.aspx
Any other relevant information	No File Uploaded

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - A range of capability building and skill enhancement initiatives are undertaken by the institution such as Career and Personal Counseling Skill enhancement in academic, technical and organizational aspects Communicating with persons of different disabilities: Braille, Sign language and Speech training Capability to develop a seminar paper and a research paper; understand/appreciate the difference between the two E-content development Online assessment of learning	Three of the above

File Description	Documents
Data as per Data Template	View File
Report on each capability building and skill enhancement initiative adopted with seal and signature of the Principal	View File
Sample feedback sheets from the students participating in each of the initiative	View File
Photographs with date and caption for each initiative	View File
Any other relevant information	No File Uploaded

5.1.2 - Available student support facilities in institution are Vehicle Parking Common rooms separately for boys and girls Recreational facility First aid and medical aid Transport Book bank Safe drinking water Hostel Canteen Toilets for girls Indicate the one/s applicable

Nine or more of the above

File Description	Documents
Geo-tagged photographs	View File
Any other relevant information	No File Uploaded

5.1.3 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

File Description	Documents
Data as per Data Template for the applicable options	View File
Institutional guidelines for students' grievance redressal	View File
Composition of the student grievance redressal committee including sexual harassment and ragging	View File
Samples of grievance submitted offline	View File
Any other relevant information	**No File Uploaded**

5.1.4 - Institution provides additional support to needy students in several ways such as Monetary help from external sources such as banks Outside accommodation on reasonable rent on shared or individual basis Dean student welfare is appointed and takes care of student welfare Placement Officer is appointed and takes care of the Placement Cell Concession in tuition fees/hostel fees Group insurance (Health/Accident)	**Four of the above**

File Description	Documents
Data as per Data template	View File
Income Expenditure statement highlighting the relevant expenditure towards student concession along with approval / sanction letter	View File
Report of the Placement Cell	View File
Any other relevant information	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of students of the institution placed as teachers/teacher educators during the year

Number of students placed as teachers/teacher educators	Total number of graduating students
30	86

File Description	Documents
Data as per Data Template	View File
Reports of Placement Cell for during the year	View File
Appointment letters of 10 percent graduates for each year	View File
Any other relevant information	No File Uploaded

5.2.2 - Number of student progression to higher education during the academic year

5.2.2.1 - Number of outgoing students progressing from Bachelor to PG (A1).

07

File Description	Documents
Data as per Data Template	View File
Details of graduating students and their progression to higher education with seal and signature of the principal	View File
Documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded

5.2.3 - Number of students qualifying state/national level examinations during the year (eg: NET/SLET/ TET/ CTET)

53

File Description	Documents
Data as per Data Template	View File
Copy of certificates for qualifying in the state/national examination	View File
Any other relevant information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Student council is active and plays a proactive role in the institutional functioning Describe the ways in which student council plays a proactive role in the institutional functioning and contribute for students welfare in not more than 100 - 200 words

STUDENT COUNCIL

In order to decentralize the powers, BCM College has a very well structured Student Council. The Student Council of the college has an unbiased and democratic election system in order to choose members of the executive committee. Every year elections are conducted in a democratic way in respective tutorial groups. Every section is divided into 3 Tutorial groups. Each tutorial group has about 15 students. Out of these 15 students, one class representative or CR is chosen, so there are 3CRs from each section of B.Ed. (General) Class. These class representatives then later on stand for the post of President, Vice President, Secretary and Joint Secretary. Meetings of the Student Council are conducted from time to time to discuss issues and grievances of the students.

Class Representatives (2022-24):

B.Ed. (General)

Section A: Ms. Sapna Garhwal, Ms. Rajvir Kaur, Ms. Manpreet Kaur,Ms. Meeta Sarkar

Section B: Ms. Anshika, Ms. Riya, Ms. Pooja Mehta, Ms. Rohini

Class Representatives (2023-25):

B.Ed. (General)

Section A: Mr.Jatin Magggo, Ms. Rahnuma, Ms.Afsana

Section B: Ms.Gursimran Kaur, Ms. Kajal, Ms.Hansika

Section C: Mr. Prabhleen Singh, Ms.Himanshi Bhatt, Ms.Mansi Sharma

File Description	Documents
Copy of constitution of student council signed by the Principal	View File
List of students represented on different bodies of the Institution signed by the Principal	View File
Documentary evidence for alumni role in institution functioning and for student welfare	View File
Any other relevant information	**No File Uploaded**

5.3.2 - Number of sports and cultural events organized at the institution during the year

90

File Description	Documents
Data as per Data Template	View File
Reports of the events along with the photographs with captions and dates	View File
Copy of circular / brochure indicating such kind of events	View File
Any other relevant information	**No File Uploaded**

5.4 - Alumni Engagement

5.4.1 - Alumni Association/Chapter (registered / non-registered but functional) contributes significantly for the development of the institution   Describe the role of alumni association in the development of institution in not more than 100 - 200 words highlighting two significant contributions in any functional aspects

- **Mentoring: Alumni serve as mentors to current students, offering guidance on career choices and professional development. They organize career development workshops, guest lectures, or alumni interaction sessions to help current students.**
- **Role models: Alumni act as great role models for current students.They offer practical support to students as they start their careers.**
- **Institutional ambassadors: Alumni serve as powerful ambassadors for their alma maters. Their success in the professional world reflects positively on the institution and**

influences its reputation and ranking.
- Job opportunities: Alumni assist juniors with job opportunities.
- Civic and charitable activities: Alumni organize activities of a civic or charitable nature.
- Awareness of Technological intervention in teaching process: Alumni guide the current students about role of technology in teaching learning process

File Description	Documents
Details of office bearers and members of alumni association	View File
Certificate of registration of Alumni Association, if registered	No File Uploaded
Any other relevant information	View File

5.4.2 - Alumni has an active role in the regular institutional functioning such as Motivating the freshly enrolled students Involvement in the in-house curriculum development Organization of various activities other than class room activities Support to curriculum delivery Student mentoring Financial contribution Placement advice and support

Five/Six of the above

File Description	Documents
Documentary evidence for the selected claim	View File
Income Expenditure statement highlighting the alumni contribution	No File Uploaded
Report of alumni participation in institutional functioning for the academic year	View File
Any other relevant information.	No File Uploaded

5.4.3 - Number of meetings of Alumni Association held during the year

01

File Description	Documents
Data as per Data Template	View File
Agenda and minutes of the meeting of Alumni Association with seal and signature of the Principal and the Secretary of the Association	View File
Any other relevant information	No File Uploaded

5.4.4 - Alumni Association acts as an effective support system to the institution in motivating students as well as recognizing, nurturing and furthering any special talent/s in them. Describe the mechanism through which Alumni Association acts as an effective support system to the institution in motivating, nurturing special talent in not more than 100 - 200 words

The Alumni Association acts as an effective support system for BCM College of Education in motivating students as well as nurturing their special talents.

- One of our alumni, Mr. Gurdeep Singh (2011-12), D.O.C. Bharat Scouts and Guides, Punjab, was the guest of the day at the 23rd Annual Athletic Meet held on March 22, 2024. Mr. Dharamvir Singh Ji, Retd. Punjab Police, Ludhiana.Speaking on the occasion, SP S. Dharamvir Singh Dhami highlighted that organising sports meets instills passion, patience, and self-belief among students, and such values are imperative for being successful in any arena of life. Mr. Gurdeep Singh, being an alumnus of the college, credited his success to the exposure he received at BCM College.

- Ms. Nandani (2021-23) also guided Mr. Shivam (2022-24) for participation in the Panjab University Youth and Heritage Festival for the item Histrionics.
- Ms. Shivangi of the batch 2021-23 provided training to Ms. Pratiksha (2022-24) for the item Mimicry for participation in Panjab University Youth and Heritage Festival.
- Ms. Rajneet Kaur from 2020-22 provided her services to train students in Gidhha for participation in the Panjab University Youth and Heritage Festival.
- Ms. Ankita (2020-22) mentored Mr. Shivam (2022-24) for participation in the Panjab University Skill in Teaching Competition for Pedagogy of English.
- Ms. Abhisheta (2020-22) guided Ms. Riya (2022-24) for participation in the Panjab University Skill in Teaching Competition for Pedagogy of Science.

File Description	Documents
Documentary evidence in support of the claim	<u>View File</u>
Any other relevant information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership and participatory mechanism in tune with the vision and mission Describe the vision and mission statement of the institution on the nature of governance, perspective plans and participation of the teachers, students and non-teaching staffs in its decision making bodies of the institution in not more than 100 - 200 words.

VISION

The vision of "Achieving Inclusive Education: Transforming Society" is being advocated by BCM College of Education Ludhiana. The institution is offering adaptable and dynamic curricula to suit the needs of future teachers who will aid in the transformation of society, as well as the necessary infrastructure to satisfy the demands of inclusive education. Students' life skills are developed at the institute, which also serves to inspire them to pursue their personal objectives.

Mission

As the Teacher Education Institute, we provide a standard for professional demeanour grounded in a caring ethic that is founded on accountability and integrity. The mission of the institution is achieved by providing value integration of theory and Practice to support the transformation of school & society. Teacher educators grow into outstanding Nation Builders by cultivating a strong sense of responsibility and self-discipline. In order to assess, promoteand maintain excellence in teacher education, the institution works in partnership with all relevant stakeholdes. Our college is committed to promote academic excellence and socially relevant education to meet the national and global standards in the field ofeducation.

File Description	Documents
Vision and Mission statements of the institution	View File
List of teachers, students and non-teaching staff on decision making bodies of the institution with seal and signature of the Principal	View File
Documentary evidence in support of the claim	View File
Any other relevant information	**No File Uploaded**

6.1.2 - Institution practices decentralization and participative management Describe the process of decentralization and participative management practiced in the institution in not more than 100 - 200 words

For participative management, authority is distributed from the highest level of management to the lowest level. The smooth functioning of the institution depends on the decisions taken at all levels of the hierarchy. The college is administered by a variety of Committees, Cells, and Clubs. Through the various Cells, Clubs and Committees, all of the faculty members are involved in providing mentorship to the student teachers. The college has a well-organized Student Council with several executive roles i.e. President, Vice President, Secretary and Joint Secretary as well as Principal as Chairperson, DSW and the student council Serving as a liaison between the principal, faculty and students. To select candidates for the executive positions, the democratic election system is used to elect the student representatives. The Student Council Meetings are organized at regular intervals to discuss issues and grievances of the students

File Description	Documents
Relevant documents to indicate decentralization and participative management	View File
Any other relevant information	**No File Uploaded**

6.1.3 - The institution maintains transparency in its financial, academic, administrative and other functions Describe the efforts of the institution towards maintenance of transparency in its financial, academic, administrative and other functions in not more than 100 - 200 words.

Every academic, financial and administrative procedure at BCM College of Education is transparent and open. Purchases of commodities are made by the purchasing committee. After requesting

bids from multiple vendors, the committee creates a comparison table to identify which vendor provides the best quality at the most affordable price. Vendors and service providers can be paid by check or NEFT. The salary of both teaching and non-teaching employees are credited straight to their accounts.Balance sheets and income and spending accounts are prepared annually. Chartered accountants conduct routine financial audits, and organizations release their audit and balance sheet reports every year. The institute maintains monthly reports and conducts internal academic audits. The BCM website shows the Code of Conduct for students, teachersand non-teachingstaff. Personal files of employees are kept up to date.The organization adheres both in letter and spirit to the Academic Calendar and Internal Assessment guidelines set forth by Punjab University.

File Description	Documents
Reports indicating the efforts made by the institution towards maintenance of transparency	[View File](#)
Any other relevant information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic plan is effectively deployed Describe one activity successfully implemented based on the strategic plan with details of deployment strategy, during the year in not more than 100 - 200 words

Orientation programme on Early Childhood Care and Education

March 26, 27, 28 and 30, 2024

B.C.M. College of Education organized Orientation Programme on Early Childhood Care and Education for Pre School teachers. It helped them to understand the developmental stages of children aged 0-5 years so that they can manage challenging behaviour of children. Orientation Programme on Early Childhood Care and Education was inaugurated on March26, 2024. Principal Dr Monika Dua briefed the objectives of orientation programme. Further, she motivated the teachers that teachers can grow professionally only if they will come out of their comfort zone by learning new strategies required at work place. Dr Suprerna Khanna deliberated on the effect of childhood experience in the life of an individual, how individuals acquire knowledge and skills and Personality Development. Principles of Development were discussed by Ms Gagandeep Kaur. Development in Early Year was discussed by Dr Ramandeep Arora and Vocabulary Enrichment workshop was conducted by Dr Jasdeep Kaur. Dr Amita emphasised on the

Language development in children, a multifaceted process that unfolds gradually from infancy through childhood. Art Integrated Workshop was conducted by Ms Yamuna for dynamic and enriching experience. Dr Prem Kumar-Executive Director BCM Foundation captivated the attendees with their powerful words of inspiration.

File Description	Documents
Link to the page leading to Strategic Plan and deployment documents	https://www.bcminstitutes.org/images/docs/ssr2324.pdf
Documentary evidence in support of the claim	View File
Any other relevant information	**No File Uploaded**

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc. Describe the functioning of the institutional bodies in not more than 100 - 200 words.

To expedite the academic operation of the institute, the administrative setup, staff appointments and service regulations and procedures are closely adhered to Punjab University guidelines. For curriculum transactions, the College adheres to the academic schedule that the University specifies. The college uses a democratic setting to put the several plans and guidelines that are discussed at management committee meetings into practice. Committees, Cells and Clubs facilitate decentralized organization of a variety of activities. Each Committee is chaired by a coordinator and consists of a group of dedicated teachers. The Process of Recruitment of the faculty is done as per Panjab University/National Council for Teacher Education Guidelines Service Books of all the teaching and non-teaching staff are maintained and an Annual Increment are given to Staff Members as per Panjab University Guidelines. For Staff Welfare, the Institution facilitates staff with gifts/outings on Teachers' Day to Teaching Staff and gifts is given to supporting Staff as a token of gratitude on Diwali festivals.

File Description	Documents
Link to organogram on the institutional website	https://www.bcminstitutes.org/BrainBehind.aspx
Documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded

6.2.3 - Implementation of e-governance are in the following areas of operation Planning and Development Administration Finance and Accounts Student Admission and Support Examination System Biometric / digital attendance for staff Biometric / digital attendance for students

All of the above

File Description	Documents
Data as per Data Template	View File
Screen shots of user interfaces of each module	View File
Annual e-governance report	View File
Geo-tagged photographs	View File
Any other relevant information	No File Uploaded

6.2.4 - Effectiveness of various bodies / cells / committees is evident through minutes of meetings and implementation of their resolutions / decisions Describe one decision based on the minutes of the meetings of various Bodies / Cells / Committees which is successfully implemented in not more than 100 - 200 words.

All the cells and committees coordinators worked collectively for the implementation of strategic plan discussed during different meetings. One decision based on the minutes of the meeting was to organise Skill Enhancement Programme by the Skill Enhancement Cell from Feb.6 to 16, 2024.The key purpose of this Skill Enhancement Programme is to prepare future teachers for the evolving demands of the modern classroom. Through this programme B.Ed. Trainees were equipped with the necessary 21st century skills viz. Communication Skills, Life Skills, Employability Skills, ICT Skills etc. Following activities were organised under this programme:

- On Feb. 6, 2024 - Session-I- 'Workshop on Public Speaking' , Session II-'Workshop on Resume Writing'

- **On Feb. 7, 2024-Session I- 'Extension Lecture on Innovative Teaching Strategies',Session II- Extension Lecture on '21st Century Skills',Session III- 'Workshop on ICT Skills'**

- **On Feb. 8, 2024-Visit to DBEE, Ludhiana**

- **On Feb. 9, 2024-Session I- Extension Lecture on 'Art of Living',Session II- 'Workshop on ICT Skills'**

- **On Feb. 12, 2024-Session I- Extension Lecture on 'Swami Dayanand Saraswati',Session II- Showcasing of video message by honr. Prime Minister**

- **On Feb. 15, 2024-Session I- 'Tips to Face Interview Successfully',Session II-Movie Session**

- **On Feb. 16, 2024- Mock Interview Session (Sharpening Interview Skills)**

File Description	Documents
Minutes of the meeting with seal and signature of the Principal	[View File](#)
Action taken report with seal and signature of the Principal	[View File](#)
Any other relevant information	**No File Uploaded**

6.3 - Faculty Empowerment Strategies

6.3.1 - Effective implementation of welfare measures for teaching and non-teaching staff is in place Describe the existing welfare measurements for teaching and non-teaching staff and their implementation in not more than 100 - 200 words

A range of welfare benefits are offered to both teaching and non-teaching workers at BCM College of Education. According to government regulations, all employees are entitled to the Employee Provident Fund, Employee State Insurance (ESI), Labor Welfare, and Gratuity. The teaching staff is also given access to study leave, casual leave, participating in FDPs, seminars, workshops and refresher training. On Teachers' Day, the institution honours its faculty by hosting a luncheon and giving gifts. Gifts and sweets are given to the support staff on the eve of Diwali. Wards of employees who work in the institution receive a concession in tuition fees. Twice a year, non-teaching staff members are provided with free

uniforms.

File Description	Documents
List of welfare measures provided by the institution with seal and signature of the Principal	View File
List of beneficiaries of welfare measures provided by the institution with seal and signature of the Principal	View File
Any other relevant information	**No File Uploaded**

6.3.2 - Number of teachers provided with financial support to attend seminars / conferences / workshops and towards membership fees of professional bodies during the year

00

File Description	Documents
Data as per Data Template	**No File Uploaded**
Institutional Policy document on providing financial support to teachers	**No File Uploaded**
E-copy of letter/s indicating financial assistance to teachers	**No File Uploaded**
Certificate of participation for the claim	**No File Uploaded**
Certificate of membership	**No File Uploaded**
Income Expenditure statement highlighting the financial support to teachers	**No File Uploaded**
Any other relevant information	**No File Uploaded**

6.3.3 - Number of professional development /administrative training programmes organized by the institution for teaching and non-teaching staff during the year.

3

File Description	Documents
Data as per Data Template	View File
Brochures / Reports along with Photographs with date and caption	View File
List of participants of each programme	View File
Any other relevant information	No File Uploaded

6.3.4 - Number of teachers undergoing online / face to face Faculty Development Programmes (FDPs) viz., Orientation Programme and Refresher Course of the ASC / HRDC, Short Term Course and any other similar programmes

00

File Description	Documents
Data as per Data Template	No File Uploaded
Copy of Course completion certificates	No File Uploaded
Any other relevant information	No File Uploaded

6.3.5 - The institution has a performance appraisal system for teaching and non-teaching staff Describe the process of performance appraisal system for teaching and non-teaching staff in not more than 100 - 200 words.

Teachers are required to update themselves professionally through keeping record of teaching activity and academic contribution in terms of participation in conferences/seminars, workshops and FDPs, contribution to organizational culture of the College including extra-curricular, co-curricular and administrative duties assigned to them. Teachers are required to fill the Annual Performance Appraisal Report in the light of above records and submit the same along with Performance Based Appraisal system form and relevant supporting documentary evidence to the College.

File Description	Documents
Proforma used for performance appraisal for teaching and non-teaching staff with seal and signature of the Principal	View File
Performance Appraisal Report of any three teaching and three non-teaching staff with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal or /and external financial audit regularly Describe the process of internal and external financial audits along with the mechanism for settling audit objections, if any, during the year in not more than 100 - 200 words

In Internal Audit, every purchase or repair purchase order is submitted , and vouchers are duly signed by an accountant, principal, and secretary of the managing committee. Vendor vouchers are presented prior to payment. A meeting was arranged by the college's IQAC cell to discuss the Internal Academic Audit agenda on Aug. 21, 2023. The Internal Quality Assurance Cell (IQAC) conducted an annual physical stock take to ensure that the records and stock registers were kept up to date. External Audit is done by Statutory auditors appointed by management. The balance sheet, depreciation chart and income and expenditure account are duly signed by the Principal, Secretary and Chartered Accountant.

File Description	Documents
Report of Auditors of during the year signed by the Principal.	View File
List of audit objections and their compliance with seal and signature of the Principal	No File Uploaded
Any other relevant information	No File Uploaded

6.4.2 - Funds / Donations received from non-government bodies, individuals, philanthropists averaged over the year (not covered in Criterion III)(INR in Lakhs)

00

File Description	Documents
Data as per Data Template	**No File Uploaded**
Income Expenditure statements highlighting the relevant items with seal and signature of both the Chartered Accountant / Principal	**No File Uploaded**
Copy of letter from the NGO / Individual / Philanthropists stating the Fund / Donation given	**No File Uploaded**
Any other relevant information	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources are in place. Describe the procedure of mobilization of funds and its optimal utilization in not more than 100 - 200 words.

A streamlined process is followed for funds mobilization and utilisation of resources. Proposed Budget and its utilization is approved every year during the meeting of college managing committee. Funds are utilized for Salaries, Purchases and Maintenance Purposes. Income and expenditure account is maintained to manage the mobilization of funds and the optimal utilization of resources.

File Description	Documents
Documentary evidence regarding mobilization and utilization of funds with seal and signature of the Principal	[View File](#)
Any other relevant information	**No File Uploaded**

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) or any other mechanism has contributed significantly for institutionalizing the quality assurance strategies Describe the process adopted by the institution for quality assurance through IQAC or any other mechanism in not more than 100 - 200 words

IQAC, being the nodal cell, conducts regular meetings for improving quality in all the areas of the institute. An adequate and consistent system of monitoring and refinement is adopted to improve the academic and administrative performance of the institution. IQAC suggests measures for quality enhancement through application of best practices. IQAC plans, prepares and facilitates execution of the best practices for enhancing quality with the support of all the

concerned coordinators. It also reviews the performance of the institution anddiscusses the scope for new initiatives to be implemented in the Institute. The scope of functioning of IQAC is wide enough from planning and preparing, to coordinating activities of all functional teams for upkeeping, maintaining the effective functioning of quality systems at BCM, organising internal academic audits. IQAC felicitate the institution to fill the AQARs every year.

File Description	Documents
List of activities responsible for ensuring quality culture in the Institution with seal and signature of the principal	View File
Any other relevant information	No File Uploaded

6.5.2 - The institution reviews its teaching-learning process periodically through IQAC or any other mechanism Describe the process adopted by the institution for reviewing Teaching-Learning Process periodically in not more than 100 - 200 words.

In order to increase quality, IQAC regularly reviews the teaching and learning process, operational structures and methodologyand learning results. The curriculum, methodologyand teaching-learning process are all evaluated by the IQAC. IQAC plans and reviews all of the important issues, such as the institution's strategic planning, internal academic audit, hosting webinars of national repute, organizing workshops and seminars, holding meetings of the Youth Festival, Punjab University, faculty development programs and skill-in-teaching competitions. Through staff meetings, personal feedback, planning of Unit Test, House Test and review sessions, IQAC consistently works to enhance the institute's quality perspective. IQAC has contributed through various strategies like Arranging Remedial classes for weak students and Booster Classes for bright students.

File Description	Documents
Appropriate documents to show the visible improvement/s in Teaching-Learning Process with seal and signature of the Principal	View File
Any other relevant information	No File Uploaded

6.5.3 - Number of quality initiatives taken by IQAC or any other mechanism for promoting quality culture during the year

5

File Description	Documents
Data as per Data Template	View File
Report of the work done by IQAC or other quality mechanisms	View File
List of quality initiatives undertaken by IQAC / other quality mechanism signed by the Principal	View File
Any other relevant information	No File Uploaded

6.5.4 - Institution engages in several quality initiatives such as Regular meeting of Internal Quality Assurance Cell (IQAC) or other mechanisms; Feedback collected, analysed and used for improvements Timely submission of AQARs (only after 1st cycle) Academic Administrative Audit (AAA) and initiation of follow up action Collaborative quality initiatives with other institution(s) Participation in NIRF	**Four of the above**

File Description	Documents
Data as per Data Template	View File
Link to the minutes of the meeting of IQAC	https://www.bcminstitutes.org/documents/naac/mm2324.pdf
Link to Annual Quality Assurance Reports (AQAR) of IQAC	http://www.bcminstitutes.org/Naac.aspx
Consolidated report of Academic Administrative Audit (AAA)	View File
e-Copies of the accreditations and certifications	View File
• Supporting document of participation in NIRF	No File Uploaded
Feedback analysis report	No File Uploaded
Any other relevant information	No File Uploaded

6.5.5 - Institutions keeps track of the incremental improvements achieved in academic and administrative domains of its functioning through quality assurance initiatives For first cycle: Describe two examples to show incremental improvements achieved within the institution during the year in not more than 100 - 200 words each For second and subsequent cycles: Describe two examples to show incremental improvements achieved within the institution due to quality initiatives since the previous accreditation in not more than 100 - 200 words each

BCM has achieved the number of incremental improvements and examples in this respect are mentioned below:-

- **First cycle: 1.BCM College of Education was awarded by NCERT, New Delhi with Cash Price for participation in All India Competition on Innovative practice and experiments in education for school and educational institutions. The Project entitled" Effect of Mobile Learning on Achievement on B.Ed Students" was presented by Dr. Khushwinder Kumar, Principal, Dr. Monika Sethi, Team Leader and Ms. Gagandeep Kaur, Project Coordinator. * 2. Publication of Book Reviews in the form of book 'Reverberates' with ISBN978-93-84507-75-6. 3. Skill Will Week**
- **Second Cycle- 1. NCERT, New Delhi awarded the project entitled "Soft Skills Education Programme to Foster Communication and Employability Skills among Pupil Teachers" in the All India Competition on Innovative Practices presented by Dr. Monika Sethi, Team Leader and Dr. Jasdeep Kaur, Project Coordinator. 2.Need-Based Remedial Coaching ·**
- **Third Cycle 1. Flipped Teaching 2. Skill Enhancement Programme.**

File Description	Documents
Relevant documentary evidence in support of the claim	[View File](#)
Any other relevant information	**No File Uploaded**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Institution has a stated energy policy streamlining ways of energy conservation, use of alternate sources of energy for meeting its power requirements Describe the institution's energy policy streamlining ways of energy conservation, use of alternate sources of energy for meeting its power requirements in not more than 100 - 200 words.

Consuming large amount of energy has a negative impact on environment. The college promotes energy conservation practices within the premises. Students and teachers practice energy

conservation in the college. They turn off overhead lights while leaving the room and utilise natural sunlight. Computers, monitors, projectors, printers etc are turned off when not in use. Window blinds are opened up to allow natural sunlight. This helps in reducing overall power consumption. Energy consumption is minimised by using ENERGY STAR label equipments such as computers, refrigerators, air-conditioners. Students and teachers are encouraged to make use of digital platforms for sharing information and submitting assignments. This helps to minimise use of paper. Students were encouraged to use recycle bins in classrooms, corridors, doors, canteens, etc. The college has vermi compost pit which generates eco friendly compost to be used for gardening. Eco club of the college creates awareness by celebrating various days such as Energy Conservation day, Environment Day and by organizing plantation drives, rallies etc. Water is also conserved by turning of facets ,repairing leaking pipes etc.

File Description	Documents
Institution's energy policy document	[View File](#)
Any other relevant information	No File Uploaded

7.1.2 - Institution has a stated policy and procedure for implementation of waste management Give a brief note on the institution policy for waste management along with its implementation procedure in not more than 100 - 200 words.

The institution has waste management policy for disposing off dry and wet waste management by practicing waste segregation. It includes separating waste into dry waste and wet waste. The administrative supervisor ensures that the waste is collected at regular intervals. This waste is segregated and thrown into separate dustbins meant for dry and wet waste. The college has contract with A2 Z Waste Management Company that collects waste from the designated places, segregates them, recycles them and disposes them at authorized landfills. Segregation of Solid Waste and wet waste is done on daily basis. To make the best use of waste water from AC and water filters, the college uses the strategy of reusing this water in watering the plants in the institution. Rainwater harvesting pit is there which is monitored regularly. The college is also taking initiative to go paperless in several official and academic work, thus reducing the wastage of paper. Instead of taking paper assignments and CD'S from students, data is taken in Pen drives or students upload their pdfs of the assignments and other sessional and project work through emails provided by the subject incharges.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	**No File Uploaded**

7.1.3 - Institution waste management practices include Segregation of waste E-waste management Vermi-compost Bio gas plants Sewage Treatment Plant	**Two of the above**

File Description	Documents
Documentary evidence in support of each selected response	**No File Uploaded**
Geo-tagged photographs	View File
Income Expenditure statement highlighting the specific components	View File
Any other relevant information	**No File Uploaded**

7.1.4 - Institution has water management and conservation initiatives in the form of 1. Rain water harvesting 2. Waste water recycling 3. Reservoirs/tanks/ bore wells 4. Economical usage/ reduced wastage	**Three of the above**

File Description	Documents
Income Expenditure statement highlighting the specific components	View File
Documentary evidence in support of the claim	**No File Uploaded**
Geo-tagged photographs	View File
Any other relevant information	**No File Uploaded**

7.1.5 - Institution is committed to maintenance of cleanliness, sanitation, green cover and providing a pollution free healthy environment Describe the efforts of the institution towards maintenance of cleanliness, sanitation, green cover and providing a pollution free healthy environment in not more than 100 - 200 words

Institution promotes clean and green campus by adopting several environment friendly practices. The institution is itself located in

clean and pollution free environment away from the city. Eco club of the college encourages the students to adopt eco friendly practices such as use of paper bags, cloth bags ,saving electricity and water etc. Every year several important days such as environment day, earth day etc. are celebrated to generate awareness among the students. The institution maintains its green cover by organising plantation drives and cleanliness campaigns regularly with the assistance of gardener appointed for the purpose. For the maintenance of good hygiene and sanitation, regular service staff is there. The provision of waste bins in every room, around corridors etc. Water filters are also installed at different places for clean drinking water. The cleanliness of classrooms is also done on daily basis. The institution also provides environmental education subject and gardening craft to develop the right attitude for saving environment.

File Description	Documents
Documents and/or photographs in support of the claim	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.6 - Institution is committed to encourage green practices that include Encouraging use of bicycles / E-vehicles Create pedestrian friendly roads in the campus Develop plastic-free campus Move towards paperless office Green landscaping with trees and plants	**All of the above**

File Description	Documents
Videos / Geotagged photographs related to Green Practices adopted by the institution	[View File](#)
Circulars and relevant policy papers for the claims made	[View File](#)
Snap shots and documents related to exclusive software packages used for paperless office	[View File](#)
Income- Expenditure statement highlighting the specific components	[View File](#)

7.1.7 - Number of expenditure on green initiatives and waste management excluding salary component during the year (INR in Lakhs)

18950

File Description	Documents
Data as per Data Template	View File
Income Expenditure statement on green initiatives, energy and waste management	View File
Any other relevant information	No File Uploaded

7.1.8 - Institution puts forth efforts leveraging local environment, locational knowledge and resources, community practices and challenges. Describe institution's efforts showcasing the way it leverages local environment, locational knowledge and resources, community practices and challenges in not more than 100 - 200 words

The institution strives to promote value based education and adopts practices to preserve the eco system. The eco club and NSS wing of the college work in collaboration to sensitize and generate awareness among students and local residents. Environmental issues such as global warming, climatic change, resource depletion, pollution, etc. are address through extension lectures ,rallies, etc. Plantation drives and cleanliness campaign both inside and outside the campus is a regular feature of the institution. Various National and international days such as National science day, environment day, NSS day, AIDS day, etc. are celebrated every year to develop environmental consciousness. NSS wing of the institution has adopted two government schools and supporting them by organising workshops, donating audio visual aids etc .One of the best practices of the NSS wing is the," kind heart movement "in which clothes, eatables etc. are donated to needy people of the community.

File Description	Documents
Documentary evidence in support of the claim	View File
Any other relevant information	No File Uploaded

7.1.9 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff	B. Any 3 of the above

Annual awareness programmes on the Code of Conduct are organized	

File Description	Documents
Copy of the Code of Conduct for students, teachers, administrators and other staff of Institution / Affiliating University	*View File*
Web-Link to the Code of Conduct displayed on the institution's website	*View File*
Reports / minutes of the periodic programmes to appraise adherence to the Code of Conduct	*View File*
Details of the Monitoring Committee, Professional ethics programmes, if any	*View File*
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices (as per NAAC format given on its website) Describe any two best practices successfully implemented by the institution as per NAAC format

Title of the Best Practice - I

FLIPPED TEACHING

Objectives

- **To encourage active participation by shifting from passive listening to interactive learning.**
- **To create a dynamic classroom environment where students can be engaged in discussions, problem-solving and collaborative tasks.**
- **To foster independent learning skills and critical thinking.**
- **To shift the focus from rote memorization to applying, analyzing and synthesizing information through classroom activities and discussions.**
- **To provide real-time feedback during class activities.**
- **To learn how to effectively use technology in the classroom**

Title of the Best Practice - II

SKILL ENHANCEMENT PROGRAMM

Objectives

- **To enhance the Communication Skills (LSRW) of the student teachers.**
- **To help the students identify their strengths, weaknesses, opportunities and challenges.**
- **To polish the Pedagogical Skills of teacher trainees so that they can navigate the complexities of 21st century classrooms.**
- **To hone the IT skills of the would teachers so that they can judiciously integrate technology in their pedagogical practices.**
- **To chisel the Employability Skills of student teachers ensuring them success in the present dynamic educational landscape.**
- **To nurture creative, empathetic teachers who are techno savvy and critical thinkers.**

File Description	Documents
Photos related to two best practices of the Institution	[View File](#)
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

7.3.1 - Performance of the institution in one area of distinctiveness related to its vision, priority and thrust Describe the institutional performance in one area of distinctiveness related to its vision, priority and thrust in not more than 100 -200 words

Free Entrance Coaching

B.C.M. College of Education, Ludhiana provides exemplary teaching learning environment to the students. It is dedicated to impart curriculum with skill based training to strengthen the employability of students. The college is giving practical shape to its Motto "Motivation- Learning- Dedication". As we know that motivation is a necessary pre-requisite for learning and learning accompanied with dedication can help us to accomplish our goals. We provide quality education to prepare teachers and educational leaders withsense of duty, discipline and responsibility towards the nation and society. So our basic Moto "Try till the sun sets" guides us to work for the quality education of the society. Keeping our vision and motto as a guiding force, College provided free entrance coaching to the aspirants of B. Ed. in 2023. Free entrance coaching refers to programs that provide students with cost-free preparation for

competitive exams. These initiatives by educational institutions, aim to improve access to quality education and equalize opportunities for students from diverse socio-economic backgrounds. College organized coaching for the new entrants to prepare for that Common Entrance Test for B.Ed. Admission from July 10-24, 2023 with the objective of promoting equal opportunities, academic excellence and social upliftment.

File Description	Documents
Photo and /or video of institutional performance related to the one area of its distinctiveness	[View File](#)
Any other relevant information	**No File Uploaded**