YEARLY STATUS REPORT - 2021-2022

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
http://www.bcminstitutes.org/

- Web-link of the AQAR: (Previous Academic Year)
https://assessmentonline.naac.gov.in/public/index.php/hei/generateAqar_PDF/MjA0MzE=

4.Whether Academic Calendar prepared during the year?
Yes

- if yes, whether it is uploaded in the Institutional website Web link:
http://www.bcminstitutes.org/documents/naac/AcademicCalendar2021-22.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
N/A	**N/A**	**N/A**	**Nil**	**00**

8.Whether composition of IQAC as per latest NAAC guidelines — `Yes`

- Upload latest notification of formation of IQAC — <u>View File</u>

9.No. of IQAC meetings held during the year — `10`

- 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) — <u>View File</u>

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? — `No`

- If yes, mention the amount

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

`Publications: BCM Research Colloquium, a peer reviewed Half Yearly Research Journal with ISSN 2320- 9321, Volume – 04, Number 02 was published in the month of June. First E- Magazine of the college 'Srijan' innovative expression of faculty and students in the form of articles, poems and stories had been published.`

`IQAC in collaboration with Fine Arts Club of the college organised Online Inter – College Poster Making and Slogan Writing Competition on the theme – 'Gratitude towards Corona Warriors'. 56 colleges of the State participated and showcased their talent.`

`IQAC in collaboration with NSS wing of the college conducted Kind Heart Movement- an initiative of the college on Oct. 19, 2021 and Feb. 09, 2022. Students along with Ms. Manjit Kaur and Ms. Hardeep Kaur distributed old clothes, books, toys and footwears to the children at slum areas collected by students and faculty.`

`Faculty Development Programme was conducted from Aug 09 - 23, 2021`

`IQAC in collaboration with Skill Enhancement Cell of the college organized a week long Skill Enhancement Week from May 5-11, 2022`

with a solemn aim to foster Communication Skills, Employability Skills & Life Skills of Pupil Teachers so as to prepare them for the future world of work.

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. Manminder Kaur and M.Ed students, Ms. Himanshi & Ms. Mehakdeep Kaur organized Guidance Programme for the students of class IX & X at Shifali Public School, Ludhiana on Nov. 12, 2021. • College provided TET coaching to 27 students from June 10, 2021. Online coaching and Study material, Individualised Attention and follow up sessions were being conducted along with continuous evaluation.
Publications	BCM Research Colloquium, a peer reviewed Half Yearly Research Journal with ISSN 2320- 9321, Volume – 04, Number 02 was published in the month of June. First E- Magazine of the college 'Srijan'-A innovative expression of faculty and students in the form of articles, poems and stories was published.
Skill Enhancement of Pupil Teachers	• NSS Wing of the College in collaboration with Department of Physical Education organized an Extension Lecture cum Workshop on the theme-'Yoga at Home and Yoga with Family' on June 21, 2021 to celebrate 7th International Yoga Day. • As per the guidelines of Directorate Education Department, Anti-Drug Campaign under the Buddy

Programme was organised from June 21-27, 2021. Students performed in Paper Reading Contest, slogan, Essay and Poster writing contests in their respective tutorial groups under the guidance of tutorial incharges. • Ms. Prerna Sharma bagged 1st prize at National Level in Effective Virtual Classroom Teaching Competition organised by D.A.V. College of Education, Hoshiarpur on June 20, 2021. • Ms. Soni Rani bagged 3rd prize on National Level in Preparation of Innovative Instructional Aid Competition organised by D.A.V. College of Education, Hoshiarpur on June 20, 2021. • Ms. Preeti Kishore bagged 1st prize at National Art Competition in Painting organised by DevSamajCollege for Women, Ferozpur on July 10, 2021. Our 03 students participated in Online Youth Training Camp organized by Department of Youth Welfare, P.U. Chandigarh from Aug 02 – 11, 2021. • 10 Students of B.Ed Spl. Edu. Sem III visited Vardaan School – a school for children with special needs managed by Vardaan Children Trust on Sept. 29, 2021 to observe support services provided to special needs students. • Peace Club celebrated International Peace Day 2021 on the theme 'Recovering Better for an Equitable and Sustainable World' on Sept 21, 2021. Peace Club in collaboration with IQAC conducted Calligraphy and Book – Mark Making Competition on the

	theme – 'Gandhiji – Ek Aadarshwaad'. • The sacred Hawan was performed in the college campus on Dec 04, 2021 on the auspicious occasion of commencement of New Academic Session (2021-22). • Students of College made the college proud by winning Runner-Up Trophy and achieved Total 40 prizes (First prizes-19, Second prizes-09 and Third Prizes-12) at the Panjab University Zonal Youth & Heritage Festival 2021 (Education Colleges-Zone A) held at GTB College of Education, Dasuya from Dec. 5-8, 2021. • Winners of Zonal Youth & Heritage Festival 2021 participated and brought laurels to the college by bagging 05 prizes in 62nd Inter – Zonal Youth & Heritage Festival 2021 held at A.S. College, Khanna from Dec. 14-18, 2021. • Ms. Hardeep Kaur, Asst. Prof. along with a team of 6 students participated Youth Training Camp from March 08-16, 2022.
Organized Inter – College Competition	Fine Arts Club of the college organised Online Inter – College Poster Making and Slogan Writing Competition on the theme – 'Gratitude towards Corona Warriors'. 56 colleges of the State participated and showcased their talent.
Teacher Training Programme	Dr. Monika Dua attended a State Level Workshop on NCTE Rules and Regulations: Challenges of Colleges of Education organized by PACE PUNJAB CHAPTER on June19, 2021. • Dr. Monika Dua, Dr. Jasdeep Kaur & Mrs.

	Kanwalpreet Kaur attended a Webinar organized by Office of Dean, International Students, P.U. in Collaboration with Deptt. of Sociology, P.U., Chd on World's Environment Day on June 01, 2021 on the theme – India's Response to Global Call: Paris Agreement UN SDG13 & COP-26. • Ms. Jasmeet Kaur Bedi attended a Five Days Online Faculty Development Program on High Quality Research - Approach, Design and Publishing organized by Silicon City College of Management and Commerce from June 21-25, 2021. • Dr.Ramandeep Kaur and Ms. Gagandeep Kaurattended workshop on 'Integration of Pedagogy & Technology in Teaching Learning' organized by IQAC of Multani Mal Modi College, Patiala in collaboration with Council for Teacher Education Foundation from July 13 - 19, 2021. • Dr. Monika Dua & Dr. Manminder Kaur attended a Webinar on NEP – Northern Region – Punjab & Chandigarh via Webex on Nov. 10, 2021. • Dr. Monika Dua & Dr. Ramandeep Arora published their paper entitled, 'Mental Health of School Teachers During Covid – 19 in Relation to Gender, Locale and Type of School' in the International Journal of Science & Research.
Extension Services	• Dr. Jasdeep Kaur conducted a Workshop on 'Brain Gym' for faculty of BCM Sen. Sec. School, Dugri on June 04, 2021 and for BCM Sen. Sec. School, Basant City on June 05, 2021. • Dr. Suprerna Khanna conducted a

	Webinar on 'Stress Coping Strategies' at BCM Sen. Sec. School, Basant City, Ludhiana on June 05, 2021. • Mrs. Amita Khosla conducted a Workshop on 'Teaching with Synectics' for the faculty of BCM Sen. Sec. School, Basant City on June 07, 2021. • Dr. Suprerna Khanna conducted a Webinar on 'Dealing with Adolescents during COVID – 19 at BCM Sen. Sec. School, Sec – 32, Chd. Road, Ludhiana on June 08, 2021. • Mrs. Amita Khosla conducted a Workshop on 'Teaching with Synectics' for the faculty of BCM Sen. Sec. School, Focal Point, Ludhiana on June 09, 2021. • Dr. Ramandeep Arora conducted a Workshop on 'Vedic Mathematics' for the faculty of BCM Sen. Sec. School, Basant City on June 09, 2021. • Dr. Monika Dua delivered an Extension Lecture on 'Design Thinking' for the faculty members of BCM Sen. Sec. School, Basant City, Ludhiana on July 25 & July 30, 2021. • Dr. Monika Dua conducted a Workshop on 'Design Thinking' for the faculty members of BCM Sen. Sec. School, Focal Point, Ludhiana on Sept.14 & Dec.11, 2021.
Community based Rehabilitation Activities	• B.Ed. Spl. Edu. Sem. III students performed conducted Community Rehabilitation Activity by conducting a Fine Art Workshop on Painting with Shilpkaar at B.C.M. Sen. Sec. School, Focal Point, Ludhianaon Sept 28, 2021. Ms. Yamuna Arora, Asst. Prof. of the college was the Resource Person for the Workshop. • Students of B.Ed

	Spl. Edu. & B.Ed General Sem III organized Teaching Learning Material Exhibition on Nov. 01, 2021 at S.N. Public High School, Ludhiana.
Workshop on Communication Skills	Speaking and Reading Skills of the students of B.Ed. Sem I were honed during the Workshop conducted by Dr. Jasdeep Kaur and Mrs. Shilpa Kaura on Dec. 24, 2021.
Alumni Meet	Alumni Cell of the college organized Virtual Alumni Meet to have a reunion with alumni and to foster a sense of unison among the former students on Oct 04, 2021.
Kind Heart Movement Activity	NSS wing of the college conducted an activity under Kind Heart Movement- an initiative of the college on Oct. 19,2021 & Feb. 09, 2022. Ms. Manjit Kaur and Ms. Hardeep Kaur distributed old clothes, books, toys and footwears to the children at slum areas collected by students and faculty.
Campus Placement Drive	Placement Cell of the college in collaboration with Sat Paul Mittal School organised a Campus Placement Drive on May 27, 2022. SPM School announced the launch of the noble initiative, the Satyan Fellowship Programme (SFP) to Empower teachers in the northern India. Under SFP, around 17 candidates with Science, Maths & English as Pedagogy Subjects were shortlisted and applied for the aforementioned programme. On May 27, 2022, Ms. Kovleen Kaur, Coordinator, SFP conducted an

	online Campus Placement Drive via Google meet during which she aquainted the students with 30-week programme spread over an academic year beginning from July 2022 to May 2023. Thereafter, 10 students were shortlisted for a written exam scheduled on May 30, 2022 followed by a face to face interview on May 29, 2022.
NSS Camp	NSS Wing of the college commenced 11th NSS camp on the theme 'Swachh Bharat Abhiyan and Jal Shakti Abhiyan from March 24-30, 2022.

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

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	http://www.bcminstitutes.org/
• Web-link of the AQAR: (Previous Academic Year)	https://assessmentonline.naac.gov.in/public/index.php/hei/generateAqar_PDF/MjA0MzE=
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.bcminstitutes.org/documents/naac/AcademicCalendar2021-22.pdf

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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
2021-22	12/01/2023

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 2021-22, college organized following activities for skill development among pupil teachers: Dr. Jasdeep Kaur conducted a Workshop on Employability Skills for the students of B.Ed Sem II, B.Ed Spl. Edu. Sem III & M.Ed Sem III on Aug 21, 2021. In this Workshop, she acquainted students with Dos and Don'ts of Job Interview and Covering Letter to be submitted along with Resume. Students were highly benefitted by this workshop. Skill Enhancement Cell organised a week long activity where the student-teachers demonstrated their pedagogical skills in their respective teaching subjects from Feb. 14-21, 2022. The sole aim of the activity is to polish the pedagogical skills of students for future job placement. Dr. Jasdeep Kaur, Dr. Ramandeep Arora, Ms. Gagandeep Kaur and Mrs. Shilpa Kaura, Cell Incharges co-ordinated the activity.   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 organised from March 22-April 01, 2022. 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. This activity gave all the student teachers an opportunity to showcase their talent and groom them for the world of work. Skill Enhancement Cell of the college organized a week long Skill Enhancement Week with a solemn aim to foster Communication Skills, Employability Skills & Life Skills of Pupil Teachers so as to prepare them for the future world of work. This week was organized from May 5-11, 2022 during which highly enriching sessions like Workshop on CV Writing, Speaking Skills, Job Maintenance Skills, Personality Grooming, Mock Interview were conducted by eminent educationists and resource persons.

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 college organized One Day Trip for Chowki Dhani and Chhatbir Zoo on April 01, 2022. Social Science Club of the college organized Debate Competition on 'Impact of Cryptocurrency on Indian Economy' on May 18,2022. Social Science Club of the college also celebrated 73rd Republic Day where pupil teachers participated in poster making, slogans writing, patriotic songs singing activities.

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-Will 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 27 schools from Oct. 16, 2021 to Jan. 15, 2022. Skill Enhancement Cell organised a week long activity where the student-teachers demonstrated their pedagogical skills in their respective teaching subjects from Feb. 14-21, 2022. Moreover college is working towards achieving its vision" Achieving Inclusive Education: Transforming Society". To meet the needs of Inclusive education, the college is providing appropriate infrastructural facilities, flexible and vibrant curriculum transactions to meet the needs of the future teachers who will help society in transformation. 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	**252**

File Description	Documents
Data Template	View File

2.2 Number of seats sanctioned during the year	**460**

File Description	Documents
Data Template	View File

2.3 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	60

File Description	Documents
Data Template	View File

2.4 Number of outgoing / final year students during the year:	135

File Description	Documents
Data Template	View File

2.5Number of graduating students during the year	135

File Description	Documents
Data Template	View File

2.6 Number of students enrolled during the year	252

File Description	Documents
Data Template	View File

2.Institution

4.1 Total expenditure, excluding salary, during the year (INR in Lakhs):	5044265

4.2 Total number of computers on campus for academic purposes	50

3.Teacher

5.1 Number of full-time teachers during the year:	20

File Description	Documents
Data Template	View File
Data Template	View File

5.2	**20**
Number of sanctioned posts for the year:	

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 disseminatingknowledge regarding evaluation techniques and methodology in various subjects.
- Value Education is an integral part ofcurriculum.
- 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	D. Any 2 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	A. All of the Above

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

File Description	Documents
Data as per Data Template	View File
URL to the page on website where the PLOs and CLOs are listed	http://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

20

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	Nil

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

252

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

252

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

NA

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

NA

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 co-curricularactivities. 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 pre-internship 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	No File Uploaded

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	<u>View File</u>
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	<u>View File</u>
Action taken report of the institution with seal and signature of the Principal	<u>View File</u>
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

252

2.1.1.1 - Number of students enrolled during the year

252

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	View File

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

60

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

60

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

1

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

1

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	**No File Uploaded**
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.

Assessment process is in place at entry level to identify different learning needs of students by conducting state level entrance test in the beginning of the session under the guidance of state Govt. by Punjabi University, Patiala. When students took admission in B.C.M. College of Education, they are oriented about the teacher education programme through a well-planned orientation and induction programme to check the entry level of the students. Ice breaking sessions are conducted for students to prepare them mentally about the various aspects of B.Ed. and motivated to participate in various activities. Students are also motivated to speak about their interest and hobbies in induction programmes. A streamlined teaching learning process is planned as per the need of the students.

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	**All of the above**

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

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

20

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.

Multiple mode approach to teaching-learning is adopted by teacher educators of College. Teachers use various techniques and approaches to make their lectures interesting and effective. Students are engaged in field and educational trips, Seminars and extension lectures by the experts. Students are assigned projects, assignments focusing onself-study and independent learning. They are also assigned group projects and activities which promote peer learning and team work. To ensure experimental learning, various activities like classroom discussions, debate, presentations by the students, brainstorming, role play are conducted constantly. Analytical point of view and creative academic writing skills are developed through papers, projects and paper presentation. Extension and Outreach Programmes are organised which provide opportunities to learn life skills and develop leadership qualities. In Performing Arts, students learn poetry recitation, music, drama and others co-curriculum activities that help in developing moral and ethical values.

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

5

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

252

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	**No File Uploaded**
Link of resources used	**Nil**
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 development of 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 all three programmes (B.Ed. (Special, B.Ed. and M.Ed.) are intermixed in each group and is ensured that all levels and categories of students are present in each group. The mentors try to inculcate professional attributes in the students and guide them in their studies and also in co-curricular and extra-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. As mentor, each teacher educator follows the professional code of conduct determined by the institution and helps to create self-discipline and conducive professional environment and help student to develop professional attributes effectively. Mentors also emphasize on minimising home and work stress on its student teachers and address issuesrelated to stress and help students to establish balance between the work of home and work.

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	**Four 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 organize different types of activities .Students participate in various curricular and co-curricular activities. For enhancing innovativeness 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 inculcate 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 online teaching Aid preparation to enhance professional competencies. Students participate in Zonal and inter Zonal youth festivals organized by Panjab University Chandigarh and by these students identify the talent and gain confidence.

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)	**All 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	**Ten/All of the above**

Mobilizing relevant and varied learning resources Evolving ICT based learning situations Exposure to Braille /Indian languages /Community engagement	

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

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	Four of the above

activities Performance tests Oral assessment Rating Scales

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	All of the above

in preparatory arrangements
Executing/conducting the event

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 the TEI, College provides best internship experience to the students by selecting the best schools of the city. Planned Internship Programme is followed as per Panjab University guidelines. During session 2021-22, 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 technology and teaching aids in classroom for effective teaching practice. Besides this teacher educators demonstrated various micro skills and lesson plan for

the smooth running of the internship programme. Principal of the school 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. Principal of respective school, Mentor Teacher and Supervisor 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

129

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 in their 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 skillsto make themready for jobs. Feedback from peer groupalso help the pupil teachers for further improvement.

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	**Four of the above**

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)

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

20

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

8

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

20

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

20

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

All the teacher educators ofcollege update themselves continuously to improve their professional capabilities. They equip themselves

with the latest development in the field of information technology and do regular study in library. 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 online seminars, workshops andexpert talks. They attend orientation and refresher courses. In addition to it college organize FDP (faculty development programme) fromtime to time to update knowledge related toissues in the field of Education. The faculty members also share information with each other regardingpolicies, technologyonline via using whatsapp and mails.

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 M.Ed., B.Ed. & B.Ed. SpecialEducation (Learning Disability) programme is conductedas per norms of Panjab University Chandigarh. College conduct unit tests and house tests during each semester to evaluate the students. Internal practicals, assignments, project works, presentations, class-seminarsand sessional work are the important components of continuous internal evaluation. Apart from all this, students are evaluated on the basis of participation in various activities like skill enhancement, youth festival, various co-curricular activities. Students are oriented about all the criteria related to internal evaluation at the beginning of the session. Moreover teachers are also oriented toconduct 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	**Four of the above**

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

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 at our institution. Students who are not able to appear in the internal examination due to unavoidable circumstancesor on the basis of medical grounds, candidate submit the applicationwith authentic documents to the dean student welfare. After discussing with the principal of the college students may be allowed to take the leave during the internal examination. Furtherthe individual has to appear in special examination/ assignment to fulfilall the conditions given by the Panjab university. Guidelines precribed by the university are provided to the candidate if he is unable to appear inexternal theory and practical examinations due to any unavoidable curcumstances.

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 all academic and co-curricular activities as per the academic calendar even includinginternal evaluations. The Academic calendar of the Institute is prepared by IQACalong with 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.

File Description	Documents
Academic calendar of the Institution with seal and signature of the Principal	No File Uploaded
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 of the concerned programs and on the website of the institute. The teaching-learning process is strictly guided by the Institute Time-Table and the Academic Calendar. As the teachers are well aware about the PLOs and CLOs, they conduct their classroom activities in the line of PLOs and CLOs. Co-Curricular and Co-Curricular activities are also organized to achieve the PLOs and CLOs and these activities are mentioned in the Academic Calendar clearly. The Institute website mentions the objectives of all Programs (M.Ed., B. Ed. and B.Ed. (Special Education) of the Institute and the learning outcomes are defined for each course offered by the Institute. These are linked to the broad program outcomes. This helps the students appreciate

the topic being covered in class and appreciate its relevance. The syllabus describing the learning objectives for all subjects is also available for students and teachers on Institute website.

File Description	Documents
Documentary evidence in support of the claim	<u>View File</u>
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	<u>View File</u>
Result sheet for each year received from the Affiliating University	<u>View File</u>
Certified report from the Head of the Institution indicating pass percentage of students program-wise	<u>View File</u>
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 the PG college in teacher education faculty develops the research-oriented skills among the students. The monitoring of professional and personal 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

252

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 duringInternship 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 M.Ed. students secured over 70 % marks in their final examination. Similarly, 119students of B.Ed. semester IVand 10 students ofB.Ed. Special Educationsecured 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

http://www.bcminstitutes.org/documents/naac/studentsatisfactionsurvey2021-22.pdf

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

00

File Description	Documents
Data as per Data Template	**No File Uploaded**
Sanction letter from the funding agency	**No File Uploaded**
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)

00

File Description	Documents
Sanction letter from the funding agency	**No File Uploaded**
Income Expenditure statements highlighting the research grants received certified by the auditor	**No File Uploaded**
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	**Three 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	View File
Income Expenditure statements highlighting the relevant expenditure with seal and signature of the Principal	No File Uploaded
Documentary evidence for each of the claims	View File
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	Three 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	View File
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

3

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	No File Uploaded

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

1

File Description	Documents
Data as per Data Template	View File
• First page of the published book/chapter with seal and signature of the Principal	View File
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

13

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	**No File Uploaded**

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

252

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

252

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

252

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	**No File Uploaded**

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's cells and clubs organize various outreach activities under the guidelines of Youth Service Club and NSS deptt. of Panjab University, Chandigarh to influence and sensitize students towards social issues. List as following-- ? Dr. Manminder Kaur conducted Guidance Programme at Shifali Public School, Ludhiana on Nov. 12, 2021, Vocational Counselling Sessionby Dr. Suprerna Khanna and Ms. Hardeep Kaur at Malwa College Bondali'on April 22, 2022 and 'Mai Bhago College for Women'Ramgarh on April 29, 2022. ? Community based Rehabilitation Activity was organized on Sept. 28, at B.C.M. Sen. Sec. School, Focal Point, Ludhiana. Our students visited Vardaan School on Sept. 29, 2021 and Braille Bhawan on April 13, 2022 ? Eco Clubconducted Plantation Drive on Nov. 15, 2021 and Rally on National Energy Conservation Day on Dec 15, 2021 to sensitize the local community towards environment. ? Under Kind Heart Movement our students visited slum areas on Oct. 4, 2021 and Feb. 9, 2022 so that they can understand their role and contribute to development of society. ? Swachh Bharat Abhiyan and Jal Shakti Abhiyan activities were conducted under NSS wingfrom March 24-30, 2022 to sensitize them about the importance of cleanliness and water.

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

4

File Description	Documents
Data as per Data Template	View File
Appropriate certificates from the awarding agency	View File
Any other relevant information	View File

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

6

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	All of the above

Practice 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 ventilated and well equipped with sufficient infrastructure facilities. ICT enabled classrooms facilitate effective teaching learning with fully equipped sophisticated 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 and language lab with LCD projectors, computers and microphones. The college has a well equipped sports room 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	http://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)

10.95442/-

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 manual efforts 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	http://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

Not applicable

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)

0.36,542 Lakhs

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

Number of teachers:5 Number of Students: 200

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, Two laptops, 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 Computer Lab 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. We also installed Projectors in classrooms for various purposes. Institution used Microsoft Teams app for Online Classes, Assignment and other work during covid.

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

8:1

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	No File Uploaded
Bill for any one month during theacademic year indicating internet connection plan, speed and bandwidth	No File Uploaded
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)

1,70.46,531/-

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 maintenance through regular inspection.
- Maintenance of classrooms is a regular exercise. Supervising officer takes 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.
- Stock verification is also done every year by Internal Quality Assurance Cell.
- IQAC conducted annual internal audit.

File Description	Documents
Appropriate link(s) on the institutional website	http://www.bcminstitutes.org/
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	Four 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	**C. Any 2 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)	Five or more 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
60	129

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).

6

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)

15

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

In order to decentralize the powers, BCM College has a very well structured Student Council. The members of Student Council ardently work during the various curricular and co- curricular activities/events of the college and diligently perform their duties with utmost perseverance.The fundamental role of the Student Council is accessibility i.e. sharing information between the administration and the students. The prime objective of the Council is to promote an environment which is conducive for intellectual and personal development of the student teachers and Bridge the gap between students and administration and also to facilitate smooth functioning of the teacher education system. The Student Council of the college has an unbiased and democratic election system in order to choose members of the executive committee. Every year elections are conducted in a democratic way in respective tutorial groups. Every section is divided into 3 Tutorial groups. Each tutorial group has about 15 students. Out of these 15 students, one class representative or CR is chosen, so there are three CRs from each section of B.Ed. (General); 1 CR from B.Ed. Special education & 1 CR from M.Ed. 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.

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

34

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

Alumni Association of the college is a non- registered body but a functional one. We consider our Alumni to be our assets and ambassadors. We are having an Active Alumni Network which is very beneficial to the students presently studying in college. Young students can benefit in their professional lives by learning from Senior Alumni, getting to hear about increasing job opportunities. It is the single point of contact between Alumni and Institute, offers our alumni a host of services that helps them keep in touch with their batch mates and also keep them updated on campus happenings. It goes without saying that Alumni Cell provides a forum for the Alumni for exchange of ideas on academic, cultural and social issues by organizing and coordinating various activities.We aim to connect, inform and engage the alumni, the students and the institute with each other for the purpose of generating a multifaceted support.

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	**No File Uploaded**

5.4.2 - Alumni has an active role in the	**Three/Four of the above**

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

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

Alumni are the promoters of B.C.M. brand, their professional success help in driving the brand and contribute to recruitments. Their support during youth festival activities and professional skill development is worth appreciating. They help us in admissions, placement services and improving our Alumni Network. Our alumni are an integral part of BCM Family, be it conducting

Virtual Alumni Meet in COVID times or mentoring students in Fine Arts Items during Punjab University Youth and Heritage Festival.Our Alumni have offered whole hearted support in academic activites as well like Performing the duy of External Examiner in PU Final Discussion Lessons. We often invite our alumni for Career Talks and Worshops to equip our students with skills that are necessary to face the challenges of future world of work.

File Description	Documents
Documentary evidence in support of the claim	[View File](#)
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

BCM College of Education Ludhiana is working towards achieving its vision" Achieving Inclusive Education: Transforming Society". To meet the needs of Inclusive education, the college is providing appropriate infrastructural facilities, flexible and vibrant curriculum transactions to meet the needs of the future teacher,who will help society in transformation. Institute helps to develop the life skills among the students and further motivate them to accomplish their goals of life.

Mission

The mission of the institution is achieved by providing value integration of theory and Practice to support the transformation of school & society. We, being the Teacher Education Institute, develop a standard for professional dispositions that is based on an ethic of care rooted in both integrity and responsibility. Teacher Educators develop a deep sense of duty and self-discipline so that they become great Nation Builders. The institution collaborates with all the stakeholders of teacher education for quality evaluation, promotion & sustenance. Our college is committed to promote academic excellence and socially relevant

education to meet the national and global standards in the field of education.

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

Right from the top level management to the lowest level, the powers are decentralized to ensure participative management. The smooth functioning of the institution depends on the decisions taken at all levels of the hierarchy. The functioning of the college is run through different Committees, Cells and Clubs. All the faculty members are engaged to mentor the student teachers through the different Cells, Clubs and Committees. There is a well-structured Student Council in the college having different executive positions - Principal as a Chairperson, DSW, Senior Members from teachers as Member, Student Council and President, Vice President, Secretary and Joint Secretary from the students. The prime objective of the Student Council is to act as a bridge among the Principal, Faculty and Students. The student representatives are elected on the basis of the democratic election system to choose members for the executive positions. 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	*View File*

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.

The financial, academic and administrative functions are completely transparent at BCM College of Education. Purchase of commodities is made by the Purchase committee. The committee invites quotations from different Vendors and then a comparative chart is made to select the vendor who provides the best quality at minimum cost. Vendors/Service providers are paid through Cheque and NEFT. Salaries are directly credited to accounts of Teaching and Non-Teaching Staff. Income and Expenditure Accounts and Balance Sheets are prepared annually. Chartered Accountants conduct financial audits on a regular basis and the annual balance sheet with audit reports of institutions is posted on the institute's website.The institute duly follows the Academic Calendar and guidelines prescribed by the Panjab University in letter and spirit as the Internal Assessment mechanism is being used to assess the improvement of the students. Internal Quality Assurance Cell of the college plays an important role to maintain administrative transparency by conducting annual physical verification. Internal Academic Audits are done and Monthly Reports are maintained by the institute. The Code of Conduct for teachers, non-academic employees, and students is displayed on BCM website.Employees' personal files are maintained.

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

Organised Talent Development Programme indicated in Strategic Plan (2021-22)

As a Teacher Training Institute, BCM College of Education aims to invest in human capital which is the most treasured source of change in society. Each individual is blessed with unique talent which needs to be identified and harnessed. IQAC of the college organized a meeting with Principal and stressed on the need to explore and enhance the talent of future teachers. It was decided

to organize competition to identify the hidden talents of students and developing their strengths, abilities and capacities and preparing them to face the challenges of the world of work.

The detail of activities is as follows:

1. Organised Intra-House Talent Competitions: Talent Development Cell under the guidance of IQAC organized activities from March 22-April 01, 2022 which includes 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.
2. Organised Inter-House Competitions: Inter House Competitions for above activities were organized from April 12, 2022 for holistically developing the personality of future Teachers. Pupil teachers were motivated to chisel their inherent talents.

File Description	Documents
Link to the page leading to Strategic Plan and deployment documents	http://www.bcminstitutes.org/images/docs/strategicplan2021-22.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.

The administrative set up, the appointment of staff, service rules and procedures are strictly followed as per Panjab University guidelines to streamline the academic functioning of the institute. The College follows the academic calendar prescribed by the University for curriculum transation.College works through a democratic environment for the implementation of various strategies and policies discussed in the managementcommittee meetings.Various activities are organised in decentralised manner through committees, Cells and Clubs. 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 perPanjab 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	http://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	View File

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.

College works through various cells and committees democratically. All the cells and committees coordinators worked collectively for the implementation of strategic plan discussed during different meetings. It was unanimously decided to form Talent development

cell in meeting held on February 19, 2022 to identify the talent of the students so that they can be nurtured for their success in profession. The objectives of the cell were to enhance the requisite skills and boosting the confidence of future teachers and to provide opportunities for the development of communication skills so that they can be recruited, awarded and retained in the institution. Moreover, the sole aim of the cell is to develop the future teachers holistically. To achieve the target the students were divided into four houses i.e. Mars, Mercury, Venus and Jupiter house. Intra- house activities were organized from March 22 to April 1, 2022.Students participated in Poem Recitation, Elocution, Declamation, storytelling Ad Mad show, Dialogue speaking, Reading Aloud, Handwriting, Role Play on great personality and Nukkad Natak on classroom management. Inter house competitions organized on April 12 2022 Mars house was adjudged First.

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

BCM provides a variety of welfare benefits to its Teachers and nonteaching staff. Employees Provident Fund, Employee State Insurance(ESI), Labour Welfare and Gratuity are applicable to all the employees as per government norms. The teaching staff is honoured on the Teachers Day and the supporting staff is felicitated on the eveof Diwali. Daily Refreshment is provided to all the staff members.Concession in Tuition Fees is given to sons and daughters of theemployees working in the organization. Non-Teaching staff is provided with Free Uniforms twice a year.

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.

03

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

06

File Description	Documents
Data as per Data Template	View File
Copy of Course completion certificates	View File
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 keep record of teaching activity and academic contribution in terms of participation in conferences/seminars, contribution to organizational culture of the College including extra-curricular, co-curricular and administrative duties assigned to them. Based on these records, teachers are required to fill the Annual Performance Appraisal Report 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

External annual audit is conducted by a qualified chartered accountant appointed by the management where he evaluatedIncome and Expenditure Account, Depreciation Chart and balance sheet which is duly signed by principal, secretary, chartered accountant and trustees. For internal audit, daily vouchers are duly signed by accountant, principal and secretary of the college.

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)

N/A

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.

File Description	Documents
Documentary evidence regarding mobilization and utilization of funds with seal and signature of the Principal	<u>View File</u>
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, is responsible for improving quality in all the areas of the institute by conducting regular meetings.The academic and administrative performance of the institution is improved by adopting an adequate system of consistent monitoring and refinement at every step. 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 against all the seven criteria specified by NAAC and also discusses 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 and related services and conducting post audit reviews for corrections and preventive actions.

BEST PRACTICE-I: In order to promote reading culture amongst Pupil Teachers 'BOOK LOVERS CLUB' was formed and Book Reading activities were organised.

BEST PRACTICE-II: To provide opportunities to Future Teachers for development of communication skills of through TALENT DEVELOPMENT PROGRAMME

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.

The teaching learning process, structures and methodology of operations and learning outcomes are reviewed consistently by IQAC for quality improvement. All the pivotal issues like Annual Physical Verification, Internal Academic Audit, Strategic Planning of the institution, organisation of webinars of national repute, conducting meetings for Youth festival, Panjab University. Skill-in Teaching competitions andFaculty Development Programmes are planned and reviewed by IQAC. The IQ AC reviews the quality of teaching learning process, curriculum and methodology. IQAC, continuously tries to improve the quality perspective of institute through planning and review meetings, communicating throughpersonal feedback and staff meetings.

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

02

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	Two of the above

File Description	Documents
Data as per Data Template	View File
Link to the minutes of the meeting of IQAC	http://www.bcminstitutes.org/documents/naac/IQACmeetings2021-22.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	View File

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:

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 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. NCERT, New Delhi awarded the project entitled " Skills Development Programme to Prepare Competent Teachers" in All India Competition on Innovative Practices.

2. Book Lover club Activities

3. Talent Development Cell Activities

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 practises 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 organising 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 contacted A 2 Z Waste Management Company that collects waste from the designated places, segregates them, recycles them and disposes them at authorized land fills. Segregation of Solid Waste and wetwasteis 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	View File
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	No File Uploaded
Documentary evidence in support of the claim	View File
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 ecofriendly 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	Three 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)

0.18 Lakhs

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 ecosystem.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 are 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 Annual awareness programmes on the	A. All of the above

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

BEST PRACTICE -1

BOOK LOVERS CLUB ACTIVITY

Objectives

To develop love for literature inPupil Teachers.

To promote innovative and creative art of writing in Pupil Teachers

The Context

'Book Lovers Club' was formed to inculcate literary reading amongst students.

The Practice:

Every student was asked read a book, write its review and share it

with others during his tutorial session.

Seminar was organised for pupil teachers on "How to read?

On World Book Day Students shared works of Shakespeare

Evidence of Success

Reading developed critical thinking in students

Problems Encountered & Resources required

Library

BEST PRACTICE -2

TALENT DEVELOPMENT PROGRAMME

Objectives

To enhance the requisite skills of Future Teachers.

To develop in them a talent for recruiting.

The Context

A challenge for a Teacher Training Institute to make a Paradigm shift in talent enhancement to update Future Teachers.

The Practice

The skills of students were polished by activities i.e. Poem Recitation, Elocution, Declamation, Story-Telling, Ad-Mad Show, Role-play, and Nukkad Natak from March 22-April 01, 2022. Mars, Mercury & Venus House were adjudged 1st,2nd 3rd respectively.

Evidence of Success

Identified hidden talents to develop their strengths, abilities & capacities.

Problems Encountered & Resources Required:

Electric gadget, Internet facility

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

Institutional Distinctiveness (2021-2022)

- **Celebration of Skill Enhancement Week (May5-11, 2022)**

Name of the Activity

Resource Persons

Career Talk

Dr. Nidhi Singhi, Career Counsellor, District Bureau of Employment & Enterprises, Ludhiana

Communication Activity-Stand up for Fillers

Ms. Amita Khosla, Asst. Prof. B.C.M. College of Education, Ludhiana.

Yoga Workshop

Ms. Ruhi, (B.Ed. Sem IV student)

Extension Lecture on 'Life Skills'

Mr. D.P. Guleria, Principal B.C.M. Sr. Sec. School, Sec-32, Ludhiana

Workshop on Vedic Mathematics'

Dr. Raman Arora, Asst. Prof. B.C.M. College of Education, Ludhiana

'Once upon a time'

Ms. Shivani Sachdeva, Head, B.C.M. World Preschool, Ludhiana

'Workshop on Synectics'

Ms. Amita Khosla, Asst. Prof. B.C.M. College of Education, Ludhiana

'21st Century Skills'

Dr. Vandna Shahi, Principal B.C.M. Sr. Sec. School, Dugri, Ludhiana

Workshop on CV Writing'

Dr. Jasdeep Kaur, Assistant Professor, B.C.M. College of Education, Ludhiana.

Movie Session-

'Super-30'

'Design Thinking'

Dr. Monika Dua, Principal, B.C.M. College of Education, Ludhiana

Extension Lecture on 'Ethics for Teachers'

Ms. Neeru Kaura, Principal, B.C.M. School, Focal Point, Ludhiana

Workshop on 'Effective Communication Skills'

Ms. Ritu Gill, an IELTS trainer

Mock Interview Session (Sharpening Interview Skills

Mr. D.P. Guleria, Principal, BCM Sr. Sec. School, Sec 32, Ludhiana

Mrs. Rosy Jain, Principal, Shifaly International School, Ludhiana

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**