



Prospectus/Course Guide

2 Year B.Ed Programme



Bhartiya College of Education

NAAC ACCREDITED

(Affiliated to University of Jammu)



Estd : 2003

VISION

1. Bhartiya College of Education envisions to be an institution of higher learning dedicated to empowering pupil teachers pursuing B.Ed course with a perfect blend of professional, technological and managerial skills in a specialised atmosphere.
2. To further support pupil teachers in growing into competent teachers at school levels and a defining element in their meaningful service to the society.

MISSION

1. To make pupil teachers realise that teaching is a noble profession.
2. To make the college an exemplary institution by providing pupil teachers with learner-centric quality education and skill up-gradation relevant to the present generation.
3. To train pupil teachers in consonance with global standards of teaching and to further empower them with knowledge, values of love, compassion and integrity.
4. To train the prospective teachers to become relevant educators in the changing techno-world.

VALUES

1. To develop skills and professional culture.
2. To divulge education for national and international understanding.
3. To inculcate human values.
4. To infuse democratic, social and secular values.
5. To impart education for peace.

OBJECTIVES

1. To prepare dedicated teachers for improvement of the school education system in the country.
2. To adopt modern techniques for teaching skill development.
3. To train the student teacher towards achieving excellence on academic, social, mental, physical, moral, and cultural fronts.
4. To provide opportunities to enhance their competence and knowledge construction abilities in creating positive learning atmosphere in schools.
5. To sensitize the stakeholders on the issues related to environmental protection.



CHAIRPERSON'S Message

It gives me immense pleasure to welcome all the students who are being admitted to Bhartiya College of Education Udhampur. Our college aims at becoming a front runner in developing teaching and learning methods that reflects best practice in educating young minds, aspiring to achieve success in almost every part of life. Our talented faculty places teaching as their highest priority and teach students to move from the realm of ideas to real-world applications. We recognize that Education brings about qualitative changes to the society which in turn brings about socio-economic development. Our aim is to mould our students in their chosen fields of study so that they can excel and contribute to the future development of the nation and society.

My best wishes to the Principal, staff and students for their wholehearted contribution in achieving the mission of the Institution.

Madhu Sharma
(Madhu Sharma)




PRINCIPAL'S Message

It is a matter of privilege and pleasure to welcome you to this prestigious and premier college of Education in the region, established in 2003. Education means the development of knowledge, multifarious skills and the attitude of a learner. It is the knowledge that liberates the human and it is human that create knowledge. Our education has now become information and knowledge related and it is therefore imperative that student teachers enrolled in this institution are given sufficient exposure to the use of ICT. Bhartiya College of Education is equipped with a well maintained, internet connected hi-tech computer laboratory.

Library is the soul of an institution. We continuously update the college library by adding textbooks; reference books, books by foreign authors, periodicals and journals. The college library is in the process of automation. Our college has got a team of dedicated teachers who are bringing pride and honor to the institution.

The college produces professional teachers with a missionary zeal to serve the society. The college is contributing in providing quality Education to the students not only from J&K but also from other parts of the country.

I am very thankful to the management for providing the entire required infrastructure to run B.Ed. course and is always ready to facilitate the strive for quality Education.



(Dr. Anita Bali)

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PROFILE

Bhartiya College of Education Udhampur, established in the year 2003, is being run under the aegis of Bhartiya Educational Trust devoted to the promotion of education (general, technical and professional), training and social welfare according to the new emerging technologies and trends. The college is affiliated to the University of Jammu and recognized by the Govt. of J&K and is also recognized by the University Grants Commission under section 2f. The college has been envisioned as an institution of excellence with main focus on building capacities of the students with holistic development of their personality which is to be achieved through comprehensive education synthesizing in its educational processes professionalism with technological and managerial knowledge in a conducive environment created through good housekeeping, beautiful landscapes, adequate facilities and disciplined life style, besides ensuring professional growth of teachers. The college is housed in a three storeyed building which accommodates 20 spacious classrooms, Audio-visual room, Seminar Hall, Administration block, computer lab, science lab, multipurpose hall, examination hall and a spacious library equipped with more than 6000 books.

Why to choose Bhartiya College of Education

- Qualified Faculty with extensive academic experience
- State of the art infrastructure
- Well Equipped computer Labs with internet facility
- Well stocked reference Library with National and international journals
- Transport Facility
- Scholarship for meritorious candidates
- Regular tours/Seminars/Workshops
- Ideal location having conducive learning atmosphere
- Adequate student support services
- Provision of varied curricular and co-curricular activities
- Prompt student grievance addressal
- Campus Selection

Student Support Services

- ✓ Well-equipped Computer Lab with Internet facility
- ✓ Language Lab
- ✓ Psychology Lab
- ✓ Social Science Lab
- ✓ Science Lab
- ✓ Math's Lab
- ✓ Art & Craft Room
- ✓ Sports Room
- ✓ Well stocked automated library with reference books, journals & Newspapers.
- ✓ Hostel facility for female students
- ✓ Medical aid available in the campus
- ✓ Sports facilities for physical development
- ✓ College bus for transportation
- ✓ Hygienic canteen
- ✓ Availability of Photocopier and Printing Machines
- ✓ Separate Parking Lots are available for staff and students
- ✓ Girls Common Room
- ✓ Multipurpose Hall
- ✓ Seminar Hall



How to Apply for University of Jammu B.Ed course

Visit the website <http://bedjammu.org> or www.jammuuniversity.in

Procedure for Submission of Online Application form

On-line application form is available on websites : www.jammuuniversity.in and www.jucdc.in.

After completing on-line application form, a print-out of the same be taken and application fee (non-refundable) be deposited through the challan generated by the system in any branch of the designated banks i.e. The Jammu & Kashmir Bank Ltd.; HDFC Bank, AXIS Bank all over the country. The fee can also be paid through e-banking/debit/credit card by exercising on-line payment option while completing the form. Non-deposit of application fee would render the application form cancelled.

ADMISSION PROCEDURE

Admission shall be made through on-line Counseling on the basis of academic merit of the qualifying examination (i.e. Bachelor's degree) and college choice/s given by the candidate in the application form. No Separate intimation for Counseling or admission shall be sent individually to the candidates. (Candidates are advised to keep in constant touch with the above-mentioned websites and also check their e-mail accounts).

Note: Online Application form submission and admission dates are notified by the University of Jammu.

College Rules

RULES TO BE FOLLOWED BY THE TRAINEES

1. Discipline is of the foremost importance in the college, and the candidate who seeks admission to the college has to maintain it. If any trainee attempts to violate the rules and regulations of the college, appropriate action will be taken against him/her by the disciplinary committee.
2. No trainee is allowed to remain absent without leave. Leave should be sanctioned in advance by the Principal/Course Incharge. Any student who stays absent from the college will be dealt with as per college rules.
3. Class Attendance is compulsory, and all the students have to maintain a minimum of 75% attendance.
4. The College Uniform is compulsory for both male and female trainees and they have to wear it on prescribed days in a week.
5. Every trainee is required to carry the Identity Card with them during college hours.
6. The College timings will be strictly observed by all the trainees.
7. The trainees should make it a habit to consult the Notice Board daily.
8. No trainee can do any full time job during the course.
9. All trainees should reach the college ten minutes before the College starts.
10. Each trainee of the college will show sincerity, regularity and punctuality in his/ her conduct at all times.
11. No political indulgence of the trainees in any form is allowed within or outside the college.
12. No trainee will go home without seeking prior permission from the Principal/ Course incharge.
13. Each trainee will carry a Backpack to the college which will contain separate registers for each subject, one rough register, pen, pencil and a scale.
14. All the trainees are expected to take good care of the material resources.
15. Defacing the walls or furniture, and writing on the desks is absolutely banned.
16. No trainee is supposed to enter Principal-Chamber, Office and Staff-room, without any proper permission.
17. Each trainee of the college will have to organise and also participate in activities planned by the lecturer incharge.
18. All the trainees are expected to adhere all the above instructions fully and to follow rules of the college.

Education is the most powerful weapon which you can use to change the World

-Nelson Mandela

Co-Curricular Activities

Co-curricular Activities facilitates the development of various domains of mind and personality such as intellectual, emotional, social, moral, and aesthetic development creativity, enthusiasm, energetic and positive thinking are some of the facets of personality development and the outcomes of Co-curricular Activities. For all-round development of the child, there is a need for co-curricular Activities.

Co-curricular Activities are the part and parcel of Educational Institutions to develop a student's personality. These have a wide horizon to cater to the cultural, social and aesthetic development of the student. It is a true and practical experience received by a student.

NATIONAL SOCIAL SERVICES (NSS)

To foster a spirit of comradeship and love for humanity in general and rural folk in particular, facilities are provided to volunteers with a desire for social service to put in their best for alleviating the sufferings of the sick, the unfortunate and the down-trodden. The NSS squads work under the able guidance of programme officer Savita Sambyal who will guide them properly and chalk out their programmes for voluntary social service.

COLLEGE PUBLICATIONS

Prospectus/Course Guide
College Newsletter
College Magazine
College Souvenir

INNOVATIVE PRACTICES

Transparency in Admission Process
Ragging Free Environment
Cordial Staff-Student relationship
Fostering communal harmony
IT-Mediated Teaching Learning
Educational and recreational clubs

Internal Quality Assurance Cell (IQAC)

The Primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

Functions of IQAC

- a) Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution.
- b) Dissemination of information on the various quality parameters of higher education.
- c) Organization of workshops, seminars on quality related themes and promotion of quality circles.
- d) Documentation of the various programmes / activities leading to quality improvement.
- e) Acting as a nodal agency of the institution for quality-related activities.
- f) Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

Women Cell

The biggest challenge in a women's life is to teach themselves that they are capable of physical, mental, emotional and spiritual strength, and to positively encourage women in doing so, our college has developed the forum of 'Women Cell'. It was established during the year 2012 and is headed by coordinator Jyoti Sharma with the objective to facilitate a gender-sensitive and congenial environment at Bhartiya College of Education. Topics dealing with female foeticide to the educational status of families are discussed, and the students also go on educational field trips to gain practical knowledge.

Heritage Club

Heritage club aims to create and stimulate awareness among students for the preservation of the cultural and natural heritage of India and to respect the knowledge of past experience and skills.

These programmes aim to make citizens aware of their role in the conservation and preservation of our natural, cultural and existing heritage.

Picnics

Adrenaline pumping through our veins. We have a "pinch of a larger leap" experience as the college goes to picnic every year where the long walk might make you physically weak, but it'll keep you mentally strong. The neighbouring scenic beauty, the valley and the peak, the flowers and the trees all add to an unforgettable experience for the students.

LIBRARY RULES

1. The reference books / journals/ magazines will not be issued for longer duration to students.
2. The books that are removed from shelves should be placed back properly.
3. The trainees are advised strictly not to DEFACE any newspaper, book magazine or journal. They are also suggested not to write anything on book, study tables or chairs. If any trainee is detected doing so, he/ she will be fined accordingly.
4. Do not tear the pages of the books.
5. Books lost or damaged in any way shall have to be replaced, and borrowers failing to replace books will have to pay double the cost of a book.
6. Books are issued for a period of 7 days and a fine of Rs 2/per book per day shall be charged after the due date.
7. All students must present their College ID before borrowing any library material.
8. Students are allowed to borrow a maximum of two books for a period of one week and which can be re-issued for longer durations.

Note:- All the trainees have to follow the above said rules

Identity cum Library Card

- ✓ Every Student on being admitted, shall be issued an identity card which he/she has to carry on his/her person at all the times and shall produce on demand, by any member of the college staff anywhere in the college premises.
- ✓ The loss of the Identity card should be reported immediately to the concerned authority. A new identity card shall not ordinarily be issued. However after proper verification duplicate identity card may be issued on a payment of Rs. 100/- as fine.
- ✓ After completion of course, these cards are to be returned to the LIBRARIAN by the trainees. Students failing to returned their cards at that time shall be fined @ Rs. 200/-.

COLLEGE UNIFORM

All the B. Ed trainees will wear the prescribed college uniform on the days proposed by the College. The prescribed uniform is as under:

FEMALE TRAINEES	Suit [Sea Green] Green Sweater Green Coat Black Shoes
MALE TRAINEES	Shirt [White] Trousers [Grey] Green Sweater Green Coat Black Shoes

Note: Possession of I cards is mandatory for the trainees during college hours

Education is complete development of an individual: Nunn

HOSTEL FACILITY

Hostel facility for female/ male trainees have been provided by the college separately. Proper facilities for their comfortable stay have been provided. Each hostel has one dining hall, recreation room, waiting room, bedrooms along with attached bathrooms. Both the hostels are having aqua-guard facility, TV, Refrigerator, and well equipped rooms with modern amenities. It is advisable that the non local female / male students should stay in the hostel so that they could study seriously. A form of admission in the hostel is available from the office which is to be filled by the boarders. The rent charges for the hostels are fixed by University authorities.

"A Hostel is second Home"

HOSTEL RULES

1. Cleanliness of the hostel rooms and campus be maintained.
2. Toilets & bathrooms are to be used fairly.
3. No relatives of the inmates shall be allowed to stay in the hostel even for one night.
4. No inmate shall be allowed to stay overnight to his / her guardian without prior permission of the hostel Warden / Principal.
5. No outside phone calls will be entertained except from the parents/close relation whose identity is recorded in the hostel register after 9: 30 P.M.
6. Inmate shall seek proper permission for leaving the hostel from the hostel Warden/ Principal.
7. Any kind of uncultured behaviour on the part of boarders will not be tolerated and the parents will be informed about it.
8. The meals will be served as per the following timings:
Breakfast - 7:30 A.M.
Lunch- 2:30 P.M. to 4:00 P.M.
Dinner -8:00 P.M. to 10:00 P.M.
9. Any kind of complaint/ suggestions to be made are welcomed and may be discussed with the Warden/ Principal.

Education is development from within: Rousseau

STATUTES & SCHEME FOR THE TWO YEAR B.ED COURSE

1. Programme

The programme for the Degree of Bachelor of Education, known as B.Ed is a professional programme that prepares teachers for upper primary or middle level, secondary level & senior secondary level. The programme shall be offered in composite institutions.

1 Mode of Admission

The admission to B.Ed course(two years) shall be made on Entrance Test/Merit basis.

a) Time of Admission

Admission to the said course shall start on July 1 and shall be completed by July 31 every year.

b) Semesters & Vacations

The terms and vacations for the course shall be as under :-

First semester - August 01 to December 24 (Including Exam Days)

Inter Semester Break -Dec 25 to 5th Jan (next Year)

Second Semester - January 06 to June 15(Including Exam Days)

Inter Semester Break-June 16 to July 31

IIIrd Semester- August 01 to Dec 24th of the academic year

Winter break - December 25 to January 5

IV Semester- Jan 06 to June 16 of the academic year

c) Theory & Practice Duration

- 2 A total of 200 working days are to be academically completed with 36 hrs class per week. A total of 20 weeks internship cum teaching Practice is to be achieved (spread over two years) having 4 weeks in the First year of the program and 16 weeks in the second year. The - 4 weeks internship is to be in two semesters having 2 weeks internship in each semester of the first year whereas the 16 weeks is to be spread over third and Fourth semester of the 2nd Year of the B.Ed programme.

3 Eligibility

- Candidates with at least fifty percentage marks either in Bachelors' degree and/or in the Master's degree in sciences/social sciences/ humanities, bachelors in engineering or technology with specialization in science and mathematics with 55 percent marks or any other qualification equivalent thereto are eligible for admission to the programme.
- The reservation and relaxation for SC/ST/OBC/PWD and other categories shall be as per the rules of Central Government/UT whichever is applicable.

• Admission Procedure

Admission shall be made on basis of merit of the of marks obtained in the qualifying examination or in the entrance examination or any other selection process as per the policy of UT administration or the University.

• Fees

The institution shall charge only such fee as prescribed by the affiliating body/ UT government concerned in accordance with the provisions of National Council for Teacher Education (NCTE) Regulations 2002 as amended from time to time and shall not charge donations, capitation fee etc from the students.

The admission can be granted:-

a. Provided that a candidate who has been placed under reappear category in one course/paper of an examination, other than the qualifying examination, or was scheduled to appear in the examination (other than the qualifying examination) either as a regular or private candidate before the commencement of class work of B.Ed. course but could not do so on account of delay in the conduct of said examination, for reasons beyond his control, shall be eligible to appear in the examination, even though he/she has been duly admitted to B.Ed. course.

b. Any person in employment or self-employment or engaged in a business or profession is not eligible for admission to B.Ed. course in non-Government colleges. Such a person may, however, be considered for admission, provided-

(i) he/she produces a certificate from his/her employer that the employer has no objection to his/her employee pursuing whole time B.Ed course and that the employee is on authorized leave for the purpose;

(ii) in the case of self-employed-person or a person Any person in employment or self-employment or engaged in a business or profession is not eligible for admission to B.Ed. course in Non- Government colleges.

Such a person may, however, be considered for admission, provided-

engaged in business or a profession, the person concerned gives an undertaking in writing that he/she will devote his/her whole time for studies as a student during the period he/she remains on roll of the College for the course and shall not engage in any business or profession or avocation during this period or engage in any other activity which is likely to interfere with his/her studies in the college.

4. Medium of instruction and examination

English shall be the medium of instruction and examination in all papers except in Modern Indian Languages, where the medium of instruction and examination shall be the language concerned.

5. Eligibility for Examinations

At the end of every semester, Semester/term end examination would be held by the University as per the academic calendar schedule. All the candidates who have fulfilled the conditions of attendance, internals as well as internship cum Teaching Practice, shall be allowed to take examination. A person, so long as he/she is a student of B.Ed course, shall not be eligible to attend any other course of instruction or appear in any other examination of the University The concerned Principal of the College/Institution shall issue a certificate in the regard of the fulfilment of the conditions laid out for students and completion of syllabus.

1) There shall be an examination called the semester examination at the end of each semester in the prescribed courses for students having undergone a regular course of study college of Education or in and the offsite campuses. Examinations in the 1st and 3rd semester courses will be held ordinarily in the December and examination in the 2nd and 4th semester courses will be held ordinarily in the June every year or on such dates as may be approved by the Vice-Chancellor.

2) A semester examination for the B.Ed Degree Programme shall be open to the following categories of persons:

(A) A regular student i.e. a person who has undergone a regular course of study in an affiliating college of education or in and the offsite camp uses for the period specified for that course of study by having been on the rolls of the College immediately preceding the examination and has his/her name submitted to the Controller of Examinations by the Principal where he has pursued the course for the examination and has fulfilled the following conditions to be certified principal concerned:

- i) He/she has been a person of good conduct;
- ii) He/she has attended not less than 80% of the lectures delivered including seminars, tutorials etc., in each course offered by him in that semester;
3. In the case of a internship, he/she has attended not less than 90% of the internship (attendance)
4. He/she has paid the prescribed fees.

(B) Ex-students i.e. persons who after having undergone a regular course of study and having completed all conditions of eligibility for appearance in a course or courses in a semester examination including minimum attendance requirement and having secured D grade in sessional work and having either failed to pass the semester examination in that course(s) or been unable to appear in the examination in that course(s) will be eligible to appear as a private candidate in a examination by submitting his / her application on the prescribed form along with prescribed fees to reach the controller of examination within the dates fixed for this purpose.

The said candidate has to complete the Course with the all components (theory papers as well as the Internship) in maximum of the 3 years of the enrolment in the course. However, for the failure s/ dropouts, the awarding of the internals in equivalence of the percentage of the marks obtained in the theory examination for the reappear or private candidates.

3. The exact date for the external examination as well as the evaluation of theory as well as for the Internship shall be notified by the Controller of Examinations in consultation with the Principals of the Colleges.

The examination shall be open to any person who -

- i/ has been on the rolls of an affiliated (permanent /temporary) college for every semester;
- ii/ has passed the Bachelor's Degree Examination In any Faculty of this University as recognized or an examination of any other University recognised as or an examination of any other university recognized as equivalent thereto.
- iii/ produces the following certificates signed by the Principal of the College that he/ she
 - a/ has a good conduct and character;
 - b/ of having completed 80 % of attendance in each subject in theory and 90% for school internship in each semester.

c/ having completed school internship as per the norms laid down for the same;

• Admission in the next Semester

Admission in the II, III and IV Semester courses in B.Ed Two year semester program in operation shall be made on the prescribed forms to be filled up by every student seeking continuation of admission to the next semester.

Admission for the II & IV semesters shall be completed by the principal concerned within 15 days from the date of termination of the I/III semester examination. However, admission in the 3rd Semester of B.Ed shall be subject to having passed at least 50% of the courses of the 1st Semester,

appearance in at least in the two courses of the IInd Semester and having secured minimum of D grade in the Internals and must have completed the Internship of the Ist & IInd Semesters.

Provided that a late fee as per the notification issued from time to time shall be paid by each student seeking admission after the last prescribed date, up to 3 days maximum delay and thereafter no admission for continued enrolment shall be made.

Notwithstanding anything contained above the Vice- Chancellor shall be competent to alter the above schedule of continued enrolment.

Introduction of:

1. carry-on system in the Two year B.Ed course and
2. supplementary examination in the 3rd & 4th semesters of Two year B.Ed course (as approved by the university council vide resolution no.82.06)

• Cancellation /Shortage of Attendance & Condoning the shortage

- I. The Principal, shall be competent to cancel the admission of a student enrolled in B.Ed program in the college affiliated with the University of Jammu, if;
 - i) The student teacher / trainee/ intern remains absent without the permission of the Principal for a period of 1 month continuously; or
 - ii) The student teacher fails to attend the 50% or more of the total lectures delivered in the Ist semester after an opportunity has been given to him/her to explain as to why such an action be not taken against him/her

iii) All these actions if taken, need to be vetted by the Competent Body of the University. In case if the student teacher/ trainee/ intern has a some shortage than the required needed lectures for the eligibility, the Principal in consultation of Managing Committee, may condone shortages of a student in attendance in a semester for special reasons, to be recorded in writing, up to 6% of the lectures delivered. But the internship part is to be done by the student, for which no condoning is effective. The internship is compulsory.

A student, whose deficiency in lectures in a course is not condoned by the principal in consultation of Managing Committee or is not condonable, shall not be eligible to appear in the semester examination in the B.Ed course.

II. On Duty

A student who participates in games, cultural and other co-curricular activities, as defined below, with the prior approval of the Principal in consultation of Managing committee concerned. Such student/students for the purpose of condoning deficiency in attendances incurred by him/her on account of the participation in the inter university /interstate/regional Meet/National Meet, be treated as present on all the working days during the days of his/her absence on such account for a period not exceeding 08 working days in a semester for the theory papers but not for the internship:-

- 1/ State representation in International/All India Competitions organised by agencies which are recognised by the Board of Sports and Youth Welfare / any other co-curricular meet.
- 2/ Participation in Inter-University Competitions held under the auspices of a University or any other recognised institution as a member of the University team;
- 3/ Participation in Inter-Collegiate Competitions organised by the University as a member of the teams of participating institutions;

- 4/ Participation in the N.C.C., N.S.S. and National Integration Samitis activities as a member of the recognised institutions;
- 5/ Participation in the Coaching Camps/Rehearsals prior to participation as a member of State or University team in the National/All India/Inter-University Competitions; and
- 6/ Participation in the Mountaineering/Hiking/ Trekking/Skiing/Rock climbing or other such activities organised under the auspices of the State Government/University as a member of the Institution affiliated/recognised by the University.

Not with standing anything contained in these Statutes, the Syndicate shall have the power to exclude any candidate from appearing in any examination if it is satisfied after issuing a show-cause notice to the candidate and holding an inquiry, that such a candidate is not a fit person to be admitted there to.

5. EXAMINATIONS:

The Examination is a continuous process and the formative and summative techniques would be used to complete the process of examinations. The Semester End or the term end examination would be held in the following components

- a. Theory Papers
- b. Teaching Practice cum Internship.

• Theory examination.

The Theory comprises of the Core subjects and the Content cum Methodology papers irrespective of the weight age of the credits for it. The theory examination will be held as per the University Date-sheet at the designated centers and students need to write the examination as per rules and regulations of the University. The Unit-IV in all the theory subjects deal with the sessional work which is to be a part of internship. The Sessional work shall constitute the content for theory examination as well as for the internship. But for the theory examination, the entire sessional work is also to figure for the written theoretical examination. Candidates will require a minimal of 40% marks for passing the theory examination.

• Internship cum Teaching Practice Examination

It is continuous assessment of the student teacher performance in the classroom and outside the classrooms. In the school internship, 4 weeks are to be devoted to school based related activities and 16 weeks are to be devoted to practice teaching and the other activities of the school like all the routine work of the full teacher. The trainees are expected to work as full-time teachers during this period. The internship taken up in schools would be fully recorded in the form of Reflective Journal (RJ). The Reflective Journal is to be a compendium of all the activities of the student teacher which he/she would perform/enact in the classroom in the practicing school/on a field trip/performing any community service etc. In case of the non sufficient time in completing the internship, the internship activities including the teaching practice may be taken up in the Inter semester break. RJ is to be properly recorded and preserved by the student teacher.

All the activities performed need to be authenticated by the Principal and the Teacher in charge of the Group/ individual student. All the activities performed during the Internship

program from Semester 1 to Semester IV would be documented in the Reflective Journal. The Activities which can't be documented in writing must be photographed through timed videography (CD/DVD evidence to be appended). On the proper completion and its authentication by the concerned College Faculty, the External Examiners cum Observers would undertake the external evaluation of the students submitted by the University for the Award of the Grades. All the activities performed under internship need to be evaluated and awarded with marks which would be converted into Grades as per the formula charted out at 16. Besides, other activities of the internship, the following activities are must & can't be excluded from the schedule of the activities to be performed for Internship by the concerned Academic Coordination Committee (ACC) of the College.

The following activities besides to other activities are must in the component of the Internship.

- i. Differential Function of the school system.
- ii. System of Managing the classrooms by another teacher (if the teacher is on leave).
- iii. System of Managing Internal & External Evaluation.
- iv. System of maintain School records and Registers (in physical form or in the computer).
- v. System of managing curriculum activities.

6. SCHEME OF EVALUATION

- Theory External Evaluation

The evaluation of the student teachers would be done continuously throughout stay in the college. The theory papers would be evaluated out of 60 marks through external evaluators as per the guidelines and value points set forth.

- Internal Assessment

Internal assessment marks are 40. The 5 marks are to be awarded for the attendance percentage which student teacher has earned in proportion to the number of the classes attended for each subject. The attendance record is to be maintained on daily basis and the Academic Coordination Committee should observe its objectivity as well as malpractices be notified.

The other 5 marks are to be objectively awarded on the basis of the observations which a teacher educator would do for each student as per procedure. The following activities are to be basis other than many other activities which ACC may authorize the college , to conduct for awarding 5 marks to the student teachers:

- i) **Peer Leadership (Behavioral):** Taking up the challenges of leading others (leading in discussion in classroom, making others to join in the group talk etc, peer reformist) 1 mark
- ii) **Social Responsibility (social)-**takes the social cause as the personal responsibility be it the Clean India, Green India, Traffic management , HIV awareness etc. 1 mark
- iii) **Technology use in teaching learning-** makes use of the technological intervention in teaching learning process rather the conventional methods of banking on the books which is helpful in the curriculum transaction. 1 mark

iv) **Environment Friendly**- protects the trees and encourages others to do so; involves in the clean water and air campaigns which benefits the society at large. 1mark

v) **Co curricular Contributor**- Member of the different In house academic activities like member of the Editorial team; a poet /singer/painter/dancer etc./any other such activity which may be helpful in conduct of the teaching in the classroom.

Besides to it, 20 marks are meant for the Internals. The internals includes test/ tests and the Tutorial/ seminar/on spot questions etc. It is based upon 1mark answer , which is to be written as a very short answer. The test activity can be held twice in one semester with 5 marks each. The teacher educator will maintain the feedback exhibiting the performance. There is chance to improve upon the score.

The other 10 marks will constitute the activity of semester/tutorial/on spot question etc. activity (involving student teachers application of knowledge and learning of the curriculum). Both of the activities are to be constructed objectively and should be in accordance of the syllabus in hand. The record properly documented is to be shown to each student by the college, if asked, by the ACC for the Inspection purposes or by the student teacher. The proper justification of its value points is to be done very clearly.

6.1.C Internship cum Teaching Practice

a. Internship cum teaching Practice at the end of every semester , is to be evaluated on the value points. At the end of the IVth semester, the internship of all the four semesters is to be reflected through Reflective Journal. The Unit-IV in all the subjects for the theory deal with the sessional work which also constitutes internship.

b. The subjects offered by the students at the graduation and post graduation levels will form the basis for the selection of both teaching subject course at B,Ed level.

c. The teaching Practice will take place in two semesters (3rd & 4th) for the two subjects selected by the student teacher in the IInd Semester. The teacher In charge / teacher Educator would observe the lesson on the Five point scale (Very Satisfactory, Satisfactory, Average, Needs Amendments, Re-teaching)

"Very Satisfactory" is such a delivery of lesson which has the complete unison of content and pedagogy as per the plan drawn out and the teaching aids are innovative and naturalized adopted to the needs of teaching .

"Satisfactory" delivery of lesson means which has the complete unison of content and pedagogy as per the plan drawn out and the teaching aids are cost effective and are suited to the needs of teaching.

The "Average" delivery of lesson means which has the complete unison of content and pedagogy as per the plan drawn out and the teaching aids are not required but are used / enforced upon (out of place) in context of teaching.

"Needs Amendments" is such a delivery of lesson where the content and pedagogy match is missing.

The "Re-Teaching" delivery of lesson is to happen when the teaching of the content is wrong/ the pedagogy applied is not as per the requirement of the content. The student teacher's style of teaching lacks confidence in handling the content, methodology as well as the class.

d. The awarding of teaching Practice component 30 lessons in each subject + 20 (10 On spot lessons + 8 Observation 3 lessons of the peers + 2 criticism lessons) is to be done out of 60 marks (internal) out of 100 marks allotted for each subject whereas the 40 Marks are to be awarded by the external Examiners through the ACC after deliberations and Viva Voce.

e. The External Examiners appointed by the Hon'ble Vice Chancellor is to award 40 marks on the basis of:

- i. Interviewing the student teacher on the basis of the Pedagogy undertaken. 5 Marks
 - ii. The effectiveness of the technology used.
(RJ reflections in this context are to be properly documented) 5 Marks
 - iii. Any Innovation done while teaching for the learning among the students
(Transaction Ease) .(authenticated in RJ by the respective teacher) 10 marks
 - iv. Any report of misbehavior / use of corporal punishment during teaching (-5Marks) would be deducted.
 - v. Use of Cost effective /waste material products used as aids / home made aids (minimum 20 aids) 10 marks
 - vi. Social Behaviour and responsibility (to share the resources, helpfulness, courteousness to the students). 5 marks
- A candidate for the degree of Bachelor of Education (B. Ed.) must have:
 - a) completed two Semesters (the First Semester and the Second Semester) for the school Internship as given in the syllabus and must have requisite the attendance as per the statutes to go for the next year internship.
 - b) In no case the candidate is exempted of / relaxation in the Internship. All the candidates pursuing B.Ed program, hereby to be known as "Student Teacher/ Trainees" /Interns of the B.Ed.
 - c) completed a course of Internship extending over four Semesters to the satisfaction of the Principal of the College in which the candidate is studying

• The Internship will be observed as per the following Schedule

First Semester - INT 1				
INT1	Activity	Duration	Credits	Marks
	Visit Cum observation to	2 Weeks	2	50
	a) Anganwari (neighbouring centre)	2 Days		8
	b) Nursery School (Observation of 5 Lessons)	2 Days		8
	c) DIET (7 wings)	2days		8
	d) Innovative Centre (Pry & Middle schools)	2 days		8
	e) Pry School (Observation of 5 Lessons)	2days		8
	f) Middle	2 days		10
Second Semester - INT 2				
INT 2	Activity	Duration	Credits	Marks50
	Visit Cum observation to	2 Weeks	2	50
	a) High schools (Observation of 8 Lessons)	4Days		15
	b) Hr. Secondary schools Observation of 5 Lessons)	4Days		15
	c) SIE (7 branches) (Observation of 2 Lessons)	2 days		10
	d) Innovative Centres	2 days		10

IIIrd Semester - INT 3

INT3	Activity	Duration	Credits	Marks
	<u>Internship cum Teaching Practice</u>	8 wks	10	250
	a) School Internship (all mentioned activities to be performed as per clause No 5.II)	8 wks	2	50
	b) Teaching Practice (TP1A) comprises of delivery of 30 lessons on one chosen subject in addition to 20 lessons (10 on spot lesson+8 Observation lessons of the peers and 2 Criticism lessons)	8 wks	4	100(60 Internal+40 external)
	c) Teaching Practice (TP1B) comprises of delivery of 30 lessons on other chosen subject in addition to 20 lessons (10 on spot lesson+8 Observation lessons of the peers and 2 Criticism lessons)	8 wks	4	100(60 Internal+40 external)
Fourth Semester - INT 4				
INT4	Activity	Duration	Credits	Marks
	<u>Internship cum Teaching Practice</u>	8 wks	10	250
	a) School Internship (all mentioned activities to be performed as per clause No 5.II to be)	8 wks	2	50
	b) Teaching Practice (TP2A) comprises of delivery of 30 lessons on one chosen subject in addition to 20 lessons (10 on spot lesson+8 Observation lessons of the peers and 2 Criticism lessons)	8 wks	4	100 (60 Internal+40 external)
	c) Teaching Practice (TP2B) comprises of delivery of 30 lessons on other chosen subject in addition to 20 lessons (10 on spot lesson+8 Observation lessons of the peers and 2 Criticism lessons)	8 wks	4	100(60 Internal+40 external)

- I. Observe 30 directed lessons (15 in first semester and 15 in second semesters) as per the schedule to be given by other candidates/ peers and demonstration lessons by the teachers of the institution for honing the self-skills in teaching. Before embarking upon the teaching the students in the real classrooms, the trainee must have attended the demonstration and discussion lessons. He /She should have attended lectures and guidance for the discussion of theory courses, and Completed internship components.
- II. Teaching practice (a component of School Internship) of not less than 200 lessons (30 in IIIrd and 30 in IVth semester in each of the teaching subject(120 lessons in total), along with 40 lessons (20 on spot lesson in each subject + 32 observations lesson and 8 criticism lesson in two chosen subjects) taken up for the pedagogical mastery on the content basis distributed over Standards VI to IX of the recognized elementary/ secondary/ higher secondary schools.
- III. On spot lessons are the delivery of lessons which are not to be pre-planned by the student teachers but are to be delivered as and when asked to be delivered by the concerned teacher Incharge of the Internship. It is to be planned on spot at a short notice. The On-spot Lessons are to be delivered by the trainees after having a sufficient on hands experience of teaching in the real classroom situations. The Teacher In charge is to be reasonably satisfied of the performance of the trainee before inducting the trainee for on spot lesson delivery.
 - i. The teacher Incharge shall document the change reflected in the trainee on the attainment of the pedagogical skill from the time of the initiation into the classroom to on spot delivery of the lesson.

- i. The Teacher In charge is /are to ensure the veracity of the content to be delivered as well as the optimal performance of the trainee.
- ii. The Teacher In-charge would profusely document in the RJ the evidence and the quantity of change in the teaching style and the methods used, as witnessed in every trainee under his / her mentor ship since the last two sessions (since 3rd semester to 4th semester).
- iii. The examination for the degree of B. Ed. shall consist of division of marks, credit and allotment of time to each component of syllabus as shown in Table No.1

The term 'Credit' refers to the weightage given to a course, usually in relation to the instructional hours assigned to it. For the Foundational Courses and teaching courses, four hours theory course per week is given four credits and two hours theory course Per week is given two credits. The details of credits for individual components and individual courses are given in the schema given below in the table No I.

Scheme for two years B.Ed. Programme

FIRST SEMESTER								
Course No.	Subject/Course Component	Credits	Inst.Hrs /Wk	Marks				Total
				Theory	Practical			
					Tr.	Int	Ext Examiner	
101	Education in Indian Perspective	4	4	60	5+5	20	10	100
102	Childhood and Adolescence Education	4	4	60	5+5	20	10	100
103	Language Competence and Communication Skills	4	4	60	5+5	20	10	100
104	Educational Planning and Management	4	4	60	5+5	20	10	100
105	Inclusive Education	4	4	60	5+5	20	10	100
INT1	School Internship	2	Continued & Combined Internship					50 (30 Internal +20 Ext)

SECOND SEMESTER

Course No.	Subject/Course Component	Credits	Inst.Hrs /Wk	Marks				Total
				Theory	Practical			
					Tr.	Int	Ext Examiner	
201	Philosophical and Sociological Bases of Education	4	4	60	5+5	20	10	100
202	Teaching, Learning and Evaluation	4	4	60	5+5	20	10	100
203	Educational Technology and ICT	4	4	30	5+5	20	10	100
204	Methodology of Teaching Language-I English/Hindi/Punjabi/ Urdu/Dogri/Sanskrit Visual / Performing Arts	4	4	60	5+5	20	10	100
205	Methodology of Teaching subject-I S.St./Physical Science/Biological Science/ Home Science/Commerce/Per forming Art/Visual Art/Computer Education/Health & Physical Education/Maths.	4	4	60	5+5	20	10	100
206	Action Research	2	2	50	2.5+ 2.5	10	10	50
207	Yoga Education	2	2	50	2.5+ 2.5	10	10	50
INT2	School Interaction	2	Continued & Combined Internship					50 (30 Internal +20 External)

THIRD SEMESTER

B.EdNo	Subject/Course Component	Credits	Inst. Hour/W k	Marks				Total
				Theo	Pract			
					Tr	Int	Ext Exam	
INT3	School Internship	10 (2 credits for Routine work in school as a teacher & 4 credits each for the Teaching Practice in two subjects.	Continued & Combined Internship as shown in 6.I.E					250 = 50 Routine work+ 100 (TP1)+100 (TP2)Marks
301	Methodology of Teaching Language - II English/Hindi/Punjabi/Urdu/Dogri/Sanskrit Visual / Performing Arts	4	4	60	5+ 5	20	10	100
302	Methodology of Teaching subject-II S.St./Physical Science/Biological Science/ Home Science/Commerce/Performing Art/Visual Art/Computer Education/Health & Physical Education/Maths.	4	4	60	5+ 5	20	10	100
303	Envt Education & Disaster Management	4	4	60	5+ 5	20	10	100

FOURTH SEMESTER

No.	Subject/Course Component	Credits	Inst. Hour/Wk	Marks				
				Theo	Pract			Total
					Tr	Int	Obs	
INT4	School Internship	10 (2 credits for Routine work in school as a Teacher & 4 credits each for the Teaching Practice in two subjects.	Continued & Combined Internship as shown in 6.I.E					250=50 Routine work+ 100 (TP1)+100 (TP2)Marks
PR	Project Work	4						100
401	Teacher Education	4						100
402	Optional Papers (any one)	4						100
	A. History of Education B. Health and Physical Education C. Value & Peace Education D. Guidance and Counselling E. Comparative Education F. Curriculum Development G. Contemporary India & Education							

7. Project Work

The project work to be undertaken by each trainee under the directions of the teacher educator and the student teachers are to complete the following components

No	Activity	Completion Period	Internal	External	Marks
i)	Each one teach one	Two Years	15	10	25 Marks
ii)	Plant and own Tree	Do	15	10	25 Marks
iii)	Psychological testing	4 th Sem	15	10	25 Marks
iv)	Portfolio	Two Years	15	10	25 Marks
	a) Development of the Self as a person		5	5	
	b) Development of self as a Teacher		5	5	
	Development of the Wholistic & Integrated Understanding to handle Different situations.		5	5	
Total					100 Marks

8. Credits

The term 'Credit' refers to the weightage given to a course, usually in relation to the instructional hours assigned to it. For the Foundational Courses and teaching courses, four hours theory course per week is given four credits and two hours theory course per week is given two credits. The total minimum credits, required for completing a B.Ed. programme is 90 credits. The details of credits for individual components and individual courses are given in the schema given above in the table No I.

9. External Examiners

The Vice Chancellor by the powers vested in him would appoint Two External Examiners for the Semester end evaluation of the components (Internship/Project work/Teaching Practice /Internal Assessment) undertaken in the Semester as well as to be the members of ACC.

Duties & Responsibilities of the External Examiner:

- I. Should have an teaching experience of more than 10 years (for Professor/Associate Professor) and Asstt. Professor (as per the prescribed rules).
- II. Should have either B.Ed /M.Ed / MA(Education)as a basic qualification .
- III. Should have worked / been working either in an autonomous Institute or an affiliating institute of Education to JU
- IV. Would undertake a review of the activities taken up in the Reflective Journal of every student teacher before awarding for the said semester.
- V. Would Interact with the faculty as well as the student teacher to understand the mechanism behind the award allotment by the internal team.
- VI. The awarding scheme should reflect objectivity rather arbitrariness.
- VII. The student teachers are to be shown the grades awarded and students teachers are to be satisfied for it.

9. **Attendance**

Every student teacher has to have 200 working days in the entire course work spread in four semesters. The percentage of attendance earned by the student teacher will be awarded in set procedure which as follows:

Above 95% and above	=	5
Less than 95 and above 90%	=	4
Less than 90% and above 85%	=	3
Less than 85% and equal or above to 80%	=	2

10. **External Examination / Observation**

The entire internship done in a semester is to be evaluated through a committee of senior faculty of college mediated by the two External Examiners from the University / college/ other University. The External Examiners are to be the person of the discipline of education and has a minimum of 10 years experience of teaching in B.Ed / M.Ed / MA(Education).The college faculty should have a minimum of 4 years of teaching experience in the college. The focus is to award the student objectively and as per the value points. The External examiners will be paid TA/DA and the remuneration as per the University rules.

11. **Conferment of the B.Ed. Degree :**

- (i) A candidate shall be eligible for the conferment of the Degree of B.Ed. only if he/she has earned the required credits for the programme prescribed.

The successful candidates shall be classified as under:-

S.No.	Greater or Equal to % of Marks (>/=)	Less than % of Marks(<)	Grade Awarded
1	80	-	A+
2.	75	80	A
3.	68	75	B+
4.	60	68	B
5.	50	60	C
6	40	50	D
7.	36	40	E
8.	20	36	F

Those who gain A+ - D Grades are considered successful whereas the below D (i.e. E) is to be considered fail or Dropped for the Different Components

- i) Core /Foundational Courses
- ii) Methods Cum Content Courses
- iii) Internship & Projects

The final results shall be displayed in Grades as approved by the Competent Body on the pattern of Masters Degree program.

- i. A candidate, who passes, in theory but not successful in Internship examination will be a not successful candidate to earn the Degree as the candidate is to be successful in all the three components(Core/ Foundation Courses , Teaching Courses and the Internship) simultaneously irrespective of the minimum of Grades earned.
- ii. A candidate, who is successful in Internship examination but not successful in Theory Part (Foundational courses and the teaching courses) of the examination, shall be required to take the examination again in theory to earn the minimum grades to be earned to be declared eligible for award of B.Ed Degree.
- iii. Students pursuing the said course shall be permitted to complete the program within a maximum period of three years from the date of the admission to the program.
- iv. In no case the Internship could be exempted fully or partially. It is to be done as suggested.
- v. The syllabi and courses of study shall be prescribed by the Academic Council. The resource material (Text Books/Reference books/Articles) used by the students to write the assignments/ examinations are to be Plagiarism free and should be of the quality material fulfilling the research ethics.

As soon as possible after the termination of the examination, the Controller of Examinations shall publish a list of the candidates indicating against each his/her result. Each successful candidate shall be awarded a degree stating the Grade.

12. A candidate, who has already passed the examination for the degree of Bachelor of Education, may appear privately in anyone of the subjects mentioned in papers of 'Teaching of the subject' not already taken by him/her for this examination. The examination fee payable by such a candidate shall be one half of the total fee prescribed for the Bachelor of Education examination.
13. Every college of Education would sent in advance an Academic Calendar at the commencement of the session along with the list of the Schools to be engaged for the Internship. The group In charges as well as the student are to be informed accordingly in advance for the Internship venue and the roles and responsibilities.
The senior faculty is an asset of the Institution and a such should be retained, unless compulsive due to reasons beyond the intervention, for the good mentorship as well as for the internal academic coordination arrangement.

20. DEFINITIONS :

- I. Bachelor Degree” means Bachelor's Degree in the faculties of Arts, Science, Social Sciences or Commerce (under 10+2+3 pattern) of the University of Jammu or Bachelor's Degree in the Faculty of Music & Fine arts of the University of Jammu or a Degree of any other university recognized as equivalent thereto or Bachelor's Degree of 4-year duration in the Faculty of Agriculture of a recognized University or any of the such faculty which is included or would likely be included by the University Act.
- II. Qualifying Examination” means Bachelor's Degree Examination (on the basis of which the candidate becomes eligible for admission to B.Ed. course in) in the faculties of Arts, Science, Social Sciences, Commerce or Music and Fine Arts of the University of Jammu or any other examination recognized as equivalent thereto or, Bachelor's Degree of 4-year duration in the Faculty of Agriculture and other Faculties approved by the University of Jammu.
- III. Merit means percentage of marks obtained by the candidate in the qualifying examination (Bachelor Degree).
- IV. Open Merit Category means consideration under Non-Reserved Category on the basis of inter-se merit.
- V. The University means the University of Jammu.
- VI. Incomplete Form means the Application Form which is wrongly filled in, gives incomplete/wrong/false information, has not been attested by the prescribed authority, is not accompanied by the requisite late fee in full (if applicable) or is deficient in respect of one or more requisite certificate(s)/documents(s)
- VII. Late Receipt means the Application Form not received in the University even by post during working hours on or before the last date notified for the purpose.
- VIII. College means a Colleges of Education affiliated to the University for imparting instruction in the B.Ed. course.
- IX. Authority to attest the Application Form and Photograph” is either the Principal of the Institution from where the candidate passed the qualifying examination or where he is studying at present or by a gazetted officer or as per the University guidelines.
- X. Candidate means the person seeking admission to B.Ed. course.
- XI. Internship is an integral component, of the B.Ed Course, which comprises of different activities like Teaching of Practice etc. as reflected in the details above.
- XII. Reflective Journal is a compendium of all evidences of the activities performed by the trainee during the B.Ed course completion. The document is to be authenticated by the student, teacher, teacher incharge and the Principal.
- XIII. During the course, the candidates pursuing B.Ed program is a trainee/ Student teacher/Intern.