

**NAMDHARI COLLEGE OF EDUCATION
BHOJPUR, SUNDER NAGAR, MANDI (H.P.)-175002
(A Unit of Namdhari Education Society)**

**PROSPECTUS
&
INFORMATION BROCHURE**



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14 YEARS OF IMPARTING QUALITY EDUCATION

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1. From the Chairman's Desk:



We all know that three important human beings that shape our life are Mother, Father and Teacher. Teacher being the eliminator of darkness from one's mind, showers light and knowledge all around. The destiny of students is written by the great hands of teachers. As is the teachers, so will be the students. Hence, it becomes quite essential to check the quality of teachers who are going to get the responsibility of future nation builders.

Namdhari B.Ed. College provides unique opportunity to the students and makes every possible attempt to equip pupil teachers with spiritual, moral and material knowledge empowering them with the sense of dignity and worth, instilling the vision that enables them to become self-motivating agents of social change. The unflinching efforts of the college made a mark in the educational field of modern era and hope the college will touch the new heights in the forthcoming years.

Welcome to the family of Namdhari Education Society.

Mr. Rishi Singh Malhotra

2. From the General Secretary Desk:



We in our institution provide a wholesome package of teacher education which extends opportunities to future teachers (our students) to enlarge their talents and capacities. The curriculum adopted has a scope of providing sound knowledge of psychology, methodology, culture, society and humanity which further helps them in entering the requirements of their job challenges and life at large. Our aim is to develop 'Teachers' who would be a source of source of inspiration and motivation for their student, who devote themselves to the 'coinage' of succession of young generations. With such everlasting enthusiasm' we strive on making each and every moment spent in our institution fruitful in leading our students towards higher and higher levels of success in life.

We welcome you at family of Namdhari Education Society. We are glad you are here!

Mr. Kulwant Singh Malhotra

3. From the Principal's Desk:



Good teachers are an asset to society. They are not only the influential people to the knowledge of students but also the individuals who make it possible to expand the boundary of life and help in understanding it to the fullest extent. To achieve this aim, first of all we need to develop the latent capacities of would be teachers who will be the guiding source to their students and hence co-ordinating their expression for the progress of society.

With the blessings of Almighty and dynamic management, Namdhari B.Ed. college was established in 2007 and since then, the best teacher training techniques, programmes, activities and skills are adopted and practiced in our institution both by the students and the staff members. The outcome is democratic environment which produces excellent teachers both on academic and co-curricular fronts.

The results of all the years in which we have been successful in gaining various merit position in the university show the hard toil put in the by the family of Namdhari B.Ed. to soar high in the sky and set new heights for itself. This continuous march of progress is credited to our management, staff, students and parents and hopes the same in future as well.

The Namdhari B.Ed. College is far sighted and has a stimulating environment to learn. Our aim is to develop, “Best Teachers through teacher’s Training Institution, by the best and efficient teaching faculty.”

Dr. Ravi Raj

4. INTRODUCTION TO NAMDHARI COLLEGE OF EDUCATION

Namdhari Education society Bhojpur, Sunder Nagar has been established to promote quality education with a vision and foresight. Under this society, “Namdhari B.Ed. College” started its functioning w.e.f the session 2007-2008 with an intake of 100 seats. The college has the emphasis has been laid to provide appropriate educational techniques and innovative approach. The emphasis has been laid to provide appropriate educational environment to develop wholesome personality and character building.

The campus is located on NH-21(Chandigarh-Manali-Leh Road) just 200 meter from Sunder Nagar Bus-Stand and is well connected with transport facilities 24 hours a day. College has its own spacious campus at Sunder Nagar and Chamukha (Hara-Bag) catering to all the requirements of NCTE and H.P. University Shimla. The institution has all the modern facilities viz. Good Classrooms, Library, Seminar Hall, Laboratories for different subjects, Computer room, Girl's & Boys common room, Playground etc. the Institution has scored excellent results in every sessions. The trainee-teachers joining this college shall have benefits of new teaching planning process under the guidance of qualified & experienced staff.

The Bachelor of Education is a Two-Year (4 Semester) Full-Time programme aimed at developing the understanding and competencies required by practicing teachers for effective teaching-learning process at the secondary stage. This programme prepares prospective teachers to understand the psychological and sociological aspects of the child's development and also understand his behavior under different conditions. The course work combined with rigorous practice of teaching prepares teacher trainees to master the art of teaching and the ability to deal with students based on their individual differences in various classroom situations.

The College recognized by N.C.T.E. under recognition order number **NRC/NCTE/F-7/HP-201/2007/27561 dated 13/09/2207** and affiliated with Himachal Pradesh University, Shimla. The college has sanctioned intake of single units (50 seats) as Co-educational institution. Admission to the B.Ed. course will be made strictly on the basis of merit of marks obtained in the Entrance Test to be conducted by H.P.U. Shimla. The minimum qualifying marks in the Entrance Test will be 35% (i.e. 53 out of 150). In case of SC/ST/OBC/Physically Handicapped/Ex-serviceman candidates, the minimum qualifying marks will be 30 % (45out of 150).

5. Duration (Time Frame) of B.Ed. Course:

The B.Ed. programme through regular mode shall be of a minimum period of two academic years (spread across four semesters) and a maximum of three academic years from the date of admission of the candidate. There shall be at least 100 working days in each semester exclusive of the period of examinations and admissions with 600 teaching clock hours (each working day having 6 teaching clock hours).

The minimum attendance of students shall be 80% for Theory Courses and Practicum and 90% for Field Attachments/School Internship/Practice Teaching and no relaxation will be permissible.

6. Evaluation:

The performance of a student in each course will be evaluated in terms of percentage of marks with a provision for conversion to grade points. Evaluation for each course shall be done by continuous comprehensive assessment by the concerned course teacher and ESE and will be consolidated at the end of the course. The evaluation system of the students has the following two components:-

- i. Continuous Comprehensive Assessment (CCA) accounting for 20% of the total marks assigned to a particular course; and
- ii. End-Semester Examination (ESE) accounting for the remaining 80% of the total marks assigned to a particular course.

i. *Continuous Comprehensive Assessment (CCA):*
This would include the following components:

- Classroom Attendance – Each student will have to attend a minimum of 80% Lectures / Tutorials / Practical's. A student having less than 80% attendance will not be allowed to appear in the End Semester Examination (ESE).
- However, the exemption from 80% attendance will be given to those participating in prescribed co-curricular activities (e.g. NCC, NSS, Youth Festivals, Sports etc.) to the extent of 20% (making the necessary attendance as 60% in these cases). The claim for this exemption should be supported by authenticated certificate from the concerned University/college authorities.
- The students having attendance between 79% and 70% attendance will apply for exemption on a prescribed form accompanied by clear reason(s) for absence to the competent authority.
- Those students getting the exemptions, except for those getting exemptions for co-curricular activities will not be entitled for getting the CCA marks for classroom attendance as given below.
- Classroom Attendance Incentive: Those having greater than 80% attendance (for those participating in Co-curricular activities, 20% will be added to percent attendance) will be awarded CCA marks (in case of courses with a total of 100 marks) as follows:-
 - > 80% but = 83% 1 marks
 - > 84% but = 87% 2 marks
 - >88% but = 91% 3 marks
 - > 92% but = 95% 4 marks
 - > 96% 5 marks
- The marks on the basis of attendance (in case of courses with a total of 50 marks) will be awarded as follows:
 - > 80% but =86% 1 marks
 - > 87% but =93% 2 marks
 - > 94% 3 marks

The continuous comprehensive assessment (CCA) will have the following components:

Sr. No.	Component	Courses with 100 Marks	Courses with 50 Marks
A.	Classroom Attendance	05	03
B.	Mid-term Test / Theory Assignments	15	07
Total Marks (CCA)		20	10

Internship in Teaching / Practice Teaching (For Regular Candidates):

- The students are required to go through a school internship for five months (20 weeks) during two years in the schools under the supervision of a teacher educator of the institution concerned in which a particular student is studying.
- The school internship of one month duration will be held in second semester. The school internship (practice teaching) of four months duration will be held in the third semester. Final examination of teaching practice / internship in teaching will take place in third semester after the completion of mandatory lessons i.e. 50 macro lessons in each of the teaching subject.
- The school internship shall be of one month (4 weeks) duration during second semester of the course. These four weeks shall include an initial phase of one week meant for orientation of student-teachers about the school, its management structure, functioning and organization of co-curricular activities.
- The second week of practice teaching will include study of maintenance of various school records (eg. CCE records, admission-withdrawal registers, attendance records, stock registers etc.). The student-teachers will prepare separate reports on school management, its functioning and maintenance of different records by both the school authorities. The third and fourth weeks will include observation of senior teachers of the school by the student teachers. The candidates will prepare twenty observation lessons (10 in each teaching subject) and get them verified from the concerned senior teacher. Feedback will be provided to the candidates on his/her performance by the school teachers and teacher educator of the institution concerned in which the student is studying.

- During the third semester of the course, the practice teaching shall be of four months (16 weeks) duration. During these sixteen weeks, the candidates are required to deliver 100 lessons (50 in each teaching subject) under the supervision of the teacher educator of the institution concerned in which the student is studying. In addition, the student-teachers are required to observe 60 observation lessons (30 in each teaching subject) of their peer student-teachers in the concerned teaching subjects. If a candidate, who does not deliver mandatory number of lessons and any other activities related to teaching practice and practical work, he/she will not be allowed to appear in external assessment of practice teaching (i.e. final teaching practice examination). The macro / practice lessons will be supervised / assessed by the concerned teacher educator and feedback will be provided to the candidates on his/her performance by the school teacher and teacher educator of the institution concerned in which the student is studying
- For Final Teaching Practice, the candidate must prepare two lessons- one related to each of the teaching subject.
- The Board of Examiners will consist of three external examiners. For this, the panel of examiners will be drawn by the Chairperson, Deptt. of Education and duly approved by the Hon'ble Vice-Chancellor of the University. The Board of Examiners will comprise of the experts in science and arts teaching subjects.

Micro Teaching Lessons and Simulated Teaching Lessons:

The students are required to deliver following number of lessons in their respective Teacher Education Colleges:

Sr. No.	Type of Lessons	Number of Lessons	Remark
1	Micro Teaching Lessons (During 2nd Semester Only)	20 (Four per Teaching Skill)	Two Micro Lessons in each Teaching Subject per Teaching Skill
2	Simulated Teaching Lessons (In the Beginning of 3rd Semester)	20	10 Lessons per Teaching Subject

Note: The teaching skills for delivering micro lessons will be skill of chalkboard writing, stimulus variation, and reinforcement, questioning and explaining.

7. Courses of the Study:

A candidate shall be required to take following courses in B. Ed. Programme (through regular mode):

Sr. No.	Course Code	Name of the Course	Theory Marks	Internal Assessment	Total Marks
B. Ed. First Semester					
1	Paper I	Childhood and Development Years	80	20	100
2	Paper II	Contemporary India and Education	80	20	100
3	Paper III	Language Across the Curriculum	40	10	50
4	Paper IV	Understanding Disciplines and Subjects	40	10	50
5	Paper V	Text Reading and Reflections	40	10	50
Total Marks in First Semester			280	70	350
B. Ed. Second Semester					
1	Paper VI	Learning and Teaching	80	20	100
2	Paper VII	Assessment for Learning	80	20	100
3	Paper VIII	Drama and Art in Education	40	10	50
Candidates are required to choose any two of the following subjects in Second Semester in accordance with the subjects studied at graduation level.					

4	Paper IX - A	Pedagogy of School Subjects (Part – 1)			
	(i)	Teaching of Physical Sciences	40	10	50
	(ii)	Teaching of Life Sciences	40	10	50
	(iii)	Teaching of Mathematics	40	10	50
	(iv)	Teaching of Social Sciences	40	10	50
	(v)	Teaching of Commerce	40	10	50
	(vi)	Teaching of English	40	10	50
	(vii)	Teaching of Hindi	40	10	50
	(viii)	Teaching of Sanskrit	40	10	50
5	Paper X	School Internship/School experiences (4 Weeks Duration)	Grading (on Four Points Letter Grades) will be done on the basis of reports submitted by the students.		
Total Marks in Second Semester			280	70	350

B. Ed. Third Semester					
Candidates will continue with same two Teaching subjects in Third Semester which they have opted in the Second Semester					
1	Paper IX - B	Pedagogy of School Subjects (Part – 2)			
	(i)	Teaching of Physical Sciences	40	10	50
	(ii)	Teaching of Life Sciences	40	10	50
	(iii)	Teaching of Mathematics	40	10	50
	(iv)	Teaching of Social Sciences	40	10	50
	(v)	Teaching of Commerce	40	10	50
	(vi)	Teaching of English	40	10	50
	(vii)	Teaching of Hindi	40	10	50
	(viii)	Teaching of Sanskrit	40	10	50
	School Internship (Practice Teaching)				
2	Paper XI - A	Skill in Teaching (School Subject – 1)	125		
3	Paper XI –B	Skill in Teaching (School Subject – 2)	125		
Total Marks in B. Ed. Third Semester			80 + 250	20	350
B. Ed. Fourth Semester					
1	Paper XII	Knowledge and Curriculum	80	20	100
2	Paper XIII	Gender, School and Society	40	10	50
3	Paper XIV	Inclusive School	40	10	50
4	Paper XV	ICT in Teaching-Learning Process	40	10	50
5	Paper XVI	Understanding the Self	40	10	50
Candidates are required to choose any one of the following optional subjects in Fourth Semester					
6	Paper XVII	Health and Physical Education	40	10	50
7	Paper XVIII	Vocational and Work Education	40	10	50
8	Paper XIX	Education for Peace	40	10	50
9	Paper XX	Guidance and Counseling	40	10	50
Total Marks in B. Ed. Fourth Semester			280	70	350
Grand Total Marks for B. Ed. Course			1170	230	1400

8. Teaching and Non-Teaching Faculty of the College:

S. No.	Name	Designation
01	Dr. Ravi Raj	Principal
02	Mr. Rajesh Kumar	Assistant Professor
03	Mr. Chaman Lal	Assistant Professor
04	Ms. Kalpna Devi	Assistant Professor
05	Ms. Anu Kumari	Assistant Professor
06	Mr. Vipin Kumar	Assistant Professor
07	Ms. Chhama Devi	Assistant Professor
08	Ms. Ankita Devi	Assistant Professor
09	Ms. Mamta Gupta	Librarian
10	Ms. Priti Guleria	Office Assistant
11	Ms. Ekta Thakur	Technical Assistant

9. Fees Structure :

S. No.	Particular of the Items	1 st Year	2 nd Year	Total
I.	Tuition Fee	42,000/-	42,000/-	84,000/-
II.	Annual Charges			
1.	Admission Fee (in 1 st Year)	1,100/-	-----	1,100/-
2.	Re-Admission Fee	-----	-----	-----
	Continuation Fee	-----	140/-	140/-
3.	Building Fund	-----	-----	-----
4.	Repair & Replacement of Furniture and Books	275/-	275/-	550/-
5.	House Examination	200/-	200/-	400/-
6.	Magazine Fund	40/-	40/-	80/-
7.	Identity Card	30/-	30/-	60/-
8.	Medical Fund	40/-	40/-	80/-
9.	Student Aid Fund	140/-	140/-	280/-
10.	Electricity and Water charges	80/-	80/-	160/-
11.	College Badge	60/-	-----	60/-
12.	Society Fund	30/-	30/-	60/-
13.	Sports Fee	60/-	60/-	120/-

14.	Cultural Activities Fund	60/-	60/-	120/-	
III	Monthly Charges	Per Month w.e.f.2019 for 2 Years Course	For 1 st Year	For 2 nd Year	Total for 24 Months
1.	Amalgamated Fund	90/-x 24	1080/-	1080/-	2,160/-
2.	Library & Reading Room Fee	60/-x 24	720/-	720/-	1,440/-
3.	Practical for Science and Other Subject	75/-x 24	900/-	900/-	1,800/-
4.	Other Students Activities	75/-x 24	900/-	900/-	1,800/-
5.	Computer Fee	150/-x 24	1,800/-	1,800/-	3,600/-
	Total	460/-	5,400/-	5,400/-	10,800/-
	Grand Total (I,II & III) Annual		49,510/-	48,490/-	98,000/-
IV	Library Security Refundable after the Session	1,000/- (one time for the complete B.Ed. course)			
V	University Charges	The levy charges @ 7% on tuition fee will be charged by the HPU as per existing Rules of HPU			
		Examination Fee @ Rs. 1400/- per semester.			

10. Academic Calendar for the Session 2019-2021:

1st SEMESTER		
Sr. No.	Duration	Activities
1	1 st July, 2019 – 31 st July, 2019	Admission Process (Tentative) Exact date announce by the Himachal Pradesh University, Shimla
2	1 st August ,2019 – 30 th November,2019	Teaching Days/Seminar, Workshops, Excursion Tour, Co-Curricular Activities
3	1 st December,2019to 15 th December 2019	House Examination/Mid Term Test (1 st Semester)
4	16 th December,2019 to 20 th December 2019	Preparatory Leave/ Final Examination
5	21 st December onwards (Tentative)	Final Examination 1 st Semester (Exact date announce by the Himachal Pradesh University, Shimla)
4	1 st January 2020 to 15 th Jan ,2020	Winter Break

2nd SEMESTER		
Sr. No.	Duration	Activities
1	16 th Jan,2020 – 30 th April, 2020	Teaching Days/ Annual Function/ Micro Teaching/Seminars/Workshops/ Co-Curricular Activities
2	1 st May,2020 – 31 st May ,2020	School Internship-I
2	1 st June,2020 to 05 th June, 2020	Evaluation of School Internship-I Activities
3	06 th June,2020 to 15 th June 2020	House Examination/Mid Term Test (2 nd Semester)
4	16 th June,2020 to 20 th June 2020	Preparatory Leave/ Final Examination
5	21 st June onwards (Tentative)	Final Examination 2 nd Semester (Exact date announce by the Himachal Pradesh University, Shimla)
ADMISSION PROCESS OF NEW BATCH 2020-2021		
Sr. No.	Duration	Activities
1	1 st July, 2020 – 31 st July, 2020	Admission Process (Tentative) Exact date announce by the Himachal Pradesh University, Shimla

3rd SEMESTER		
Sr. No.	Duration	Activities
1	1 st July ,2020 – 30 th July ,2020	Teaching Days/Simulation
2	1 st August, 2020 – 30 th Nov,2020	School Internship-II/ Teaching Practice
3	1 st December,2020 to 05 th December 2020 (Tentative)	House Examination/Mid Term Test (3 rd Semester)
3	05 th December, 2020 – 15 th December ,2020	Final Teaching Practice (Tentative) Exact date announce by the Himachal Pradesh University, Shimla
4	16 th December, 2020 – 20 th December ,2020	Preparatory Leave /Examination
5	21 st December,2020 onwards	Final Examination 3 rd Semester (Exact date announce by the Himachal Pradesh University, Shimla)

4th SEMESTER		
Sr. No.	Duration	Activities
1	16 th Jan,2021 – 15 th May, 2021	Teaching Days/ Annual Function/ Seminars/Workshops/ Excursion Tour/ Co-Curricular Activities
2	16 th May,2021 – 31 st May ,2021	House Examination/Mid Term Test (4 th Semester)
3	01 st June,2021 to 10 th June 2021	Teaching Days

4	11 th June,2021 to 15 th June 2021	Preparatory Leave/ Final Examination
5	16 th June onwards (Tentative)	Final Examination 4 th Semester (Exact date announce by the Himachal Pradesh University, Shimla)

1. Important International, National and State Days are to be celebrated every year in the College.

S. No.	Important Day	Date and Month
1	National Youth Day	12 th January
2	Statehood Day	25 th January
3	Republic Day	26 th January
4	Martyr Day/Anti Leprosy Day	30 th January
5	World Wet land Day	2 nd February
6	National Science Day	28 th February
7	World Water Day	20 th March
8	Martyrs Day	23 rd March
9	World Health Day	7 th April
10	Himachal Day	15 th April
11	Earth Day	22 nd April
12	International Red Cross Day	8 th May
13	World Anti-Tobacco Day	31 st May
14	World Environment Day	5 th June
15	World Yoga Day	21 st June
16	Anti-Drugs Day	26 th June
17	World Population Day	11 th July
18	Independence Day	15 th August
19	Sadbhavana Diwas	20 th August
20	Sports Day	29 th August
21	Teacher's Day	5 th September
22	International literacy Day	8 th September
23	Hindi Day	14 th September
24	World Peace Day	15 th September
25	International Female Child Day	23 rd September
26	National Service Scheme (NSS) Days	24 th September
27	International Voluntary Blood Donation Day	1 st October
28	Gandhi Jayanti/ Lal Bahadur Shastri Jayanti	2 nd October
29	World Protection Day	6 th October
30	United Nations Organization (UNO) Day	24 th October
31	Bharat Scouts and Guides (B S &G) Day	7 th November
32	Children's Day	14 th November
33	National Integration Day	19 th November
34	Anti-Violence Women Day	25 th November
35	World Handicapped Day	30 th November
36	World AIDS Day	1 st December
37	Army Flag Day	7 th December
38	World Human Rights Day	10 th December

2. Last Saturday of every weeks, various Co-curricular activities are organized that is debate competition, solo dance, teaching-aids making Competition.

3. Excursions Tours are conducted twice in a year that is on the months of April and November.

Academic Calendar for B.Ed. Session 2020-21:

Note: Due to COVID-19, the academic calendar shall be notified separately in due course of time by the Dean of Studies, H.P. University, Shimla.

11.Intake Capacity of Seats:

S. No.	Total Numbers of Unit & Seats	Stream	Numbers of Seats
01	01 Unit (50 seats)	Science (Medical)	25% of the Total Seats
02		Science (Non-Medical)	25% of the Total Seats
03		Science Arts / Commerce	50% of the Total Seats

12.Eligibility, Educational Qualification and Age :

The candidates who are interested for seeking admission to regular two years B.Ed. Course in Namdhari College of Education should fulfill the following criteria:-

(i) The candidates with at least **50.00 percent** marks or **5.01** if **CGPA** or **Grade B** if in letter Grade in the Bachelor's Degree (Medical/Non-Medical/Commerce/Arts) and/or in the Master's Degree in the Sciences/Social Sciences/Humanities/Commerce, Bachelors in Engineering or Technology with specialization in Science and Mathematics with **55.00 percent** or **5.51** if **CGPA** or **Grade B+** if in letter Grade or any other qualification equivalent thereto.

(ii) At least **45.00 percent** or **4.51** if **CGPA** if in the letter Grade in case of SC/ST/OBC/Physically handicapped categories in the aforesaid Bachelor's/Master's Degree and **50.00 percent** marks or

5.01 if **CGPA** or **Grade B** for Bachelor's in Engineering or technology from a recognized University established by law in India are eligible for admission in the programme.

(ii) Note: (i) No relaxation, even 0.01 percent in the above prescribed percentage of marks shall be granted under any circumstances.

Pursuant to the Judgment delivered in CWP No. 2465/2018 & CWP No. 2475/2018 by the Hon'ble High Court of Himachal Pradesh with regard to subject combinations in various streams such as Medical/Non-Medical/Arts/Commerce, the existing rules have been modified in conformity with the R&P Rules of the State Government. However, merely awarding the degree of B.Ed. by the H.P. University shall not be construed as a declaration of eligibility of the candidates for the appointment to the post of TGT in Government Sector and to determine the eligibility to such post shall rest upon the concerned appointing authorities of the State Government.

The candidates who have appeared in BA/B.Sc./B.Com. final year or Bachelor of Engineering/Technology or any other qualification equivalent thereto examination and the result of the same has not yet been declared, can also apply for B.Ed. Entrance Test. However, the admission of such candidates will be depending upon the production of certificate of qualifying examination with required percentage of aggregate marks in the aforesaid examinations as per the eligibility clause of the prospectus. In case, a candidate does not fulfil the eligibility conditions, he/she will have no right for admission to the B.Ed. course. As such, the candidate shall be appeared provisionally at his/her own risk & responsibility.

Post-graduation is considered only to make those candidates eligible who are not eligible on the basis of qualifying examination but the post-graduation will not be the merit criteria.

The reservation of seats for SC/ST/OBC/Ex-serviceman/Wives/Wards of Ex-Servicemen/Wives/Widows/Wards of Defence Personnel and Physically handicapped categories will be as per the existing rules of Himachal Pradesh Government.

85% seats are reserved for the candidates of Bonafide/Domicile resident of Himachal Pradesh and 15% will be open to the candidates of other states /UTs. It is compulsory for all the candidates to produce bonafide /domicile certificate at the time of admission.

10% out of 85% state quota seats in non-government self-financing institutions shall be treated as management quota seats and shall be brought out of the purview of centralized counselling to be conducted by the University. The management of the institute shall fill up management quota seats on the basis of the merit of entrance test through its own counselling in a transparent manner. There shall be no reservation, whatsoever, in respect of the prescribed management quota seats. The basic eligibility criteria shall remain the same as in case of other students.

Age: There is no upper age limit for candidates applying to the regular B.Ed. Course of two years. **(High Court orders in LPA No.: 104 of 2012 decided on August 27, 2012).**

13. Salient Features of the College:

- A morning assembly will be conducted every day for twenty minutes & the presence of every student is a must in it.
- The library is well equipped with latest text books, reference books and other broad based general knowledge books. Leading journals, Magazines, Newspapers are also available in the library.
- Special emphasis has been given to set up ICT resource centre, curriculum laboratory (including physical-sciences, life-sciences, mathematics, social-sciences, language-lab, psychology & Education Technology labs), art & craft resource centre and health or physical-education centre.
- The college has good stock of teaching aids for block and annual teaching practice.
- Eminent educationist & scholars and professionals will be invited to address the students and teachers on the different subjects. All the students should attend these lectures.
- Weekly seminars and tutorial group meeting will be held for an informal discussion on topic related with the curriculum.
- An effort will be made in the college to organize functions, lectures, debates, declamation contests, exhibitions, educational film shows, picnics, educational tours etc.
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14. General Information & Code of Conduct:

- ❖ All trainee- teachers of the college shall abide by the rules & regulations of the college existing at the time of admission or a framed from time to time.
- ❖ Discipline and decorum in and outside the classroom should be maintained.
- ❖ The Principal of the college shall have full powers in all matters pertaining to the admission, detention of trainee- teachers and the imposition of fines & the remission thereof.
- ❖ Students have to follow all the orders/ instruction forwarded by the principal.
- ❖ Admission of the students is not transferable in any case.
- ❖ Any dispute/ problem regarding academic and co-academic activities will be redressed by the Principal.
- ❖ The uniform code must be followed strictly by every trainee- teacher. The trainee teachers. The trainee teachers shall have to wear uniform as specified by the college on Monday, Tuesday, Thursday, Friday and on the College functions/celebrations as well as during the teaching practice days.
- ❖ The dress code will be informed to the students before start of class /Session by the college.
- ❖ In the college campus, Political & unauthorized meetings, demonstration and anti social activities are strictly prohibited.

- ❖ The trainee –teachers are supposed to be attentive and responsive to the lectures and maintain silence & avoid crossing the lawns and plucking flowers.
- ❖ If any trainee- teacher is found disfiguring or damaging the property of the college (furniture, books, walls, blackboards, computers etc)he or she will be punished.
- ❖ The Principal shall be empowered to take disciplinary action and impose penalties as provided under the University rules.
- ❖ Although progress report embodying the result of house examination are forwarded to parents/guardians by the College office. It is the responsibility of every student to bring his/her result to the notice of his/her parents/guardians.
- ❖ No student is allowed to accept any kind of employment during the course of training.
- ❖ Ignorance of notices on the notice board shall not be entertained as an excuse in any matter.
- ❖ The trainee-teacher must complete the attendance as per condition of the H.P.U. If the condition is not fulfilled, he/she shall not be eligible for the University examination.
- ❖ Smoking, Drug, Alcohol is strictly prohibited in College & Hostel premises.
- ❖ All the complaints & Suggestions will be valid if in written. Verbal complaints will not be entertained in any cases by the College Administration.
- ❖ The power of the Principal of the College extends over all the trainee-teacher at all time inside or outside of the College.
- ❖ Mobile phones are not allowed in the College premises as well as in the Classrooms. A strict action will be taken against the defaulters.
- ❖ Students will have to submit undertaking on the prescribed form given in this prospectus before admission.
- ❖ Every trainee-teacher is supposed to have ID card and shown on demand.

15. Leave Rules & Fine:

- ❖ If students remain absent without leave for more than 06 days continually, his/her name is liable to be struck off from the college rolls; however he/she may seek re-admission by applying to the Principal.
- ❖ No Leave shall be sanctioned except under special circumstance provided, students fulfill 80% attendance condition. The leave to the students shall be sanctioned by the Principal on the recommendation of the tutor. No leave is granted during the practice teaching.
- ❖ Fine for remaining absent from theory or practical classes.
- ❖ Leave on account of illness must be accompanied by Medical Certificate.

16. Library Rules:

- ❖ Non transferable library cum identify cards issued to all the trainee-teachers and books shall be issued on their cards.
- ❖ Every trainee-teacher is allowed to draw two books at a time for a period of not more than 14 days. However, a book can be got re-issued with the special permission of the Librarian if it is not already reserved.
- ❖ If a trainee-teacher fails to return the book (s) within the prescribed time limit, a fine of Rs. 5/- per book par day will be levied.
- ❖ Any kind of damage to a book borrowed from the Library will render the borrower liable for a fine & for disciplinary action.

- ❖ If trainee teacher losses a Library book issued to him/her, he/she will be required not only to pay full price of the book but may also be liable for a fine.
- ❖ References books will not be issued.
- ❖ Complete silence should be maintained in the library.

17. House Examination:

- ❖ Mid –term tests will be held in the middle of every semester.
- ❖ Absentee will be fined Rs. 100/- for every paper.
- ❖ If a student absent himself/herself from any of the house tests held by college for purpose of internal assessment or if he/she fails. The Principal shall have the authority to with held his/her name from University examination.
- ❖ Students must extend full co- operation to supervisory staff. Any student found guilty of using unfair means during the examination will be punished according to the seriousness on the offence.
- ❖ Any Candidate found guilty of using unfair means in the University examination will not be entitled to get character certificate. In such situation he/she will lose the right to be awarded awarded with character certificate.

18. Hostel Facility:

- Hostel seats will be filled on first come first serve basis.
- There is girl's hostel for girls in the campus. If girls will not stay in the college campus the Management/ college will not take any type of responsibility.
- All modern facilities are available in hostel.
- Those who wanted to opt for hostel will have to fill the application form separately.
- Only authorial visitors, those who have submitted their photograph with the hostel/Admission form will be allowed to visit during visiting hours.

Visiting Hours

Sunday 9:00 AM to 5:00 PM

- Hostellers will not be allowed to leave the hostel without the prior permission of the hostel Warden.

Code of Conduct for a Hosteller

- Visiting members should meet their ward in visitor's room. Nobody will be allowed to go upstairs in rooms.
- Only four members including parents can meet their wards in the hostel. Those who will attach their photographs in hostel admission form.
- At least 15 days due is necessary for the hostellers to go on leave from the hostel.
- Keep washrooms neat & clean. Use dustbin placed in the hostel for this purpose
- Prove yourself "a good mannered and well behaved hosteller."
- Be courteous with class fellows and be respectful to the hostel in charge.
- Stay at the hostel by any male or female visiting members is strictly prohibited
- Passport size photograph of visitors is mandatory
- Miss use of water & electricity will not be tolerated
- Students can be rusticated for flouting hostel rules.

19. Ragging:

Ragging or any sort of Verbal, Physical as well as mental harassment or any type of harassment is strictly prohibited in the College campus/hostel and outside. If any incidents of ragging are noticed, necessary action will be taken against the erring students as per the direction of Hon'ble Supreme Court of India.

The parents/guardians at the time of admission in the College will submit an affidavit that their son/daughter/ward will not indulge in any type ragging or indiscipline in the campus/hostel and outside. In case of any such violation strict disciplinary action shall be initiated as per ordinance issued by H.P. Govt. and they will not interfere in any way in the action taken against their son/daughter/ward. This affidavit should be properly signed by the parents/ guardians with complete address and telephone numbers.

For banning the ragging in the Namdhari College of Education "Anti Ragging Committee" has been constituted. The details of committee and its functioning are put on the notice-board of the College & can also be had from the College Office. The students are advised to bring each and every kind of ragging incident to the notice of committee so that necessary action is taken against the defaulters.

20. The following documents will be submitted along with application form.

Admission form as attached in the prospectus will be submitted along with the copies of the following certificates/documents duly attested by the Gazetted officer. All the relevant certificates/testimonials along with attested photocopies are brought at the time of admission.

1. Matriculation certificate or equivalent.
2. 10+2 Certificate or equivalent.
3. B.A./B.Com./B.Sc. /M.A./M.Sc./M.Com/certificate/other equivalent Examination.
4. Character Certificate from the institution last attended in case of candidates having no gap in their education. However, the candidates who have gap (s) of one more years in their education should bring latest character certificate from the Tehsildar/ SDM of the area concerned.
5. Bonafide/Domicile certificate.
6. Claim consideration certificate.
7. Migration certificate if passed graduation/post graduation from University other than H.P. University (in original)
8. H.P. University Registration Card.
9. 4 No. Passport size photo (Photography must be taken afresh & clear & should not have cap or goggles).

ANNEXURE I
AFFIDAVIT BY THE STUDENT
(TO BE SUBMITTED ALONG WITH APPLICATION FORM)

1. I, _____ (full name of student with admission/registration/ enrollment number), s/o, d/o Mr./Mrs. _____ having been admitted to _____ (name of the Institution), have received a copy of UGC Regulation on Curbing the Menace of Ragging in Higher Education Institution, 2009, (hereinafter called the "Regulation") carefully read and fully understand the provisions contained in the said regulations.
2. I have in particular, perused clause 3 of the Regulation and I am fully aware as to what constitutes ragging.
3. I have in particular, perused clause 7 and clause 9.1 of the Regulation and I am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
 - a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulation.
 - b) I will not participate in or abet or propagate through any act of commission that may be constituted as ragging under clause 3 of the Regulation.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulation, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be correct, I am aware that my admission is liable to be cancelled.
7. Along with the above mentioned points I do hereby declare that
 - a) I will obey the code of conduct of the institute and do not indulge in any kind of indisciplined activity while in and off the institution campus.
 - b) I will be solely responsible for any kind of accident/mishap caused on account of the above mentioned clause (7.a)

Declared this _____ day of _____ month of _____ year.

Signature of Deponent

Name:
Address:
Contact No.

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) on this the _____ (day) of _____ (month), _____ (year).

Signature of Deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

ANNEXURE II
AFFIDAVIT BY PARENT/GUARDIAN

1. I, Mr./Mrs./Ms. _____ (full name of parent/guardian) father/mother/guardian of, (full name of student with University Roll Number), having been admitted to _____ (name of the institution), have received a copy of UGC Regulation on Curbing the Menace of Ragging in Higher Education Institution, 2009, (hereinafter called the "Regulation") carefully read and fully understand the provisions contained in the said regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
 - a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - c) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.
7. Along with the above mentioned points I do hereby declare that
 - a) My ward will obey the code of conduct of the institute and do not indulge in any kind of indis disciplined activity while in and off the institution campus.
 - b) My ward will be solely responsible for any kind of accident/mishap caused on account of the above mentioned clause (7.a)

Declared this _____ day of _____ month of _____ year.

Signature of Deponent

Name:
Address:
Contact No.

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ (place) on this the _____ (day) of _____ (month), _____ (year).

Signature of Deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month), _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

NAMDHARI COLLEGE OF EDUCATION
Bhojpur Sunder Nagar District Mandi (H. P.)

Admission Form for B.Ed. Course Session- **2020-2022**
(To be filled by the Candidate at the time of Admission only)

(For Office Use Only)	
College Roll No.	Amount Received
Receipt No.	Date

*Space for
Latest
Photograph*

(TO BE FILLED BY CANDIDATE HIMSELF/HERSELF)

STREAM (MEDICAL/NON-MEDICAL/ARTS/COMMERCE/OTHER)

Teaching Subject/Options: 1..... 2

1. COURSE (ii) YEAR
2. CATEGORY/SUB-CATEGORY APPLIED.....
3. B. Ed. Entrance Test Roll No.....General Combined Merit Rank..... Reserved Category Merit Rank.....
4. NAME (as per matric certificate).....
5. FATHER'S NAME (as per matric certificate).....
6. MOTHER'S NAME (as per matric certificate).....
7. (i) DATE OF BIRTH..... (ii) SEX (MALE OR FEMALE).....
8. UID/AADHAAR NO. /..... /.....
9. SINGLE GIRL CHILD (YES/NO)
10. MARITAL STATUS (MARRIED/UNMARRIED).....
11. STATE OF DOMICILE/BONAFIDE (HP/OTHER STATE).....
12. TELEPHONE NUMBERS FOR CONTACT: (i)..... (ii).....
13. CORRESPONDENCE ADDRESS WITH PIN CODE:
.....Pin Code.....
14. PERMANENT HOME ADDRESS WITH PIN CODE:
..... Pin Code.....
15. ACADEMIC QUALIFICATIONS:

Exam Passed	Year	Board/ University	Roll No.	Subject	Marks Obtained	Max. Marks	%age
Matric							
10+2							
B.A/B.Sc./ B.Com/ Others							
M.A./M.Sc./ M.Com./Others							
Others if any							

16. Have you ever been punished for misbehavior or unfair means? (Yes/No)
17. Do you have some serious ailments? (Yes/No)
18. If you have won distinction in academic/sports/culture or other activities. (Attached attested copies)

DECLARATION BY THE APPLICANT

I am seeking admission to the College with the permission of my parents/guardians at my own risk and responsibility. I have gone through the rules and regulations of the College, and undertake to abide the same. I will not indulge in any act of ragging/indiscipline /participate in political activities or movement. I shall adhere to the attendance (at least 80%) and house examination (minimum marks) requirements as laid down by H.P. University. If I am debarred or considered ineligible to appear in the University examination or disciplinary action is taken against me, I shall have no claim against the College/University. I shall pay my fees and other College dues in times. All the information in the form is true and correct to the best of my knowledge and belief.

Date:.....

Place:.....

Signature of Candidate

DECLARATION BY PARENT/GAURDIAN

I certify that my son/daughter/ward is submitting this application with my permission. I hold myself responsible for his/her good conduct and behavior as a student of the College and for payment of all his/her fees and dues during his/her stay in the College.

Name:.....

(Signature of the Parent/Guardian)

Address:.....

Date:

.....

Place:

.....

FOR ADMISSION COMMITTEE ONLY

Documents/Certificates Attached:

- | | | | |
|--------------------------------|----------|--------------------------|----------|
| 1. Matric | (Yes/No) | 6. Bonafide Certificate | (Yes/No) |
| 2. 10+2 | (Yes/No) | 7. Character Certificate | (Yes/No) |
| 3. B.A./B.Sc./B.Com. | (Yes/No) | 8. Migration Certificate | (Yes/No) |
| 4. M.A. /M.Sc. / M.Com. | (Yes/No) | 9. Affidavit | (Yes/No) |
| 5. Category (SC/ST/OBC/Others) | (Yes/No) | 10. Any Other | (Yes/No) |

(i) Eligible/Ineligible:

(ii) Category for which eligible..... (iii)

Discrepancy (is) if any: 1..... 2.....

SIGNATURES OF ADMISSION COMMITTEE MEMBERS

1 **2** **3**

Admitted provisionally on the recommendation of the Admission Committee subject to the approval by H.P. University/Govt. as per rules and norms. The College shall not be held responsible for cancellation of admission /candidature of any student by the University. Fees and funds once paid shall not be refunded in any case.

SIGNATURES OF CONVENER

SIGNATURES OF PRINCIPAL (with stamp)

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