

GOVERNMENT COLLEGE OF EDUCATION, SECTOR 20-D, CHANDIGARH

A PREMIER INSTITUTE OF NORTHERN INDIA

(ACCREDITED 'A' GRADE BY NAAC)



A HANDBOOK OF INFORMATION

SESSION 2022-24

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INTRODUCTION

A Premier Institute of Teacher Education, Government Post-Graduate Basic Training College, as this was previously called, was founded in August 1954, under a special scheme of Government of India for establishing of training colleges for teachers at the post-graduate level. The college ranks high among the leading colleges of Education in Northern India and is affiliated to the Panjab University, Chandigarh.

The National Assessment and Accreditation Council (NAAC) has accredited Grade 'A' to this college. The National Council for Teacher Education has sanctioned 50 seats for M.Ed (General) and 100 seats for B.Ed per year. One additional course of P.G. Diploma in Guidance & Counseling has been started from the session 2018-19.

Panjab University has approved a Research Centre in the Faculty of Education for running Pre-Ph.D. course work. A study centre of National Institute of open schools (NIOS) has been started in the college under Chandigarh Administration.

The college has a sprawling campus, well maintained lawns, play-grounds and separate hostels for boys and girls. It has an excellent library, which provides services for general as well as research purposes. The two schools Government Model High School and Government Model senior secondary school, Sector 20-D are attached with the college as experimental schools for skill in teaching.

A number of dimensions have been added to the teacher training programme so as to make excellent and confident teachers who will further teach the builders of the nation. The syllabi, as prescribed by the Panjab University is enriched by seminars, workshops symposia, community activities, educational camps and numerous other modes of practical work.

The college welcomes the students at the commencement of the session and orients them about the whole course through lectures and presentations given to them by the Principal, Staff and Eminent Educationists.

-Sd-
Principal
Govt. College of Education
Sector 20-D, Chandigarh

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ADMISSIONS

1.1 COURSES OFFERED:

Admission to the following courses is offered every year:

- (a) Bachelor of Education (B.Ed.) (Semester System): Two years
- (b) Master of Education (M.Ed.) General (Semester System): Two years
- (c) P.G. Diploma in Guidance & Counseling (Semester System): One year

1.2 B.Ed. and M.Ed. Seats:

B.Ed.: 100 Candidates are admitted to B.Ed. course on the basis of their merit in the entrance examination through centralized admission to be conducted by Panjab University, Chandigarh.

M.Ed. (General): 50 candidates are admitted on the basis of their merit in the qualifying examination.

P.G. Diploma in Guidance & Counseling: 20 Candidates are admitted in the diploma course on the basis of their merit in graduation.

* Additional Seats (Over and above the sanctioned intake)

Category	Number of Seats
Economically Weaker sections*	10 % of total sanctioned seats in each course

** As per the letter vide Home department, Chandigarh Administration order no. 19/1/3-1H(3)-2019/4185 dated 01/05/2019, endorsed by the Director Higher Education vide Endst No. 239-DHE-UT-Ad.II-26(11)2000-3 dated 24.05.2019.*

1.2a ELIGIBILITY FOR ADMISSION:

Educational qualifications for admission are as per NCTE/Panjab University/Chandigarh admission policy.

Rules and Regulation/Guidelines (B.Ed.) :

- (i) Admission to B.Ed. shall be made on merit on the basis of marks obtained in the entrance examination or any other selection process as per policy of State Government/U.T. Administration and Panjab University.
- (ii) Eligibility: A person who possesses the following qualifications shall be eligible to join the course:
 - (a) Candidates with at least Fifty Percent Marks either in Bachelor's degree and/or in the Master's degree in Science/Social Sciences/Humanities/Commerce/Home Science/B.B.A./B.C.A., B.A.L.L.B., B. Com.L.L.B., or Bachelors in Engineering and Technology with specialization in science and mathematics with 55% marks OR any other qualification equivalent thereto, are eligible for admission to the programme.

However, while calculating merit, marks obtained in the graduation (the lower qualifying degrees) only will be considered for admission to the B.Ed. course.

- (b) The reservation and relaxation for SC/ST/PWD and other categories shall be as per the rules of the central/state government whichever is applicable.

- Exception—**(i) In the case of students belonging to Scheduled Castes/Tribes, the requirement of **50%** marks shall be reduced by **5** per cent provided they have obtained minimum pass marks prescribed by the regulations.
- (ii) Vide letter No. 3500-3599/001/05, dated 01/07/2016—The members of physically handicapped including blind and hearing impaired shall be allowed a relaxation of 5% marks for admission to the courses in which a certain percentage of minimum marks has been prescribed provided they have obtained minimum pass marks prescribed by the regulations.
- (iii) **No one who is in employment (whole-time, part-time or honorary service) shall be allowed to join B.Ed. course without taking leave from his/her employer/institution/office etc. from the date of commencement of the academic session to the conclusion of his/her examination including practical skill in teaching examination.**

Note.— (iii) For calculating percentage of marks in case of students who have passed B.A. examination by parts, the following procedure will be adopted :

- (a) Average percentage of marks obtained in Prabhakar/Giani or shashtri an equivalent MIL Examination/English and in two more elective subjects. **(If more than two subjects have been cleared, the score in which he/she got higher marks, will be taken into account).**

Prabhakar or Giani or shashtri will be considered as an elective subject and brought at par with one elective subject in respect of maximum marks.

- (b) For candidates who have received their B.A. degree after doing Shastri or an equivalent Oriental Training Examination, marks obtained in Shastri examination or an equivalent OT examination will be considered as scored out of two subjects (elective) and calculated on the basis of the marks obtained in **two elective** subjects to the best advantage of the candidate.

Note.—50% does not mean 49.9999...% or less for the purpose of admission.

The admission will be finalized on the basis of merit in the qualifying examination and reservation of seats as per the rules of the Chandigarh Administration/University norms.

- iii Duration of B.Ed. programme shall be of Two academic years, spread over four semesters, which can be completed in a maximum of Three years from the date of admission to the programme.
- iv There shall be at least 200 working days each year exclusive of the period of admission and examination.
- v The institution shall work for a minimum of thirty six hours in a week (five or six days), during which physical/online presence of all the teachers and student teachers is necessary to ensure their availability for advice, guidance, dialogue and consultation as and when needed.
- vi Minimum attendance of student teachers shall be 80% for all course work and practicum, and 90% for school internship.

- vii Minimum pass marks are 40% in each paper, Practical, and School Internship in each semester, however, the promotion from semester I to II and from III to IV shall be as per Panjab University policy for semester courses. Pass marks will be 40% in Aggregate.
- viii Admission to B. Ed course is subject based. At the time of admission, each candidate shall opt for two teaching/pedagogical subjects, which has been studied at graduation/post-graduation level. The candidate must have studied the Major subject of the pedagogy subject combination for atleast 3 years at graduation level or two years at Master's level. The minor subject should have been studied for at least for one year/one semester.
- ix The candidates having honours course shall opt for major subject in which they have obtained honours. The minor subject should have been studied atleast for one year/one semester.
- x A candidate getting admission on the basis of Post Graduate Degree shall have to opt for one teaching subject pursued by him/her at Master degree.
- xi **Any candidate who has passed graduation without a relevant school subject would not be considered for admission in B.Ed. course.**
- xii The candidates who have passed additional subjects at graduation level can opt for only those teaching subjects, marks of which are taken into account for the purpose of calculating percentage of marks at graduation level.
- xiii B.C.A graduates may opt for pedagogy of Computer science as one of the teaching subjects. The other subject shall be pedagogy of Mathematics or any one language (English/Punjabi/Hindi/Sanskrit).
- xiv B.E./B.Tech. graduates shall opt for any two subjects among pedagogy of Mathematics, Computer Science, Science, Languages.
- xv B.Sc. (Home Science) graduates shall opt for two pedagogy subjects. One is Pedagogy of Home Science, other subject may be studied at graduate level i.e. Science or any one language (English/Hindi/Punjabi/Sanskrit).
- xvi B.Sc (Medical) graduates shall opt for two teaching subjects out of the following :
- (a) Pedagogy of Science/Life Science ;
 - (b) Pedagogy of Physical Science ;
 - (c) Pedagogy of any one language i.e. English/Hindi/Punjabi/Sanskrit.
- xvii B.Sc (Non-Medical) graduates shall opt for two teaching subjects out of the following :
- (a) Pedagogy of Science/Physical Science ;
 - (b) Pedagogy of Mathematics/Computer Science ;
 - (c) Pedagogy of any one language i.e. English/Hindi/Punjabi/Sanskrit.
- xviii Arts Graduates may opt for any two pedagogical subjects one each from the following (a) and (b) :
- (a) Pedagogy of Social Studies/Economics/History/Geography/Political Science/Sociology/Public administration/Fine Arts/Physical Education/Music/Home Science.

(b) Pedagogy of any one language i.e. English, Punjabi, Hindi, Sanskrit provided that the candidate has studied the subject at the graduation/post graduation level.

xix Graduates with Fine Arts/Music/Computer Science/Home Science/Physical Education/Mathematics/Statistics/Quantitative techniques shall opt for any of these subjects with the other subject combinations available in the college.

Teaching of Fine Arts shall be offered to a candidate who had taken up Fine Arts/Performing Arts/Fashion Design/Fashion Technology or B.A. with Diploma in Drawing and Painting or Arts and Craft Teacher's course from a recognized institution.

xx Pedagogy of Social Studies shall be opted by those who have studied any one of these subjects at B.A./M.A. level i.e. History/Economics/Geography/Political Science/Sociology/Psychology/Education/Defence Studies/Religious Studies/Public Administration/Philosophy.

xxi B.A. LLB. Graduate shall opt for two teaching subjects which they have studied during the course, major for at least two/three years and minor for at least one year/one semester.

Note : 1. The candidates shall be given the required subject combination depending upon their availability in the college.

2. Candidates who have passed Shastri/Gyani/Parbhakar/Honours in a language/Elective subjects in languages can opt for two language combinations provided they have studied the other language for at least one year/one semester at graduation/post-graduation level.

3. In case of student who have done Honours in language as Hindi, Punjabi and English, the major subject will be language. Such candidate will be allotted minor subject on the basis of other subject option/s permissible to the candidate by the Panjab University and the availability of the same in the college.

4. Pedagogy subjects shall be taught by the concerned teacher educators with specialization in the subject.

5. Pedagogy of Health and Physical Education shall be taught by Assistant Professor in Physical Education (M.A. Physical Education/M.P.Ed.)

6. Pedagogy of Computer Science shall be taught by an Assistant Professor in Computer Science(M.C.A./M.Sc.-IT/CS/M.Tech. or similar qualifications with B.Ed. preferably with M.Ed. But ICT components (EPC-I) may be taken up by Computer Instructor (PGDCA/ M.Sc. (IT/CS)/B.E./ B.Tech.(CS) or higher qualification from a recognized institution.

7. Pedagogy subjects selected at semester-I will remain the same in all the semesters.

8. Pedagogy of Social studies/ social science i.e., Teaching of Economics/ Sociology/Political science/Geography/Public administration are equivalent to pedagogy of social studies and vice-versa for the purpose of employment as S.St. Teachers/ TGT/PGT in school.

**Pedagogy Subjects offered in Government College of Education, Sector-20 D, Chandigarh for
the session 2022-24:**

1. Pedagogy of English
2. Pedagogy of Hindi
3. Pedagogy of Punjabi
4. Pedagogy of Sanskrit
5. Pedagogy of Economics
6. Pedagogy of Social Studies
7. Pedagogy of Mathematics
8. Pedagogy of Science
9. Pedagogy of Life Science
10. Pedagogy of Physical Science
11. Pedagogy of Home Science
12. Pedagogy of Fine Arts
13. Pedagogy of Music
14. Pedagogy of Computer Science
15. Pedagogy of Physical Education

1.2b Essentials for Admission to the College:

- (a) After the allotment of the seat through the centralized admission counselling, Panjab university, candidate is required to report in college within the stipulated time and fill the Admission Form in his/her own handwriting.
- (b) Every student seeking admission to the B.Ed./M.Ed. and PGD (G&C) Course shall be required to attach the following documents with the application form and No documents will be entertained after the submission of the form. Self Attested copies of Certificates should be attached with admission form and original certificates will have to be produced at the time of interview/ admission.
 1. Certificate of good character from the Principal of the institute in which the candidate studied last or from the Head of the institute in which he/she worked last.
 2. Self attested copy of the Date of Birth Certificate.
 3. U.T. Pool certificate (Proof of having studied in Chandigarh atleast for two years).
 4. Self attested copies of degree (B.A./B.Sc./B.Com./M.A./M.Sc./M.Com./and any other) along with detail marks certificates.
 5. Printout of letter of allotment of the college issued by Panjab University, Chandigarh.
 6. Certificate for special claim. Candidates seeking admission on the basis of special claim such as being daughter of army personnel, distinction in sports at the university, shall produce a certificate from the competent authority as specified in the application form supporting the claim. Provisional admission is not permissible. Incomplete form will be rejected without any obligation whatsoever.

1.3 MASTER OF EDUCATION (M.Ed.):

RULES & REGULATIONS FOR ADMISSION

The duration of the course for the degree of Master of Education (M.Ed. General) shall be of two academic years (Four Semesters).

Fifty (50) candidates are admitted to the M.Ed. course on the basis of the merit obtained in B.Ed., considering the criteria prescribed by the University.

1.3 a Eligibility :

A person who possesses any of the following qualifications shall be eligible to join the course :

- (a) A degree in Bachelor of Education/equivalent degree of this university with 50% marks (45% in case of SC/ST and PWD candidates) or from any other University/ Institution recognized by AIU. OR
- (b) B.A. B.Ed., B.Sc., B.Ed., (50%) OR
- (c) B.El.Ed. (50%) OR
- (d) **D.El. Ed** with an undergraduate degree (with 50% marks in each).
- (e) Reservation and relaxation for SC/ST/PWD and other applicable categories shall be as per the rules of the Central Government/State Government whichever is applicable.
- (f) Any other qualifications recognized by the Syndicate as equivalent to (a).

1.3 b NOTE FOR ADMITTED CANDIDATES

Admitted candidates are required to complete successful study of 20 compulsory papers, 5 optional papers, one compulsory dissertation and compulsory field Internship (four weeks) to fulfill the criteria of NCTE for award of degree of M.Ed. (General). Dissertation and Field Internship will be evaluated at the end of Semester IV. The student has to obtain a minimum of 80 credits towards fulfillment of course completion criteria. Further:

1. A student is required to have a minimum of 80% attendance for theory courses and practicum in each semester to be eligible to appear in examination and 90% for field internship/attachment.
2. A student earns credits in each paper if he/she obtains the minimum 40% pass marks in each course.
3. Each course of 4 credits will have teaching sessions of four hours (including Lectures, Tutorials, Practicals, Sessional work) per week.
4. Students shall be permitted to complete the programme requirements of the two-years programme within a maximum period of three years from the date of admission of a candidate to the programme.
5. There will be provision of reappear examination maximum in two papers in a semester. Candidate will be given maximum of two chances to clear each of the paper/s in which he/she has failed. Reappear candidates will be allowed to appear as per Panjab University Norms/Calendar.
6. Synopsis of dissertation will be submitted in semester II in the month of March, 2023 and last date for submission of Dissertation will be 30th November, 2023 i.e., in Semester III.

Note :(i) Admissions will be done as per Reservation Policy of Chandigarh Administration mentioned in this Hand Book of Information.

(ii) Selected candidates will have to produce **Medical Fitness Certificate** (Performa attached) from the MBBS doctor within a week in the college dispensary and are required to deposit

the fee within 48 hours failing which their admission will stand cancelled and the seat(s) will be offered to the next candidates in order of merit.

(iii) If any student does not attend the college for a week (7 working days) from the beginning of the academic session, his/her admission will stand cancelled.

1.4 Post Graduate Diploma in Guidance & Counselling

1.4 a Eligibility

Educational Qualification for admission to the P.G. Diploma Course is Bachelor's degree with at least 50 percent marks in aggregate.

2. RESERVATION POLICY:

A candidate applying in the reserved categories shall carefully indicate his/her claim **for only one category** in the Admission Form. In case the candidate wrongly indicates claim for more than one reserved categories, the one claimed in the first instance shall be considered. No change of category will be entertained/permitted in the application form or otherwise at a later stage.

2.1 U.T. Pool (60%) :

Sixty percent seats of the total sanctioned intake of the institution will be filled up from amongst the students who pass their lower qualifying examination from colleges recognized by the Chandigarh Administration and situated in the Union Territory of Chandigarh as a regular student of the said Colleges/Institutions subject to the condition that such students must have studied **for at least two years at Chandigarh and have passed one lower qualifying examination from these colleges/Institutions. These seats will be termed as "U.T. Pool Seats"**.

2.2 General Pool (40%) :

Forty percent seats of the total sanctioned intake of the institution will be filled up from amongst the students who pass their qualifying examination from the institutions other than those located in the Union Territory of Chandigarh. These seats will be termed as "General Pool Seats".

Note: The students who have done their graduation/post graduation through distance mode will be considered under General Pool only.

2.3 RESERVATIONS:

2.3(a) Scheduled Caste/Scheduled Tribe:

The following percentages of the seats are prescribed for the students belonging to Scheduled Castes and Scheduled Tribes.

UNION TERRITORY POOL:

Scheduled Caste	15% (Vide Memo No. 19/01/2-H(2)-2014/7840, dated 2-5 2014 of Chandigarh Administration)
Scheduled Tribe	Nil

GENERAL POOL:

Scheduled Caste	15%
Scheduled Tribe	7.5%

If the requisite number of students of SC category in the U.T. pool is not available, the seats will be made open to those students belonging to general category of the said pool. In general pool, if the requisite number of students belonging to SC/ST categories are not available, the reservation will be interchangeable amongst the students of these communities. However, if the seats still remain unfilled, these will be made open amongst the students of the general category of the said pool.

2.3 (b) Ex-servicemen, Dependents of Defence/Para-military Personnel etc :

(5%) Five per cent of the seats in each pool would be filled in from the following categories of students in order of preference.

- (a) Sons/daughters/spouses of defence personnel who are awardees of gallantry decorations of Paramvir/Mahavir/Vir Chakra in person or posthumously.

OR

Sons/daughters/spouses of defence personnel and para-military personnel like CRPF, BSF etc. who were killed or are totally incapacitated in action while in service and were wholly dependent on them;

- (b) Sons/daughters/spouses of defence and para-military personnel like CRPF, BSF etc. who died while in service and were wholly dependent on them;
- (c) Sons/daughters/spouses of defence and para-military personnel like CRPF, BSF etc. incapacitated while in service and were wholly dependent on them ;
- (d) Children/widows of defence persons killed or disabled to the extent of 50% or more in action, wards of gallantry awardees and ex-servicemen and children of serving defence personnel/ex-servicemen.
- (e) Sons/daughters/spouses of serving defence and para-military personnel like CRPF, BSF etc. who are wholly dependent on them.

Note :

- (i) *The applicants seeking admission under category (a) are required to submit the photo copy of citation for the gallantry award failing which they will not be considered for this category.*
- (ii) *The applicants under categories (b) and (c) are required to submit the certificate from the respective Headquarters regarding death or total incapacitation while in service.*
- (iii) *The applicants seeking admission to category (d) are required to submit discharge certificate from service and certificate of dependence from the Director, Zila Sanik Board.*
- (iv) *The applicants claiming admission under category (e) are required to submit the certificate of dependence from the unit in which parent/spouse is serving.*

2.3 (c) Physically Handicapped

5% seats are reserved for differently abled/physically challenged persons, according to the Rights of Persons with Disabilities Act, 2016. The physically challenged student will be required to furnish a medical certificate issued by the Principal Medical Officer of his concerned district/Civil Surgeon of Chandigarh, indicating percentage of disability, whether he/she is otherwise able to pursue his/her studies, name of the disease/handicap, whether the handicap is temporary or permanent; and whether the 40% handicap is progressively degenerative.

5% marks concession will be given to physically handicapped persons in the minimum eligibility criteria for a course subject to minimum disability of 40% provided they have obtained minimum pass marks prescribed by regulation.

(Amendment in PU calendar Vol. I 2007 chapter VIII (D) Regulation 29.3 approved by Sentate PU on 29-3-2008.

Student with a temporary handicap will not be considered against the reserved seats for the physically challenged. Where the certificate is issued by any authority other than the Principal Medical Officer of Chandigarh, the concerned Head of the institution shall refer the candidate to the Principal Medical Officer, Chandigarh and shall admit the candidate only after confirmation from the PMO, Chandigarh.

All candidates seeking admission, except in the case of Chandigarh Medical College and Punjab Engineering College (where the existing practice shall continue), will furnish an undertaking, as under, along with their application from : ***I certify that I have no such physical handicap/disability which would hinder the pursuit of studies in the course in which I am seeking admission. If at a later stage it is found that I have a physical handicap/disability which hinders the pursuit of studies in the course in which I am seeking admission, then my admission will be liable to be cancelled.***

In case of any doubt in interpretation of any clause of these instructions, the matter shall be referred to the Chandigarh Administration whose decision shall be final.

2.3 (d) Children and grandchildren of Freedom Fighters :

Two per cent (2%) seats from each pool will be filled in from the children and grand children of freedom fighters.

- (a) A freedom fighter is a person who has either been granted freedom fighter pension by the Chandigarh Administration or has been awarded “**Tamra Patra**” by the Govt. of India for his political sufferings. No person other than the above mentioned persons will be considered as freedom fighter for the purpose of reservation in admission to this institution. The requisite certificate will be issued by the **Deputy Commissioner, Chandigarh** which will be considered irrespective of the form in which it is issued, provided it is self-explanatory.
- (b) Grand Children means son’s sons/daughters or daughter’s sons/daughters.
- (c) The wards of freedom fighters who have been awarded “**Tamra Patras**” by the Govt. of India would also be eligible for reservation under this category. In the case of such freedom fighters, they should be producing their “**Tamra Patra**” **certificate, freedom fighter certificate and dependence certificate from the Deputy Commissioner of the District, in which they reside.**

Note.—The applicants from this category will not be considered without the following documents :

- (i) *The photo copy of “Tamra Patra” certificate or Freedom Fighter certificate.*
- (ii) *Dependence Certificate from the concerned Deputy Commissioner.*

2.3 (e) For Sportsmen/sportswomen:

(a) Two per cent (2%) seats would be filled in with sportsmen or sportswomen on the basis of their merit as per grading criteria forwarded by the Chandigarh Administration. This category shall not be divided into U.T. Pool/General Pool.

Benefits of reservation under this category shall be available only to the following categories of the students:—

- (i) Who passed their qualifying examinations from colleges recognised by the Chandigarh Administration and situated in the Union Territory of Chandigarh as a regular student of the said college, who have studied in Chandigarh colleges for atleast two years before applying for gradation certificate subject to the condition that such students must have represented Chandigarh State in the National/other recognised tournaments.
- (ii) Where Chandigarh Administration has adopted the notification of other States/U.T. on reciprocal basis to give benefit of reservation in admission in Sports category in Chandigarh, they will be graded as per existing policy of the Chandigarh Administration.
- (iii) Countersigning of the Gradation certificates shall only be admissible on reciprocal basis provided that countersigned certificates will be graded as per policy of the Chandigarh Administration.

The gradation for Sports person is as under, which should not be before 1st April, 2019.

Grade-A International level

Grade-B National level

Grade-C State level

Grade- D District level

Gradation Certificate of Sports, which is issued by Sports Department of the respective State/U.T. only will be accepted.

(b) Performance in the following sports disciplines will only be considered for the purpose of Sports Gradation Certificates :—

- | | | |
|------------------------|------------------------------|----------------|
| 1. Athletics | 2. Archery | 3. Badminton |
| 4. Basketball | 5. Boxing | 6. Cricket |
| 7. Chess | 8. Cycling | 9. Fencing |
| 10. Football | 11. Golf | 12. Gymnastics |
| 13. Handball | 14. Hockey | 15. Judo |
| 16. Kabbadi
(N. S.) | 17. Kayaking and
Canoeing | 18. Shooting |
| 19. Squash | 20. Swimming | 21. Rowing |
| 22. Table Tennis | 23. Tennis | 24. Volleyball |
| 25. Weightlifting | 26. Wrestling | |

Note.-(c) Students seeking admission to this category shall be considered only :—

(i) If his/her age falls within the age group under which he/she is eligible for participation in Inter- College/Inter-University Tournaments.

(ii) If his/her achievement in sports relates to his/her activity in any of the three years preceding admission. (For example, for admission in the year 2022-24, the achievements shall not be prior to the 1st April, 2019).

2.3 (f) Reservation for other categories:

There will be **no reservation** for any other categories such as:

(a) Backward Class;

(b) Teacher's Children, self and spouses;

(c) Widow/Divorced/Deserted women;

(d) Border/Backward Area;

(e) Children of innocent civilians killed/sustained 100% disability by terrorist/by security forces acting in aid of civil powers.

OR

Children of Victims of November, 1984 riots.

OR

Children of Army deserter's killed/100% physically disabled.

OR

Children of External/Internal Migrants.

(f) Children/Widows of Punjab Police Personnel killed/disabled.

2.3 (g) Foreign students:

(2%) Two per cent seats are reserved for foreign students in the B.Ed. course. The foreign students should submit along with their application the following documents without which they will not be considered for admission under this category:—

- (a) Eligibility Certificate: If a student is seeking admission on the basis of foreign qualification;
- (b) Long term student Visa; (till the completion of the course)
- (c) Proof of foreign Nationality.

Note :- (i) *Foreign students residing abroad should apply through their respective Embassies to the Secretary, Govt. of India, Ministry of External Affairs, New Delhi.*

(ii) *Foreign Students who are in India desirous of seeking admission to B.Ed. course will compete amongst themselves for the seats created for them. Those living and applying from abroad shall be required to produce the test score of the Graduate Record Examination (GRE) from Princeton USA. Foreign Candidates shall also have to comply with all their requirements of Government of India, U.T. Administration Chandigarh as well as Panjab University as prescribed by them from time to time.*

Admission of the foreign students to the College is governed by the guidelines issued by the Dean, Foreign Students, Panjab University, Chandigarh.

The reservation of seats, as given above, shall be strictly adhered to. In case seats in a reserved category remain vacant on account of non-availability of eligible candidates, such seats may be filled up from the general category. The candidates who had applied for the reserved category will be considered for the particular category/categories only.

This reservation is in accordance to the Home Policy of Chandigarh Administration, Chandigarh.

Note :- As and when there is a change in the Home Policy or University rules, it will be incorporated in the Admission Policy and intimated to the students and displayed on the notice board also.

2.3 (h) Economically Weaker section (EWSs) Reservation

As per the letter vide Home department, Chandigarh administration order No. 19/1/3-IH(3)-2019/4185 dated 01/05/2019, endorsed by Director Higher education vide ends. No.239-DHE-UT-AD.II-26(11)2000-3 dated 24.05.2019, additional ten per cent (10 %) of the total sanctioned seats in each course will be filled from the persons belonging to economically weaker sections from all over India. The criteria of income, Assets and asset certificate authority will be as;

CRITERIA OF INCOME & ASSETS:

Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below **Rs 8.00 lakh (Rupees eight lakh only)** are to be identified as EWS for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application.

Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-

- i. 5 acres of agricultural land and above;
- ii. Residential at of 1000 sq ft. and above;
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential, plot of 200 sq. yards and above in areas other than the notified municipalities.

The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.

The term "**Family**" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

INCOME AND ASSET CERTIFICATE ISSUING AUTHORITY AND VERIFICATION OF CERTIFICATE:

The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format shall only be accepted as proof of candidate's claim as 'belonging to EWS: -

- (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendary 3 Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate! Executive Magistrate/ Extra Assistant Commissioner
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

The Officer who issues the certificate would do the same after carefully verifying all relevant documents following due process as prescribed by the respective State/UT.

3.0 IMPORTANT RULES AND INSTRUCTIONS

3.1 General Rules

(a) Fee and other charges.

1. If any student does not attend the college within a week of the opening day as announced by the college, his/her admission will stand cancelled.

2. Non Payment of II Installment of fee within 15 days will render a student liable to have his/her name struck off from the rolls of the college.

3. All dues must be cleared before final examination.

4. Fee/Fines and other charges once paid shall not be refunded for any reason.

(b) Anti Ragging: Ragging is to totally banned and is a cognizable offence. Any student facing any form of ragging can complain to the anti-ragging committee of the college. Any student found involved in the act will be punished as per UGC anti ragging regulations and Supreme Court of India guidelines.

All the students are required to submit the undertakings as per specimen given in the Annexures.

(c) Attendance/Rules for lecture shortages

- All the students of M.Ed., B.Ed. and P.G. Diploma course are expected to be regular in attending classes according to the time-table in force.
- **They must attend atleast 80 per cent in theory and practical's/ total lectures delivered in each subject and 90 per cent in school internship.**
- Information regarding students falling short of lectures will be sent to their parents/guardians invariably as per the practice of this college and they may be called in the Principal's office.
- Students can check their lecture shortage statements from Students' Notice Board from time to time.
- Students can claim the benefit of Medical Leave/Special leave granted by the Principal. They must note that the medical Leave/Special Leave will just waive off their fine during leave period.

Attendance is compulsory in all the academic, cultural and sports functions of the college. A special fine will be charged from the absentees.

(d) College Uniform & Dress Code for Prospective Teachers:

Students will wear the college uniform on every Monday and on special functions.

Boys :—White Shirt-Pant and Maroon Turban (Optional).

Girls :—Plain White Kameez-Salwar and Maroon Duppata OR Plain White Sari with Maroon Blouse.

Maroon Cardigan for all the students.

Note.—1. No self prints or embroidered variations of the uniform will be permitted.

2. Girl students are required to wear Salwar-Kameez/Sarees only on rest of the working days.

(e) Leave Rules:

1. Leave will be granted to genuine cases only.
2. Leave for three working days will be granted by the Tutor or by the Senior Tutor in the absence of the Tutor. Leave for more than three days and up to six days will be granted by the Senior Tutor on the recommendation of the Tutor. Leave for more than six working days will be sanctioned by the Principal.
3. Applications of resident students for sick leave up to 3 days should be recommended by the Superintendent of the hostel/warden. Application for sick leave for more than 3 days should be supported by Medical Certificate from a Medical Officer.
4. Absence without leave will be considered a breach of discipline and will be dealt with seriously.
5. **No leave will be sanctioned during the house tests and teaching practice.**

(f) House Examinations & Teaching Practice:

In order to become eligible to appear in the University Examination under semester system, the students are required to appear and obtain a **minimum of 40% marks in each theory subject and 40% in practicals in house examinations in each semester.** Absence from these examinations on any ground will be treated as failure and the Principal will have the authority to withhold or withdraw the name of the absentee/failure from the University examination. No request would be entertained for grant of leave from the house test.

Students using unfair means in the house examinations are liable to be expelled from the college.

(g) Internship Programme:

Pre-Internship and school Internship programme is the most crucial part of B.Ed. Course. Final internship practical examination is entitled with strict compliance with the attendance norms.

Pre-internship programme during 1st and 2nd semester is compulsory. However leave can be taken as per the leave rules [3.1(e)] during school internship programme in 3rd semester.

3.2 College Library Rules:

Different Coloured Identity Cards will be provided to the students of each semester. The students are required to wear their ID cards when on campus:

- | | |
|-----------------------------|-------------------------------|
| Red ID Card—B.Ed. 1st Year | Yellow ID card—M.Ed. 1st Year |
| Blue ID card—B.Ed. 2nd Year | Green ID Card—M.Ed. 2nd Year |
| Voilet ID card—P.G. Diploma | |

It will be compulsory for the students to wear the identity cards. Gate keeper of the college can stop the students to enter the college, who are not having their identity cards.

(a) Smart Identity-cum-Library Card:

Every student of the college is required to keep a Smart identity-cum-library card with an attested copy of his/her photograph. With these smart cards, 2 tickets per B.Ed. student and 4 tickets per M.Ed. student will also be issued.

—Duplicate Identity Card will be issued on the payment of Rs. 50/- only. (if lost).

—Duplicate ticket charges are Rs. 10/- per ticket (if lost).

The stamp size photograph will be attested by the Tutor concerned.

(b) Rules & Regulations:

1. The college provides library facilities to all the students on production of their identity-cum-library cards (Smart Card).
2. Students are responsible for the books taken on the cards.

3. Loss of borrower's card should be immediately reported to the librarian who will issue a duplicate card on payment alongwith the fine.
4. B.Ed./PG Diploma students can borrow two books at a time for a period of 14 days. M.Ed. students can borrow four books at a time for a period of 14 days.
5. A fine of Re. 1 per day per volume will be levied if a book is kept beyond permissible period of 14 days. In case the member does not pay the fine, the Librarian is authorised to detain his/her card till the amount is paid.
6. If a book is much in demand, the Librarian may curtail the number of days or even put it in the list of reference books which cannot be issued and may be used in the library only.
7. Books issued may be recalled at any time.
8. Re-issue of the same book to the same student will be permitted if the book is not required by others.
9. Reference books will not be issued.
10. A person losing, defacing, underlining or otherwise damaging books shall be required to pay the entire cost of the book replacement.

The books reported to have been lost shall be either replaced by the latest edition or paid for at the price available in the latest catalogues/books *plus* 10% of the price as service charges.

In case the book is out of print or rare and its price is not available, the Librarian will decide the amount to be charged i.e. the cost of the lost book to be realised from the member shall be calculated by adding 10% price to the original cost of the book every year from the date of its publication till the case is settled and the cost thus arrived at shall be further enchanced by 10%.

11. A student found tearing off or removing pages or illustrations from a book or journal will be strictly dealt with. A fine up to **Rs. 100** will be imposed.
12. Borrowers should not get the mutilated books issued without getting the signature of the Librarian at mutilated place otherwise they will be held responsible for such mutilation.
13. Books of the following description shall not be issued:—
 - (a) Reference books.
 - (b) Periodicals.
 - (c) Rare books.
 - (d) Thesis/Dissertations.
 - (e) Other books temporarily reserved.
14. Books borrowed from the library must be returned to the Librarian and should not be passed on to others.
15. The student will surrender the library card along with readers tickets to the Librarian after returning all the books at the end of the academic session and get a **NO DUES** certificate.
16. Students must get the issued books checked by the official deputed for this purpose before leaving the library.
17. Book bank facility is provided to economically weak students.
18. **Students must adopt the COVID Appropriate behaviour as per the instructions/guidelines issued by the Chandigarh Administration from time to time.**

(c) Refund of Securities:

The application for the refund of securities must be accompanied by **No Dues Certificate** from the heads of various departments, college office, Librarian, Hostel Superintendent etc. All securities will be refunded at the end of the session and within one year after the completion of the course. **No request for the refund of library security will be entertained after one year of the course completion.**

3.3 Hostel Rules:

1. Students will not be admitted to the hostel without local guardians. Local guardians should also be prepared to take their wards home whenever required by the College authorities. Parents are required to certify the local guardian at the time of admission.
2. Parents/guardians of the girl students must furnish the list of the visitors alongwith their specimen signature and photograph to the Hostel Superintendent at the time of admission as per the following details :—
 - (i) Name and relationship of persons with address and telephone numbers who can visit them on visitors' days. Change of Telephone numbers may please be conveyed immediately. Students giving wrong telephone numbers are likely to be expelled.
 - (ii) Name and address with telephone number of one local guardian whose house the student can visit when permitted on holidays. Parents/guardians must specify, if local guardian is authorized to give such permission as attending parties, going out of station etc., failing which the student will not be permitted to go out. In such cases, college will not be responsible for any sort of mis-happening.
3. All the students should submit medical fitness certificate to the college nurse from a qualified MBBS doctor within a week of admission stating that a candidate is not suffering from any chronic disease.
4. Any change in the contact number of Parents/Guardians should be intimated to the college authorities/hostel warden immediately.
5. No vehicle is allowed to enter the hostel gate.
6. Resident students are required to bring their own bedding, bed sheets, locks, steel plates, a spoon, a bucket, a mug and a mug for tea etc.
7. **Students are advised not to carry their gold ornaments in the hostel. College will not be responsible for theft of any valuable like gold, cash, mobile or credit cards, etc.**
8. No resident student should absent himself/herself from the hostel without prior permission of the hostel superintendent/Warden. Leave from the hostel up to three days will be granted by the Hostel Superintendent/Warden after getting it recommended by their Tutorial Group Incharges and leave for more than three days will be granted by the Chief Warden on the recommendation of the Hostel Superintendent/Warden. Leave from the college does not mean leave from the hostel for which a separate application must be submitted.
9. (a) Roll call for boys will be taken at 9.30 P.M. daily. For girls, it will be taken at 6.00 P.M. in winters and 6.30 P.M. in summers. All resident students have to assemble in their respective common rooms for this purpose.
(b) A Resident student staying out without prior permission will be expelled and will only be allowed to enter after the request from the parents for readmission with appropriate fine.
10. (a) Resident students are not allowed to use electric appliances, except table lamp. In case of a defaulter, a fine of Rs. 100 will be imposed and electric appliance will be confiscated.

- (b) **Resident students must switch off lights and fans and all electrical points while going out of their rooms.**
- (c) **All rooms including almirahs and belongings are liable to be opened for inspection by the Superintendent/Warden.**
11. Students suffering from serious/chronic illness will not be admitted to the hostel.
 12. Any resident student can be asked to leave the hostel in case of unsatisfactory behaviour and/or of ill-health due to any contagious disease.
 13. An ailing student will be moved to the sick room to be attended by the resident hostel Nurse only for one day. A student suffering from a serious illness will be shifted to the hospital by local guardian.
 14. If real brothers act as local guardians, they will not be allowed to bring their friends to the hostel when they visit the hostel.
 15. **The visitors will meet their wards in the visitor's room or in the sick room in case of illness.** No visitor can go to the students' rooms. The visitors will observe the visitor's days and timings as given in the Prospectus. They will not be allowed to see their wards on the day other than visitors days.
 16. All resident students going to local guardians and for shopping/movie will have to return by the specified time. Strict disciplinary action will be taken against the defaulters. Outing from the hostel is allowed four days in a week i.e. Saturday (2.00 to 6.00 p.m.), Sunday (10.00 to 6.00 p.m.), Wednesday and Friday (4.00 to 6.00 p.m.). For night out, students must submit their application to the warden at least two days in advance. No extra outings will be given without prior permission of the Chief Warden/Principal.
 17. Resident students are required to sign the prescribed register for the issue of furniture. Any sort of damage will be charged as per the cost of the articles damaged. At the end of the session before leaving the hostel, they must obtain a certificate from Superintendent/Warden that the furniture lent to them has been returned in good condition.
 18. **Smoking, drinking, gambling and use of narcotics in the hostel premises is strictly prohibited.** A breach of this rule will be considered a case of serious indiscipline which will lead to expulsion from the hostel and college.
 19. Hostel premises and rooms must be kept neat and tidy and free from cobwebs
 20. Boys students are not allowed to go to girls hostel and *vice versa*.
 21. (a) Resident students are advised to cover doors and windows with curtains. They are **strictly forbidden to paste newspapers/pictures on window/door panes and in toilets.** They are also not supposed to write on the walls of room/hostel premises.
(b) All resident students are advised to switch off their room lights by 11.00 p.m. positively. In case of students studying till late, they may use table lamp or go to study room.
 22. All resident students are expected to report on the reopening day of the hostel. If they fail to do so without prior permission, a fine of Rs. 50 per day will be charged.
 23. No student will be allowed to stay in the college hostel during the summer vacations and after the University Examinations beyond 24 hours.
 24. **Parents and Guests are not allowed to stay in the hostel.**
 25. Principal may refuse admission to any student to the hostel without assigning any reason.
 26. Parents/Guardian must come to pick their ward at the time of vacating the hostel.
 27. Parents are requested to make note of all the above rules and to advise their wards for observing the rules and regulations.

28. Parking fee for vehicles will be charged separately from hotel students. Only two wheelers will be allowed to be parked in the parking shed. No vehicle will be allowed to be parked on road or outside the rooms. Students are not allowed to bring cars in the college hostel.
29. **Students must adopt the COVID Appropriate behaviour as per the instructions/guidelines issued by the Chandigarh Administration from time to time.**

3.4 Mess Rules:

1. All the resident students will have to take their meals in the hostel mess. Any hostler violating this rule will not be allowed to stay in the hostel.
2. The hostel mess will work under the supervision of the Hostel Superintendent/ Warden and with the help of the following committees:
 - (i) Mess Committee.
 - (ii) Cleanliness Committee.
 - (iii) Discipline Committee.
3. Mess is run on contract basis. The mess charges are fixed every year keeping in view the terms and conditions of the contract.
4. The resident students are required to dine in the dining hall during the specified hours only. Food will not be served in the rooms, except in case of illness and with the permission of the Hostel Superintendent/Warden. Mess utensils are not allowed to be used in residents' room. Fine will be imposed on students if utensils are found in their rooms.
5. Complaints against workers should be made to the Superintendent/Warden. Resident students should not misbehave with the mess workers.
6. The payment of mess dues will have to be deposited for half yearly in advance at the time of admission. Refund will be made proportionately as per rules if one leaves the hostel.
7. **No rebate will be given regarding mess dues for absence/leave period from the hostel.**
8. In case any student opts to leave the hostel accommodation in between, he/she will have to pay full mess/hostel charges for that month.
9. In case any student leaves the college before joining the hostel, the refund of security will be made after deducting Rs. 1,000.
10. In case mess/hostel fees is not deposited by due dates, a fine of Rs. 100 will be imposed for that month.
11. All resident students are required to come properly dressed in mess.

3.5 Outings:

1. No student can leave the hostel without the prior permission of the Principal/Hostel authorities.
2. Students may be allowed to go out for shopping etc. on their own, four times a week— two outings on week days and one each on Saturday and Sunday.
3. (a) Students are allowed to spend one day twice a month with their local guardians, provided the guardians take the responsibility of taking their wards from the hostel and leaving them back. This will be in lieu of a routine outing and no special leave will be granted for this purpose. Such students will be required to report for evening roll call on the next day. Mess charges will not be waived off.
(b) Students going to the local guardians for night out will be issued an "Outing Card" before they leave and they will return it to the Superintendent on their return duly signed by the local guardian for tallying with the specimen signatures given in the hostel

admission form. Admission forms for hostel must have the signatures of the local guardians.

- (c) Parents are advised to discourage their wards from staying out on weekends. In case they wish that their wards may spend their week end with the local guardians, instructions in writing should be left with the hostel warden.
4. Special permission may be granted by the Principal to a resident student to attend a birthday party or wedding of a friend locally or out of station, provided permission letter is received by the Principal from the student's parents directly **by post or by fax on No. 0172-2700075 and not** through the local guardians or the student herself. Such permission letter must be received at least 2 days before the function and the leave, if granted, will be in lieu of a routine outing.
5. Residents Students violating the rules of the hostel will be expelled from the hostel.

Note: The Principal has the right to change any of the college or hostel rules at any time without prior notice.

3.6 Important Instructions:

- (a) The Principal of the college may condone shortage of lectures up to 5 lectures in a subject, at her discretion only.
- (b) A student who has completed the prescribed course but does not appear in the examination, or having appeared in the examination has failed, may be allowed to appear in the examination as a late college student **within three years of admission** without attending a fresh course of instruction.
- (c) The amount of examination fee to be paid by a candidate shall be as fixed by the Syndicate from time to time.
- (d) The college shall hold at least one house test in each semester. The College Principal shall intimate the University the names of such students who do not meet the mandatory requirements at least 15 days prior to the commencement of University examination.
- (e) The admission of a candidate who at a later stage is found ineligible by the Panjab University, Chandigarh, shall stand cancelled.
- (f) **MOBILES ARE NOT PERMITTED IN CLASS ROOMS, LIBRARY, COLLEGE HALL, EXAMINATION HALL AND CORRIDORS.**

Other Important Instructions:

A person who has been on the rolls of a college affiliated for the course for B.Ed., M.Ed. degree and P.G. Diplomas during the academic year preceding the examination, and produces the following certificates signed by the Principal of the college shall be eligible to appear in the examination :

- (i) of good character ;
- (ii) of having undergone the course of training for the degree of Bachelor of Education for two academic years at a college affiliated for this examination; and
- (iii) of having attended not less than 80 per cent in theory and practicals/ total lectures delivered in each subject and 90 per cent in school internship.

Note: Parents and Guardians of students are advised to drop and pick up their wards from outside the college gate.

3.7 Code of Conduct for Prospective Teachers

Every Prospective Teachers Should:

1. Make it a habit to see the college notice board every day.
2. Be regular and punctual to class.
3. Practice and promote integrity, sincerity and self discipline at all times.

4. Be brief in talk whether on phone or in person.
5. Use his/her time fruitfully and in a planned way to complete the various tasks and go to college library during free periods.
6. Promote the concept of 'Dignity of Labour' and help in keeping the college premises neat and clean.
7. Use college property with care and park vehicles at the proper place only.
8. Students are not allowed to sit in the college after the classes.

3.8 Other Activities and Units

(a) Tutorial Groups:

To establish rapport between the teacher and the taught, all the students are divided into tutorial groups. Each group is placed under the guidance of a tutor who keeps records of the activities and progress of the students of the group during their stay in the college. Character certificates are issued on the basis of these records.

(b) National Service Scheme

The College has three (3) units of NSS and participation in NSS activities is compulsory for all the students of B.Ed., M.Ed. and P.G. Diploma.

The N.S.S. Unit of the college provides opportunities to the college students to participate in projects of community service in the adjoining localities. The basic aim of the N.S.S. is to make new links between the students of the college and the people living in the neighborhood. The students are encouraged not only to join the community in execution of development projects but also to share their knowledge and cultural activities with the members of the community.

(c) Guidance and Counseling Unit

The unit provides counseling services to the College students. It arranges sessions in guidance and counseling for prospective teachers and educational and career conferences for the benefit of the students. The College also provides 24 hours stress management helpline.

(d) Co-curricular Activities

To develop the creative talent among students, a number of co-curricular activities are organised in the college. It is obligatory for every student to enroll himself/herself as a member of the literary and cultural society.

(e) Value Education

Another important feature of the College is Value Education Period whereby every tutorial group has to present it on every Monday, thus inculcating a habit of working in a group and also discipline oneself.

Value Education is an important feature of the college life and students are required to contribute speeches, devotional songs etc. in their assemblies or any other event having moral, spiritual and education value. It is compulsory for all to attend it on all Mondays.

(f) Sports

Sports and Athletics are held regularly and are compulsory for all the students of this college to participate. It is compulsory for every student to participate in the Annual Athletic Meet of the College.

(g) Magazine:

Students are welcome to contribute articles to the college magazine, 'The Educational Observer', which is an annual publication of the college.

(h) Smart class rooms

All the classrooms of the college are equipped with the Interactive Boards, L.C.D. projectors and computers for multimedia presentations.

(i) Laboratories

The college provides the facilities of well equipped and well maintained laboratories to the students facilitating them to enhance their teaching skills through experiments, demonstrations and presentations. The college has Science, Home Science, Computer, Language, Guidance and Counseling, Psychology, Educational Technology laboratories and Fine Arts and Music Room, which are fully equipped.

(j) Placement Cell

The College placement cell invites online enrolment from all the Teacher Graduates and Post Graduates of the college who are interested in seeking employment in Education Sector. It caters primarily to the employment needs of the Schools, Colleges of Education and other Educational institutions with assured prompt quality service.

The prospective employers are welcome to mail their requirements to the cell.

Contact us at:

Placement Cell
Govt. College of Education
Sector 20-D, Chandigarh — India, 160020.

Landline

91-0172-2700075 (0)

91-0172-2784182 (0)

Email: placementgce2020@gmail.com

(k) Alumni Association

The college has an old students' body viz. Alumni Association of Government College of Education, Sector 20, Chandigarh (AAGCE-20). A general body meeting is held once in a year. It provides an opportunity to interact with other members of the body and gives them a feeling of 'Home-coming'. The alumnus of the college can get themselves registered online by visiting college website.

(l) Red Ribbon Club

The Red Ribbon Club of the College aims to create awareness about HIV/AIDS and to motivate and encourage the youth for maintaining healthy and safe lifestyle by organizing various related activities like blood donation camps, awareness rallies, competitions, lecture etc.

(m) Eco Club (Parijat)

Parijat Eco Club of the college aims to create the awareness about environmental issues and encourage the students to work for making our environment clean and green by organizing various

activities within and outside the campus and celebrating various important national/international days for the same.

(n) Grievance Redressal Cell

The Grievance Redressal cell of the college handles the grievances of day scholars and hostel students related to the Academics, Evaluation, Ragging and any other related issue. The cell will also cater to the grievances related to sexual harassment at workplace.

(o) Legal Literacy Cell

The objective of the cell is to create awareness among the student teachers about the various important provisions of the law with reference to education. Another activity of the cell is that it selects the Executive members from the students of the current session for its promotional activities. Various experts and advocates are invited for the celebration of Legal Literacy day for the expertise on the same.

(p) Electoral Club

Electoral Literacy club is set up in Government College of Education, Sector 20-D for engaging students in hands on experience in electoral literacy, guidance and involvement of teachers especially those who have experience of election duties is an important component. The club has all students as its members and is run by an Executive Committee having 12 members including 5 from amongst the students with elected representatives from each of the Classes. One student is elected as Campus Ambassador and act as Convener of the Electoral Literacy Club. The Principal is the Chairman of the ELC and One faculty member of the college is Nodal Officer.

SCHEME OF STUDIES
PANJAB UNIVERSITY, CHANDIGARH

**4.1 Tentative outline of Bachelor of Education (B.Ed.) General
(Four Semesters) Examination, 2022-2024**

Semester-I

S. No.	Name of The Paper	Ext. Marks	Int. Marks	Total Marks
1	Basis of Education Philosophical	40	10	50
2	Human Development, Diversity and Learning	40	10	50
3	Teaching Learning Techniques	40	10	50
4	Contemporary Indian Education	40	10	50
5	School Management	40	10	50
6	Pedagogy-I	40	10	50
7	Pedagogy-II	40	10	50
8	Teaching through Drama and Music	20	5	25
9	Simple Expressional Competencies	20	5	25
10	Participation in Sports and Yoga	-	25	25
11	Pre Internship	-	25	25
Total		320	130	450

Note:- College may offer any out of the above mentioned work experience programme as per the availability of the resources.

Semester-II

S. No.	Name of The Paper	Ext. Marks	Int. Marks	Total Marks
1.	Basis of Education Sociological	40	10	50
2	Learner -Nature and Development	40	10	50
3	Assessment for Learning	40	10	50

4.	Knowledge, Curriculum and Understanding Disciplines	40	10	50
4	ICT Skill Development	40	10	50
5	Pedagogy-I	40	10	50
6	Pedagogy-II	40	10	50
7	Work Experience Programme (One of the Following) Candle Making Clay Modeling Photography Gardening Interior Decoration Art and Painting Music Craft Home Craft Tie and Dye Cane Craft	20	5	25
8	ICT Practical	20	5	25
9	Participation in Sports and Yoga	-	25	25
10	Pre Internship	-	25	25
Total		320	130	450

Semester-III

	External	Internal	Total
1. School Internship (16 Weeks)	100+100 PSI+II Assessment by School advisor / Panel 20+20	30+30 (By Subject Teacher)	300
Total	240	60	300

Semester-IV

	External	Internal	Total
1 Gender , School and Society	40	10	50
2 Guidance and Counseling	40	10	50
3 Inclusive Education	40	10	50

4	Understanding the Self	40	10	50
5	Reading and Reflecting on Text	40	10	50
6	Elective Options (Any two of the following)	40+40	10 + 10	100
	Health and Physical Education			
	Peace Education			
	Vocational and Work Education			
	Environmental Education			
	School Library and Information Services			
	Human Rights and Value Education			
	Life Skills Education			
	Distance Education and Open Learning including Lifelong learning			
* Note:- Elective options will be provided as per the availability of the resources.				
7	Participation in Community Service/ Cultural Activities/ Educational Tour/Trip	--	25	25
8	Communication, Employability and Resource Development Skill	20	5	25
Total		300	100	400

Total Course: 450+450+300+400 =1600

4.1b Instructions for students:

Internal assessment will be based on the performance of the candidate in term paper, house test, class assignments, attendance, and participation in discussions/seminars/tutorials, related practical and sessional work. It will be assessed and prepared by the concerned teacher.

Assessment for Engagement with the field (Pre-Internship) will be based on the student's performance in various field related activities, practical's, project work, community related work, diaries, student portfolios, field observations, visit to a innovative pedagogy and learning centre, education resource centre etc.

4.2 Tentative outline of M.Ed. (General) Two years Examination, 2022-2024

M.Ed. General Semester I

Program Code: MEDGN-I

Paper	Course Code	Course Title	Credits	External	Internal	Total
I	C01-PIE-I	Perspectives in Education-I	4	70	30	100
II	C02-LLP-I	Learner and Learning Process-I	4	70	30	100
III	C03-ERS-I	Educational Research and Statistics-I	4	70	30	100
IV	C04-TED-I	Teacher Education-I	4	70	30	100
V	C05-HOE-I	History of Education-I	4	70	30	100
VI	C06-DIS-I	Dissertation-I (Orientation to Writing a synopsis)	0	--	--	--
VII	C07-SDS-I	Self Development Skills-I (Academic/Professional Writing and Communication Skills)	1	--	25	25

Aggregate of Semester I = 525 marks

Total Credits = 21

One Credit = 1 hour

M.Ed. General Semester II

Program Code: MEDGN-II

Paper	Course Code	Course Title	Credits	External	Internal	Total
I	C08-PED-II	Process of Education-II	4	70	30	100
II	C09-PIS-II	Psychology for Individual and Social Development-II	4	70	30	100
III	C10-ERS-II	Educational Research & Statistics-II	4	70	30	100
IV	C11-DIS-II	Dissertation-II (Submission of Research Proposal)	2	--	50	50
V	C12-SDS-II	Self Development Skills-II (Writing CV & Interview skills)	1	--	25	25
VI	ANY ONE OF THE FOLLOWING					
	E01-PDE-II	Pedagogy of Science Education-II	4	70	30	100
	E02-PSS-II	Pedagogy of Social Science Education-II	4	70	30	100
	E03-PLE-II	Pedagogy of Language Education-II	4	70	30	100
	E04-PME-II	Pedagogy of Mathematics Education-II	4	70	30	100

Aggregate of Semester-II = 475 marks Total Credits = 19 One credit = 1 hour

M.Ed. General Semester III

Program Code: MEDGN-III

Paper	Course Code	Course Title	Credits	External	Internal	Total
I	C13-GNC-III	Guidance and Counseling-III	4	70	30	100
II	C14-EDT-III	Educational Technology and ICT-III	4	70	30	100
III	C15-DIS-III	Dissertation-III (Submission)	0	--	--	--
IV	C16-SDS-III	Self Development Skills-III (e-skills)	1	--	25	25
V & VI	ANY TWO OF THE FOLLOWING					
	E05-PFE-III	Policy Planning and Financing of Education-III	4	70	30	100
	E06-EDA-III	Education for Differently-abled-III	4	70	30	100
	E07-CRS-III	Curriculum Studies-III	4	70	30	100

Aggregate of Semester-III = 425 marks

Total Credits = 17

One credit = 1 hour

M.Ed. General Semester IV

Program Code: MEDGN-IV

Paper	Course Code	Course Title	Credits	External	Internal	Total
I	C17-ESD-IV	Education for Sustainable Development and Global Peace-IV	4	70	30	100
II	C18-FAI-IV	Field Attachment/ Internship-IV	4	50	50	100
III	C19-DIS-IV	Dissertation-IV (Viva Voce)	6	100	50	150
IV	C20-SDS	Self Development Skills-IV (Yoga)	1	--	25	25
V & VI	ANY TWO OF THE FOLLOWING					
	E08-MEV-IV	Measurement, Assessment and Evaluation-IV	4	70	30	100
	E09-CME-IV	Comparative Education-IV	4	70	30	100
	E10-LLL-IV	Life Long Learning-IV	4	70	30	100
	E11-EAM-IV	Educational Administration and Management-IV	4	70	30	100

Aggregate of Semester-IV = 575 marks

Total Credits = 23

One credit = 1 hour/week

Aggregate of Semester I, II, III and IV = 525 + 475 + 425 + 575 = 2000 Marks

Total Credits = 21 + 19 + 17 + 23 = 80

**3 Tentative Outline of Post Graduate Diploma in Guidance & Counseling (PGDCA)
(Two Semesters) Examination, 2021-22**

Semester I						
Sr. No.	Paper	Course Code	Course Title	Evaluation		
				Internal	External	Total
1	I	PGDGC-I	Introduction to Guidance	25	75	100
2	II	PGDGC-II	Introduction to Counselling	25	75	100
3	III	PGDGC-III	Educational and Psychological Appraisal	25	75	100
Semester II						
4	IV	PGDGC-IV	Counselling Children and Adolescents with Different Abilities	25	75	100
5	V	PGDGC-V	Career Education	25	75	100
6	VI	PGDGC-VI	Internship/Work Based Learning	75	25	100

Note : For Evaluation

1. A total of 5 Questions are to be attempted in each paper. There will be 4 questions (One from each unit) and one question of short notes.
2. Each question will carry 15 marks.
3. There will be internal choice in first 4 questions.
4. Questions of Short notes will be spread over 4 units. There will be no choice in fifth question related to short notes.
5. There will be house test, assignments, sessional and practicum in each of the first five papers carrying 25 marks each by way of internal assessment.
6. There will be Vice voce (external) test in Paper VI carrying 25 marks. The internal assessment of Paper VI will be based on supervised practical work carrying 75 marks in which division of marks is as following:
 - a. Case study (one): 25
 - b. Observation report: 20
 - c. Career conference / career talk: 15
 - d. career exhibition : 15

Theory

The course consists of core components in theory of guidance and counseling processes and procedure and psychological assessments.

OUR ESTEEMED COLLEGE FACULTY FOR
B.Ed., M.Ed (General) and P.G. Diploma (G&C)

1. **Dr. Ajay Kumar Srivastava, Principal (Off.)** M.A. (Hindi), M.Ed., Ph.D. (Hindi)
2. **Dr. (Mrs.) Sapna Nanda, Dean-cum-Associate Professor (Home Science)**, M.Sc. (Home Science), M.Ed., Ph.D. (Foods and Nutrition), Certificate Course in Yoga.
3. **Dr. (Mrs.) Savita Arya, Vice Principal-cum-Associate Professor (Psychology)**, M.A. (Psy.), M.Ed., M.Phil (Psy. and Edu.), Ph.D. (Psy.)
4. **Dr. Mukhtiar Singh, Assistant Professor (Punjabi)**, M.A., (Pb.), M.Ed., M.Phil, Ph.D. (Pbi.)
5. **Dr. (Mrs.) Anjali Puri, Associate Professor (English)**, M.A. (Eng.), M.Ed., Ph.D. (Edu.), P.G. Diploma in Guidance & Counselling.
6. **Dr. (Mrs.) Balwinder Kaur, Associate Professor (English)**, M.A. (Eng.), M.Ed., Ph.D. (Edu.)
7. **Dr. Anurag Sankhian, Associate Professor (Geography)**, M.A. (Geography), M.Ed., M. Phil Geography (Gold Medallist), Post Graduate Diploma in Distance Education (PGDDE), Certificate course in Guidance (CIG), Ph.D. (Geography)
8. **Dr. (Ms.) Meena, Associate Professor (Economics)**, M.A. (Eco.), M.Ed., Ph.D. (Edu.), L.L.B., PGDHE, Diploma and Certificate Course in Urdu Language.
9. **Dr. Sanjeev Kumar, Associate Professor (Chemistry)**, M.Sc. Hons. School (Chem.), M.Ed., Ph.D. (Edu.)
10. **Dr. Sheojee Singh, Associate Professor (Physics)**, M.Sc. (Physics) M.Ed., PGDHE, M.A. (Distance Edu.), Ph.D. (Edu.)
11. **Dr. Lilu Ram, Associate Professor (Physics)**, M.Sc. Hons. School (Physics) M.Ed., M.Sc. (Computer Science), PGDCA, Ph.D. (Education)
12. **Dr. (Mrs.) Neelam Paul, Associate Professor (Physical Education)**, M.A. (Phy. Edu.), M.Ed., Ph.D. (Phy. Edu.)
13. **Dr. Vijay Phogat, Associate Professor (Political Science)**, M.A. (Pol. Sc.), M.Ed., M.Phil, Ph.D.(Edu.)
14. **Dr. (Ms.) Kusum, Associate Professor (Hindi)**, M.A. (Hindi & Sanskrit), M.Ed., Ph.D. (Hindi)
15. **Dr. Ravneet Chawla, Associate Professor (HDFR)**, M.Sc. (Home Science), M.Ed., Advanced Diploma in Child Guidance & Family Counselling, Ph.D. (Edu.) (Deputed from Home Science College, Sector-10, Chandigarh.).

16. ***Dr. (Mrs.) Nisha Singh, Assistant Professor (Mathematics)**, M.Sc. (Maths), M.Ed., M.Phil, PGDEE, Ph.D. (Edu.)
17. ***Dr. (Mrs.) Suman Khokhar, Assistant Professor (Computer Science)**, M.Sc. (Computer Science) M.Ed., M.Phil, Ph.D.
18. ***Dr. Rupinder Kaur, Assistant Professor (Guidance & Counselling)**, M.A., M.Ed., Ph.D. (Edu.), (Deputed to Govt. College of Yoga Education & Health, Sector 23, Chandigarh)
19. ***Mr. Ravinder Kumar, Assistant Professor (Education)**, M.Sc. (Botany), M.Ed., UGC NET (Education), Pursuing PhD (Education).
20. ***Dr. Aarti Bhatt, Assistant Professor (Music)**, Ph.D (Music), M.A. (Music I), M.Ed., UGC NET in Music.
21. ***Dr. Dipanshu Sharma, Assistant Professor (History)**, Ph.D (Edu.), M.Ed., M.A. (History), M.A. (Philosophy), Diploma in Computer Application, UGC NET JRF in History and Edu.
22. ***Dr. Upasana Thapliyal, Assistant Professor (Mathematics)**, Ph.D (Edu.), UGC NET, MSc. (Mathematics), M.Ed.
23. ***Mrs. Sonika Devi, Assistant Professor (History)**, M.Ed, M.A. (History), M.A. (English), UGC NET, Diploma in C. Application, CTET, PSTET and Pursuing PhD.
24. ***Dr. Rajni Thakur, Assistant Professor (English)**, Ph.D (Edu.), M.A. (English), M.Ed. UGC NET (Education).
25. ***Mr. Manish Kumar, Tabla Instructor**, Prabhakar in Tabla
26. ***Mr. Sanjeev Kumar, Instructor (Fine Arts)**, M.A. Fine Arts, B.Ed.

***On Contract Basis**

MINISTERIAL STAFF:

1. Mr. Jasvir Singh (Senior Assistant/Accountant)
2. Mrs. Sheenam (Jr. Assistant)
3. Mr. Himanshu Bhatnagar, Jr. Assistant (Deputed to GCYEH, Sector-23, Chd)
4. Mr. Diwan, Jr. Assistant (Deputed from PGGC-11, Chd)
5. Ms. Ritika Rani (Steno-Typist)
6. Mr. Sanjeev Kumar (Clerk)
7. Mr. Kshitij Gupta (Clerk)
8. Mr. Gagandeep Bhatt (Clerk)
9. Mr. Raj Kumar (Clerk on Contract Basis)

HOSTEL NURSE:

1. Mrs. Gurmeet Kaur (Hostel Nurse)

HOSTEL SUPERINTENDENT:

1. Mrs. Urmil Singh (On Contract Basis)

SUPPORTING STAFF (PEONS):

1. Sh. Jawahar Lal (Deputed to the O/o The Director Higher Education, Chd)
2. Smt. Veena Kumari
3. Mr. Sharanjeet (On Contract Basis)

LIBRARY ATTENDENT:

1. Sh. Paramjeet Singh
2. Ms. Chanchal Rani

CHOWKIDAR:

1. Sh. Bhikham

MALI/BELDAR:

1. Sh. Gopal Hira
2. Sh. Jai Ram

SWEEPER:

1. Smt. Raj Rani
2. Smt. Ambika
3. Sh. Ashok Kumar

CONTRACTUAL STAFF ON DC RATES

LIBRARY RESTORER:

1. Sneh Panchal
2. Pooja Kumari
3. Geeta Kumari

LAB ATTENDANT:

1. Harpreet Singh
2. Bhavya Sallh
3. Rekha Rani

AYA:

1. Manpreet Kaur

HOSTEL AYA:

1. Balwinder Kaur

PEON:

1. Reetu Bala
2. Bhavuk Kapoor
3. Dheeraj Kapoor
4. Deepak

SWEEPER:

1. Shamsher Singh
2. Raj Kumar
3. Sagar Kumar
4. Sanjeev Kumar

MALI/BELDAR:

1. Bhullar
2. Gurmeet Singh
3. Mewa Singh
4. Kirpal

CHOWKIDAR:

1. Manpreet Singh
2. Ram Achal
3. Sarwan Singh
4. Avtar Singh
5. Mandeep Singh
6. Mahipal Singh

GAME BOY:

1. Mukesh

DRAFT

**UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI – 110 002**

NO. F 1-16/2007 (CPP-II)

April, 2009

**UGC REGULATION ON CURBING THE MENACE OF RAGGING IN HIGHER
EDUCATIONAL INSTITUTIONS, 2009**

In exercise of the powers conferred by Clause (g) of Sub-Section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely -

1. Title, commencement and applicability:-

- 1.1. These regulations shall be called the “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009”.
- 1.2. They shall come into force with immediate effect.
- 1.3. They shall apply to all the universities established or incorporated by or under a Central Act, a Provincial Act or a State Act, to all institutions deemed to be university under Section 3 of the UGC Act, 1956, to all other higher educational institutions, including the departments, constituent units and all the premises (academic, residential, sports, canteen, etc) of such universities, deemed universities and other higher educational institutions, whether located within the campus or outside, and to all means of transportation of students whether public or private.

2. Objective:-

To root out ragging in all its forms from universities, colleges and other educational institutions in the country by prohibiting it by law, preventing its occurrence by following the provisions of these Regulations and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

3. Definitions:- For the purposes of these Regulations:-

- 3.1. “college” means any institution, whether known as such or by any other name, which provides for a programme of study beyond 12 years of schooling for obtaining qualification from a university and which, in accordance with the rules and regulations of such university, is recognized as competent to provide for such programme of study and present students undergoing such programme of study for the examination for the award of such qualification.

- 3.2. "Head of the institution" means the 'Vice-Chancellor' in case of a university/deemed to be university, 'Principal' in case of a college, 'Director' in case of an institute.
- 3.3. "institution" means a higher educational institution (HEI), like a university, a college, an institute, etc. imparting higher education beyond 12 years of schooling leading to a degree (graduate, postgraduate and/or higher level) and/or to a university diploma.
- 3.4. "Ragging" means the following:
Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.
- 3.5. "Statutory/Regulatory body" means a body so constituted by a Central/ State Government legislation for setting and maintaining standards in the relevant areas of higher education, such as the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Distance Education Council (DEC), the Indian Council of Agricultural Research (ICAR), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), etc. and the State Higher Education Councils.
- 3.6. "University" means a university established or incorporated by or under a Central Act, a Provincial Act or a State Act, an institution deemed to be university under Section 3 of the UGC Act, 1956, or an institution specially empowered by an Act of Parliament to confer or grant degrees.

4. Punishable ingredients of Ragging:-

- Abetment to ragging;
- Criminal conspiracy to rag;
- Unlawful assembly and rioting while ragging;
- Public nuisance created during ragging;
- Violation of decency and morals through ragging;
- Injury to body, causing hurt or grievous hurt;
- Wrongful restraint;
- Wrongful confinement;
- Use of criminal force;
- Assault as well as sexual offences or unnatural offences;
- Extortion;
- Criminal trespass;
- Offences against property;
- Criminal intimidation;

- Attempts to commit any or all of the above mentioned offences against the victim(s);
- Physical or psychological humiliation;
- All other offences following from the definition of “Ragging”.

5. Measures for prohibition of ragging at the institution level:-

- 5.1 The institution shall strictly observe the provisions of the Act of the Central Government and the State Governments, if any, or if enacted, considering ragging as a cognizable offence under the law on a par with rape and other atrocities against women and ill-treatment of persons belonging to the SC/ST, and prohibiting ragging in all its forms in all institutions.
- 5.2 Ragging in all its forms shall be totally banned in the entire institution, including its departments, constituent units, all its premises (academic, residential, sports, canteen, etc) whether located within the campus or outside and in all means of transportation of students whether public or private.
- 5.3 The institution shall take strict action against those found guilty of ragging and/or of abetting ragging.

6 Measures for prevention of ragging at the institution level:-

6.1 Before admissions:-

- 6.1.1 The advertisement for admissions shall clearly mention that ragging is totally banned in the institution, and anyone found guilty of ragging and/or abetting ragging is liable to be punished appropriately (for punishments, ref. section 8 below).
- 6.1.2 The brochure of admission/instruction booklet for candidates shall print in block letters these Regulations in full (including Annexures).
- 6.1.3 The ‘Prospectus’ and other admission related documents shall incorporate all directions of the Supreme Court and /or the Central or State Governments as applicable, so that the candidates and their parents/ guardians are sensitized in respect of the prohibition and consequences of ragging. If the institution is an affiliating university, it shall make it mandatory for the institutions under it to compulsorily incorporate such information in their ‘Prospectus’.
- 6.1.4 The application form for admission/ enrolment shall have a printed undertaking, preferably both in English/Hindi and in one of the regional languages known to the institution and the applicant (English version given in Annexure I, Part I), to be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and to the effect that he/she has not been expelled and/or debarred from admission by any institution and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.

- 6.1.5 The application form shall also contain a printed undertaking, preferably both in English/Hindi and in one of the regional languages known to the institution and the parent/ guardian (English version given in Annexure I, Part II), to be signed by the parent/ guardian of the applicant to the effect that he/ she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/ her ward in case the latter is found guilty of ragging and/or abetting ragging.
- 6.1.6 The application for admission shall be accompanied by a document in the form of the School Leaving Certificate/Transfer Certificate/ Migration Certificate/ Character Certificate which shall include a report on the behavioral pattern of the applicant, so that the institution can thereafter keep intense watch upon a student who has a negative entry in this regard.
- 6.1.7 A student seeking admission to the hostel shall have to submit additional undertaking in the form of Annexure I (both Parts) along with his/ her application for hostel accommodation.
- 6.1.8 At the commencement of the academic session the Head of the Institution shall convene and address a meeting of various functionaries/agencies, like Hostel Wardens, representatives of students, parents/ guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging in the Institution and steps to be taken to identify the offenders and punish them suitably.
- 6.1.9 To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big posters (preferably multicolored with different colours for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places. Some of such posters shall be of permanent nature in certain vulnerable places.
- 6.1.10 The institution shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favour.
- 6.1.11 The institution shall identify, properly illuminate and man all vulnerable locations.
- 6.1.12 The institution shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.
- 6.1.13 The institution shall utilize the vacation period before the start of the new academic year to launch wide publicity campaign against ragging through posters, leaflets, seminars, street plays, etc.
- 6.1.14 The faculties/ departments/ units of the institution shall have induction arrangements (including those which anticipate, identify

and plan to meet any special needs of any specific section of students) in place well in advance of the beginning of the academic year with a clear sense of the main aims and objectives of the induction process.

6.2 On admission:-

- 6.2.1 Every fresh student admitted to the institution shall be given a printed leaflet detailing when and to whom he/she has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committees, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc., so that the fresher need not look up to the seniors for help in such matters and get indebted to them and start doing things, right or wrong, at their behest. Such a step will reduce the freshers' dependence on their seniors.
- 6.2.2 The institution through the leaflet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.
- 6.2.3 The leaflet mentioned above shall also inform the freshers about their rights as bona fide students of the institution and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.
- 6.2.4 The leaflet mentioned above shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.
- 6.2.5 The institution shall also organize joint sensitization programmes of 'freshers' and seniors.
- 6.2.6 Freshers shall be encouraged to report incidents of ragging, either as victims, or even as witnesses.

6.3 At the end of the academic year:-

- 6.3.1 At the end of every academic year the Vice-Chancellor/ Dean of Students Welfare/ Director/ Principal shall send a letter to the parents/ guardians of the students who are completing the first year informing them about the law regarding ragging and the punishments, and appealing to them to impress upon their wards to desist from indulging in ragging when they come back at the beginning of the next academic session.
- 6.3.2 At the end of every academic year the institution shall form a 'Mentoring Cell' consisting of Mentors for the succeeding academic year. There shall be as many levels or tiers of Mentors as

the number of batches in the institution, at the rate of 1 Mentor for 6 freshers and 1 Mentor of a higher level for 6 Mentors of the lower level.

6.4 Setting up of Committees and their functions:-

- 6.4.1 The Anti-Ragging Committee:- The Anti-Ragging Committee shall be headed by the Head of the institution and shall consist of representatives of faculty members, parents, students belonging to the freshers' category as well as seniors and non-teaching staff. It shall monitor the anti-ragging activities in the institution, consider the recommendations of the Anti-Ragging Squad and take appropriate decisions, including spelling out suitable punishments to those found guilty.
- 6.4.2 The Anti-Ragging Squad:- The Anti-Ragging Squad shall be nominated by the Head of the institution with such representation as considered necessary and shall consist of members belonging to the various sections of the campus community. The Squad shall have vigil, oversight and patrolling functions. It shall be kept mobile, alert and active at all times and shall be empowered to inspect places of potential ragging and make surprise raids on hostels and other hot spots. The Squad shall investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the overall guidance of the said Committee.
- 6.4.3 Monitoring Cell on Ragging:- If the institution is an affiliating university, it shall have a Monitoring Cell on Ragging to coordinate with the institutions affiliated to it by calling for reports from the Heads of such institutions regarding the activities of the Anti-Ragging Committees, Squads, and Mentoring Cells, regarding compliance with the instructions on conducting orientation programmes, counseling sessions, etc., and regarding the incidents of ragging, the problems faced by wardens and other officials, etc. This Cell shall also review the efforts made by such institutions to publicize anti-ragging measures, cross-verify the receipt of undertakings from candidates/students and their parents/guardians every year, and shall be the prime mover for initiating action by the university authorities to suitably amend the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti ragging measures at the level of the institution.

6.5 Other measures:-

- 6.5.1 The Annexures mentioned in sub-clauses 6.1.4, 6.1.5 and 6.1.7 of these Regulations shall be furnished at the beginning of each academic year by every student, that is, by freshers as well as seniors.

- 6.5.2 The institution shall arrange for regular and periodic psychological counseling and orientation for students (for freshers separately, as well as jointly with seniors) by professional counselors during the first three months of the new academic year. This shall be done at the institution and department/ course levels. Parents and teachers shall also be involved in such sessions.
- 6.5.3 Apart from placing posters mentioned in sub-clause 6.1.9 above at strategic places, the institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, by holding counseling sessions, workshops, painting and design competitions among students and other methods as it deems fit.
- 6.5.4 If the institution has B.Ed. and other Teacher training programmes, these courses shall be mandated to provide for anti-ragging and the relevant human rights appreciation inputs, as well as topics on sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counseling approach.
- 6.5.5 Wardens shall be appointed as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline, as well as the softer skills of counseling and communicating with the youth outside the class-room situations. Wardens shall be accessible at all hours and shall be provided with mobile phones. The institution shall review and suitably enhance the powers and perquisites of Wardens and authorities involved in curbing the menace of ragging.
- 6.5.6 The security personnel posted in hostels shall be under the direct control of the Wardens and assessed by them.
- 6.5.7 Private commercially managed lodges and hostels shall be registered with the local police authorities, and this shall be done necessarily on the recommendation of the Head of the institution. Local police, local administration and the institutional authorities shall ensure vigil on incidents that may come within the definition of ragging and shall be responsible for action in the event of ragging in such premises, just as they would be for incidents within the campus. Managements of such private hostels shall be responsible for not reporting cases of ragging in their premises.
- 6.5.8 The Head of the institution shall take immediate action on receipt of the recommendations of the Anti-Ragging Squad. He/ She shall also take action suo motto if the circumstances so warrant.
- 6.5.9 Freshers who do not report the incidents of ragging either as victims or as witnesses shall also be punished suitably.
- 6.5.10 Anonymous random surveys shall be conducted across the 1st year batch of freshers every fortnight during the first three months of the academic year to verify and cross-check whether the campus is indeed free of ragging or not. The institution may design its own methodology of conducting such surveys.

- 6.5.11 The burden of proof shall lie on the perpetrator of ragging and not on the victim.
- 6.5.12 The institution shall file an FIR with the police / local authorities whenever a case of ragging is reported, but continue with its own enquiry and other measures without waiting for action on the part of the police/ local authorities. Remedial action shall be initiated and completed within the one week of the incident itself.
- 6.5.13 The Migration / Transfer Certificate issued to the student by the institution shall have an entry, apart from those relating to general conduct and behaviour, whether the student has been punished for the offence of committing or abetting ragging, or not, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others.
- 6.5.14 Preventing or acting against ragging shall be the collective responsibility of all levels and sections of authorities or functionaries in the institution, including faculty, and not merely that of the specific body/ committee constituted for prevention of ragging.
- 6.5.15 The Heads of institutions other than universities shall submit weekly reports to the Vice-chancellor of the university the institution is affiliated to or recognized by, during the first three months of new academic year and thereafter each month on the status of compliance with anti-ragging measures. The Vice Chancellor of each university shall submit fortnightly reports of the university, including those of the Monitoring Cell on Ragging in case of an affiliating university, to the Chancellor.
- 6.5.16 Access to mobile phones and public phones shall be unrestricted in hostels and campuses, except in class-rooms, seminar halls, library etc. where jammers shall be installed to restrict the use of mobile phones.

6.6 Measures for encouraging healthy interaction between freshers and seniors:-

- 6.6.1 The institution shall set up appropriate committees including the course-in-charge, student advisor, Warden and some senior students to actively monitor, promote and regulate healthy interaction between the freshers and senior students.
- 6.6.2 Freshers' welcome parties shall be organized in each department by the senior students and the faculty together soon after admissions, preferably within the first two weeks of the beginning of the academic session, for proper introduction to one another and where the talents of the freshers are brought out properly in the presence of the faculty, thus helping them to shed their inferiority complex, if any, and remove their inhibitions.
- 6.6.3 The institution shall enhance the student-faculty interaction by involving the students in all matters of the institution, except those relating to the actual processes of evaluation and of faculty appointments, so that the students shall feel that they are responsible partners in managing the

affairs of the institution and consequently the credit due to the institution for good work/ performance is due to them as well.

7. Measures at the UGC/ Statutory/ Regulatory body level:-

7.1 Regulatory measures:-

- 7.1.1 The UGC and other Statutory /Regulatory bodies shall make it mandatory for the institutions to compulsorily incorporate in their 'Prospectus' the directions of the Supreme Court and/or the Central or State Governments with regard to prohibition and consequences of ragging, and that non-compliance with the directives against ragging in any manner whatsoever shall be considered as lowering of academic standards by the erring institution making it liable for appropriate action.
- 7.1.2 The UGC (including NAAC and UGC Expert Committees visiting institutions for various purposes) and similar Committees of other Statutory/Regulatory bodies shall cross-verify that the institutions strictly comply with the requirement of getting the undertakings from the students and their parents/ guardians as envisaged under these Regulations.
- 7.1.3 The UGC and other funding bodies shall make it one of the conditions in the Utilization Certificate for sanctioning any financial assistance or aid to the institution under any of the general or special schemes that the institution has strictly complied with the anti-ragging measures and has a blemish-less record in terms of there being no incidents of ragging during the period pertaining to the Utilization Certificate.
- 7.1.4 The NAAC and other accrediting bodies shall factor in any incident of ragging in the institution while assessing the institution in different grades.

7.2 Incentives for curbing ragging:-

- 7.2.1 The UGC shall consider providing special/ additional annual financial grants-in-aid to those eligible institutions which report a blemish-less record in terms of there being no incidents of ragging.
- 7.2.2 The UGC shall also consider instituting another category of financial awards or incentives for those eligible institutions which take stringent action against those responsible for incidents of ragging.
- 7.2.3 The UGC shall lay down the necessary incentive for the post of Warden in order to attract the right type of eligible candidates, and motivate the incumbents.

7.3 Monitoring mechanism to ensure compliance:-

Apart from the monitoring mechanism built in under different sub-clauses of these Regulations, there shall also be the following monitoring mechanism:

7.3.1 The UGC shall constitute an Inter-Council Committee for prevention of Ragging consisting of representatives of the AICTE, the IITs, the NITs, the IIMs, the MCI, the DCI, the NCI, the ICAR and such other bodies which have to deal with higher education to coordinate and monitor the anti-ragging movement across the country and to make certain policy decisions. The said Committee shall meet at least twice a year in the normal course.

7.3.2 The UGC shall also have an Anti-Ragging Cell within the Commission as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State level and university level Committees for effective implementation of anti-ragging measures.

8 Punishments:-

8.1 At the institution level:-

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- 8.1.1 Suspension from attending classes and academic privileges
- 8.1.2 Withholding/ withdrawing scholarship/ fellowship and other benefits
- 8.1.3 Debarring from appearing in any test/ examination or other evaluation process
- 8.1.4 Withholding results
- 8.1.5 Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- 8.1.6 Suspension/ expulsion from the hostel
- 8.1.7 Cancellation of admission
- 8.1.8 Rustication from the institution for period ranging from 1 to 4 semesters
- 8.1.9 Expulsion from the institution and consequent debarring from admission to any other institution for a specified period
- 8.1.10 Fine ranging between Rupees 25,000/- and Rupees 1 lakh
- 8.1.11 Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

8.2 At the university level in respect of institutions under it:-

If an institution under a university (being constituent of, affiliated to or recognized by it) fails to comply with any of the provisions of these Regulations

and fails to curb ragging effectively, the university may impose any one or any combination of the following penalties on it:

- 8.2.1 Withdrawal of affiliation/ recognition or other privileges conferred on it
- 8.2.2 Prohibiting such institution from presenting any students then undergoing any programme of study therein for the award of any degree/diploma of the university
- 8.2.3 Withholding grants allocated to it by the university, if any
- 8.2.4 Withholding any grants channellised through the university to the institution
- 8.2.5 Any other appropriate penalty within the powers of the university.

8.3 At the appointing authority level:-

The authorities of the institution, particularly the Head of the institution, shall be responsible to ensure that no incident of ragging takes place in the institution. In case any incident of ragging takes place, the Head shall take prompt and appropriate action against the person(s) whose dereliction of duty lead to the incident. The authority designated to appoint the Head shall, in its turn, take prompt and appropriate action against the Head.

8.4 At the UGC/Statutory/Regulatory body level:-

If an institution fails to curb ragging, the UGC/Statutory/Regulatory body concerned may impose any one or any combination of the following penalties on it:

- 8.4.1 Delisting the institution from section 12B of the UGC Act or any similar provision in the Act of the Statutory/Regulatory body concerned
- 8.4.2 Withholding any grants allocated to it
- 8.4.3 Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the UGC/Statutory/ Regulatory body concerned
- 8.4.4 Declaring that the institution does not have the minimum academic standards and warning the potential candidates for admission accordingly through public notice and posting on the UGC Website/ Website of the Statutory/Regulatory body concerned.
- 8.4.5 Taking such other action within its powers as it may deem fit and impose such other penalties as provided till such time as the institution achieves the objective of curbing ragging.
- 8.4.6 Collaborating with one another to work out other possible deterrents.

-:0:-

ANNEXURE I, Part I

UNDERTAKING BY THE CANDIDATE/STUDENT

1. I, _____
S/o. D/o. of Mr./Mrs./Ms. _____
have carefully read and fully understood the law prohibiting ragging and the
directions of the Supreme Court and the Central/State Government in this regard.

2. I have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and have carefully gone through it.
3. I hereby undertake that
 - I will not indulge in any behavior or act that may come under the definition of ragging,
 - I will not participate in or abet or propagate ragging in any form,
 - I will not hurt anyone physically or psychologically or cause any other harm.
4. I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the UGC Regulations mentioned above and/or as per the law in force.
5. I hereby affirm that I have not been expelled or debarred from admission by any institution.

Signed this _____ day of _____ month of _____ year

Signature

Name:

Address:

ANNEXURE I, Part II

UNDERTAKING BY PARENT/GUARDIAN

1. I, _____
F/o. M/o. G/o _____,
have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in this

regard as well as the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

2. I assure you that my son/ daughter/ ward will not indulge in any act of ragging.
3. I hereby agree that if he/she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of the UGC Regulations mentioned above and/or as per the law in force.

Signed this _____ day of _____ month of _____ Year

Signature

Name:

Address:



University Grants Commission

Decisions agreed upon in the Central Inter-Council/Statutory Bodies, State Councils of Higher Education and Education Secretary of State Government in the meeting held 13th April, 2009 in UGC, New Delhi.

The following were present:-

UGC:

Prof. Sukhadeo Thorat, Chairman
Dr. R.K. Chauhan, Secretary.
Dr. C.S. Meena, JS (CPP-II).
Shri V.K. Jaiswal, US (CPP-II).

In Chair .

Members of the UGC Committee for preparation of Regulations:-

Prof. K.P.S Unni
Dr. R.P. Gangurde
Prof. Virbala Aggarwal

Representatives of the Statutory Councils:

Medical Council Of India
National Council of Teacher Education
Indian Council of Agricultural Research
Distant Educational Council
Dental Council of India
Pharmacy Council of India
Bar Council of India

Representative of the State Governments:-

A.P. Council of Higher Education
H.P. Government,
Punjab Government ,
U.P. Government

Following decisions were taken:-

- a) The participants discussed the Draft Regulations for Prevention of Ragging and made various suggestions. Most of the suggestions were agreed and it was decided that these suggestions would be incorporated in the Regulations after taking into account the legal provisions. The UGC expert committee may do the same preferably by 20th April, 2009.
- b) The various Councils generally agreed with draft Regulations and decided that they would frame their Regulations taking the UGC Regulations as the base and only add some additional provisions to address the specific issues peculiar to each one of them.

13/4/09
DS (CPP-II)

13/04/09
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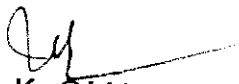
13/4/09
US (CPP-II)

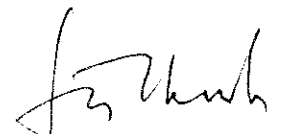
13/4/09
JS (CPP-II)



- c) The Council agreed that they will make effort to finalize their Regulations latest by the end of May duly approved by their respective statutory bodies.
- d) The members agreed to constitute an Inter-Council Committee for prevention of Ragging to address the issue relating to ragging which are of national importance and to sort out the issue of overlapping and cross cutting issues. The Committee will meet at least twice a year.
- e) The UGC will finalize the Regulations by next week and send to various councils for follow up action at their end. These will also be placed on the UGC Website for the convenience of the Councils.
- f) The UGC would get the approval of the Commission by circulation, which is expected by the end of April, 2009.
- g) The participants discussed the Monitoring mechanism proposed by Edcil and the presentation made by Prof. Raj Kachroo. The Ed.Cil was requested to finalize the same duly approved by the Ministry of HRD urgently so that the mechanism could also be brought to the notice of Universities and colleges along with these Regulations. The Ed. Cil would sent the communication to all the statutory bodies/councils for the monitoring mechanism agreed by it.
- h) These Regulations would be in place before the commencement of the next academic year in June 2009.

The meeting ended with a vote of thanks to the Chair.


(R. K. CHAUHAN)
13.4.2009


(SUKHADEO THORAT)

**UNIVERSITY GRANTS COMMISSION
BAHADLURSHAH ZAFAR MARG
NEW DELHI-110002**

F.1-16/2007(CPP-II)

List of participants of meeting of UGC Expert Committee on Regulation to curb the menace of ragging in Higher Educational Institutions-2009 held in UGC Office, New Delhi on 13.4.2009 with State/UT Higher Education Secretary, Professional Councils, State Council of Higher Education

Members UGC Expert Committee

1. Prof. KPS Unny
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2. Prof. Virbala Aggarwal
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Phone 09418168234
3. Dr. R.P.Gangurde,
Former Addl. Secretary, UGC
C-13/26, Sector 38, Kendriya Vihar
Nerul, New Mumbai-400706
4. Prof. M.Z. Khan
UGC Consultant
B-59, City Apartments
Vasundhara Enclave
Delhi-110096

Special invitee

Special invitee

Mr.Raj Kachroo
Aman Movement

Present (UGC)

1. Prof. S.K.Thorat, Chairman, UGC
2. Dr. R.K.Chauhan, Secretary, UGC
3. Dr.C.S.Meena, Joint Secretary, UGC
4. Sh. A.N.Sharma, Deputy Secretary UGC
5. Sh. V.K.Jaiswal, Under Secretary, UGC
6. Smt. Lalitha Ganeshan, S.O., UGC

Professional Councils

1. Dr. Prem Kumar,
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2. Prof. SVS Choudhary
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3. Sh. Prabhat Sinha
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ANTI RAGGING HELPLINE/TELEPHONE NUMBERS

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2	Dr. Mukhtiar Singh	Assistant Professor	9876090172
3	Dr. Anurag Sankhian	Associate Professor	9417474152
4	Mrs. Urmil Singh	Hostel Warden	9888908569
5	Mrs. Sarbjit Kaur	Superintendent	8360366325