

# **B.C.M. College of Education, Ludhiana**

## **Session – 2017-18**

### **Minutes of IQAC Meetings with Action Taken Reports**

#### **Meeting: 1**

**Date: July 15, 2017**

**Agenda: Regarding helpdesk for B.Ed. admissions and planning for commencement of session with Hawan Ceremony**

#### **Minutes of meeting:**

- To make admission process smooth Principal Dr. Monika Dua oriented staff regarding their admission duties.
- Helpdesk for students coming for admission will serve a great purpose by guiding them about all the steps of admission procedure.
- Commencement of session with Hawan ceremony will be done.

#### **Action taken Report:**

- Online Help Desk for B.Ed registrations from 17<sup>th</sup> July- 1<sup>st</sup> August 2017 was opened where 180 students got registered for B.Ed.

#### **Meeting: 2**

**Date: September 6, 2017**

**Agenda: Motivational interaction after commencement of session**

#### **Minutes of meeting:**

- New session 2017-19 started with Hawan ceremony on September 6, 2017.
- Dr. Monika Dua congratulated all staff members for successful completion of admission process.
- Orientation program for students was planned.
- After orientation regular classes in sections will begin from September 8, 2017.
- Principal Dr. Monika Dua stressed on functioning of clubs and committees more efficiently and effectively.

**Action taken Report:**

- Meeting of all the Class representatives of B.Ed, B. Ed (Special Education) and M.Ed class was held on Nov. 7<sup>th</sup> 2017, to constitute Student Council (2017-18).

**Meeting: 3**

**Date: September 9, 2017**

**Agenda: Planning for Talent Hunt**

**Minutes of meeting**

- In order to select students for participation in Zonal Youth and Heritage Festival planning for talent hunt was done. Dr. Monika Dua interacted openly with all the staff members to give more and more suggestions for better screening and skimming of talent of students

**Action taken Report:**

- To select students for participation in fine art items competition was conducted on September 13, 2017.
- For literary items was conducted on September 14, 2017
- heritage and craft competitions were conducted on September 15, 2017
- Showcase of talent for stage items was done in a formal function held on September 16, 2017

**Meeting: 4**

**Date: September 19, 2017**

**Agenda: Regarding participation in 59<sup>th</sup> Punjab university Zonal Youth and Heritage Festival at AS College of Education Khanna from October 3 to 6, 2017**

**Minutes of meeting:**

- Dr. Monika Dua conducted meeting with Youth and Heritage Festival committee regarding maximum participation of students in maximum items.
- Duties were assigned to all the teachers to prepare students according to their areas of specialization
- Timing for rehearsals were discussed
- Date and schedule of final rehearsal was discussed and finalised
- Total 46 items were finalised for participation in Youth Festival

**Action taken Report:**

- Due to dedicated efforts of staff and students and motivation of management and principal college one first runner up trophy at 59<sup>th</sup> Punjab university Zonal Youth and Heritage Festival held at AS College of Education, Khanna from October 3 to 6, 2017 by winning total 29 prizes

**Meeting: 5**

**Date: December 22, 2017**

**Agenda: Groundwork for need based coaching at announcement of release of new issue of journal**

**Minutes of meeting:**

- Dr. Monika Dua conducted a meeting to focus on the preparation of students for upcoming examination in December 2017 she informed that this year exams will commence from January 6, 2018 onwards.
- Teachers were guided to divide students in 3 groups as per their performance in house test and unit test
- Principal Madam informed that BCM research journal will come in January 2018

**Action taken Report:**

- Need Based coaching was provided to students from Dec. 26 to 30, 2017.

**Meeting: 6**

**Date: January 25, 2018**

**Agenda: Preparation for Zonal Skill in teaching competitions and On the Spot Teaching Aid Preparation Competition**

**Minutes of meetings:**

- Dr. Monika Dua conducted meeting to motivate Skill in Teaching committee as well as other staff members to prepare students in their respective subjects for preparation in Zonal Skill in Teaching Competition going to be held at different values on different dates from February 7 to 9, 2018
- Dr. Monika Dua further revealed that our college will host Inter Zonal skill in teaching competitions for some subjects on February 12, 2018 therefore dedicated efforts of all the staff members are required to make this event a great success

**Action taken Report:**

- College born 18 prizes at Zonal Skill -in -Teaching and On the Spot Teaching Aid Preparation competition and 12 prizes at Inter-zonal Skill in Teaching and on the spot teaching Aid preparation competition

**Meeting: 7**

**Date: February 19, 2018**

**Agenda: Preparation for Skill Will Week**

**Minutes of meeting:**

- Principle Dr. Monika Dua conducted a meeting with IQAC members along with members of skill development program to make plans for the organization of weeklong Skill Will week to enhance the soft skills of the students.
- It will further disclosed in the meeting that during highly elevating sessions eminent educationists and resource persons will enlighten the minds of the students.

**Action taken Report:**

- A week long skill Will Week from February 21 to 27, 2018 was conducted in the college, in which various workshops on improvisation of Teaching Aids, Writing Skills, Meditation and Yoga were conducted.
- There were also workshops on Soft Skills and Communication Skills, Resume Writing, Healthy web uses, Speaking Skills and mock interviews were also conducted