Clara's College of Education

Affiliated to Mumbai University

CHILDREN WELFARE CENTRE

Bachelor of Education (B.Ed.)

Degree Course

(Approved by UGC & NCTE)

Prospectus

2023-24

Our Vision

Our Vision is to provide value based education with new innovations and ideas, so that our student-teachers grow into aesthetically rich, intellectually aware and integrated young teachers, capable of fulfilling their dreams and aspirations.

Our Mission

Our Mission is to contribute to the ever evolving education system by providing excellent teachers who can confer leadership and creditable learning services, making a difference to the society.

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On the seashore of endless worlds children meet.
The infinite sky is motionless overhead and the restless water is boisterous.
On the seashore of endless worlds the children meet with shouts and dances.

They build their houses with sand, and they play with empty shells.
With withered leaves they weave their boats and smilingly float them on the vast deep.
Children have their play on the seashore of worlds.

They know not how to swim, they know not how to cast nets.
Pearl-fishers dive for pearls, merchants sail in their ships,
while children gather pebbles and scatter them again.
They seek not for hidden treasures, they know not how to cast nets.

The sea surges up with laughter, and pale gleams the smile of the sea-beach.
Death-dealing waves sing meaningless ballads to the children,
even like a mother while rocking her baby's cradle. The sea plays with children,
and pale gleams the smile of the sea beach.

On the seashore of endless worlds children meet. Tempest roams in the pathless sky,
ships are wrecked in the trackless water, death is abroad and children play.
On the seashore of endless worlds is the great meeting of children.

Rabindranath Tagore

Ajay Kaul Managing Trustee

From the Desk of
Managing Trustee

The world is a stage and all of us are orators, performers and spectators at the same time. The philosophy of the greatest dramatist of his time has an evident truth of life that keeps unfurling every second of our lives. Time has been the greatest witness of human evolution and revolutions across the world. The metamorphosed phases have shaped humanity into what it is today. Needless to say, education has had its own evolutionary and revolutionary journey too over the eons. Its pivotal role and contribution to the making of the world's terrific inventors, discoverers, industrialists, economists and many more is something that cannot be thanked enough for in a few scribbles.

With every passing decade, there's a wave of transformation that hits our systems at every level. The governing factors could be as modernized as technological evolution or something as terrorizing as the pandemic. It keeps hitting the system and unless we are prepared to tackle, adapt, adopt and revolutionize, we shall be on the brink of perish. And when we say adapt and adopt, it requires a 360-degree approach. And for this, our gen-next should be equipped with tech-knowledge. The pandemic has led us to a world where technology is no longer a matter of choice but a necessity, a must-know tool to communicate, operate and flourish. And needless to say, it keeps updating constantly.

As a progressive institute, our pursuits are linked to our purpose of education, which is preparing the forthcoming generation to become enablers of a progressive tomorrow. For decades, technological adoption has been a gradual and consistent upgrade in our institution. We have furthered our vision to make our institution a hub for IT courses. Our early endeavors were focused on getting our force of teachers and other members ready for IT enablement, we are embracing and integrating a wide range of IT courses and Skill Development programs in our curriculum to prepare the gen-next to be ready for the corporate world.

For more than three and a half decades, we have ceaselessly fostered the young minds, empowering them with theories and pragmatic experiences while inspiring them to be abreast of markets by providing them diverse avenues of learning and transformation. We believe that a generation is as strong as its mind and knowledge. The power of knowledge can only be employed wisely by a sane mind. And this is one of the most crucial goals we integrated in our mission – building strong & knowledgeable minds. As a responsible entity of the education fraternity, we incorporate our unified strategies to bring mental health to mainstream education, while working unparallely on shaping the futures of tomorrow to be ready to fly as corporate leaders and entrepreneurs across the world. And we pursue this with great success with the support of a strong convoy of veteran teachers and operations team, our associates and allies in the industry.

Success is more than just a mile-away destination – it's a voyage of continuous efforts of ardent people coming together and working timelessly and tirelessly towards bringing a change. As much as what we do is important, so it's the contribution from society. Let's pledge to become enablers of positive influences and positive education to our young generation.

Last but not least, let's commemorate our every success, and every win, learn from every intervention and empower ourselves to move ahead in the direction of light. Education keeps guiding us towards that light.

Thank you all for making our every endeavor and mission a great success.

Teaching is more than imparting knowledge, it is inspiring *change*

Quality education provides students the knowledge, skills, and confidence to reach their full potential. Children who are blessed with education of the highest quality qualify as better human beings and ensure that the message of universal citizenship remains strong. A few committed persons pledged their efforts and wisdom to set up Children Welfare Centre Trust with this very intention. The institution offers advanced education programs within the ever expanding geographical and cosmopolitan extent of the city. Registered under the Public Trust Act, 1950 it caters to the holistic development of every student and strives to ensure that the objectives of education percolate into every strata of society.

Children Welfare Centre, currently in its 43rd year of existence, continues its sustained mission by making laudable inroads in the arena of education.

The progress and success of its students and alumni is testimony to the tremendous efforts of the founder members and teachers in preparing them for lifelong learning with a positive approach. The relationship forged with the parents and the society at large remains the edifice for the progress made by the institution over the years.

Located in the bustling suburban locality of Andheri, Children Welfare Centre is well connected with the rest of the city. The institution is well fenced and provides a safe and tranquil ambience which is most conducive for the purpose of learning. It has a fully functional Pre-Primary school which uses a progressive educational model. The children have access to a definite path for academic progression from the primary and secondary school to the junior and degree college. The Centre admits students who wish to pursue graduation in streams such as Commerce, Management, Mass Media, Accounting and Finance. Recognizing the need for training prospective teachers to impart quality education, the Trust has set up the Teacher's Training Centre under the B.Ed. program in Andheri, West in 2009. It has also set up the College of Law at Malad (West) in the same year. Moreover, the college has introduced LL.M. and Two Post Graduation Diploma Courses since 2022.

CHILDREN WELFARE CENTRE TRUST

The Institution boasts of infrastructure to suit contemporary teaching and learning needs. Well equipped with an inhouse science laboratory, the Centre also has computer labs, audio visual room, library, as well as recreational facilities. The concern of the management to provide the best facilities is evident from the clean and hygienically maintained rest rooms and canteen. More than 300 trained and proficient teachers contribute immensely to academic and personal development of students through mentoring and coaching. Each of them is equally responsible for building the values of honesty, respect and diligence in the students.

Children Welfare Centre has a proven track record that leads the present objectives towards better opportunities and prospects. It has been aptly rewarded for its performance. It was named the Best School in K-West Ward by the Education Department of Municipal Corporation of Greater Mumbai in the past. Mr. Ajay Kaul, the Honorary Principal of the institution, was the recipient of the State Award for the Best Teacher in the year 2002-2003.

Children Welfare Centre is an ideal platform for the awe-inspiring force of more than 4000 registered students to spread their wings. With experience and better resources at hand, the institution has secured permission to start the M.Com course at Clara's College of Commerce, Versova, Andheri (West). The Management is also elated in stating that permission has been granted by the Govt. of Maharashtra to start Jr. College in Arts and Commerce streams at Malad (West) and also a school affiliated to CBSE Board has commenced in the same institution. The moment of pride for the Trust is the commencement of an IB School at off Yari Road, Versova.

Clara's College of Education

Clara's College of Education was established in the year 2009 in the memory of late Smt. Clara Kaul - an eminent educationist, who had a missionary zeal to take learning to every strata of society. The institution is strategically located in the heart of Western Suburbs. The college is fully equipped with state-of-the-art facilities and has a team of committed, dedicated and well qualified teachers.

The College is recognized by N.C.T.E. approved by Govt. of Maharashtra; and affiliated to University of Mumbai.

The aim of the college is to contribute to the ever evolving education system by providing excellent teachers who can confer leadership and creditable learning services, making a difference to the society.

Objectives

- To work for the achievement of a holistic approach towards the all round personality development of student-teachers through curriculum interventions and innovation employability courses, career guidance and mentoring system.
- Equipping the prospective teachers with the necessary pedagogic skills and enabling them to make proper use of instructional facilities.
- Developing the self-confidence in the teachers.
- To foster the attitude of respect for people of all walks and to promote the spirit of oneness in student.
- To provide opportunities for preserving our socio-cultural heritage through a broad program of activities beyond the curriculum.
- To promote policy of inclusion for disadvantaged and disabled students.
- To acquaint the student-teachers with the impact of globalization in the field of education.
- To ensure active participation of student-teachers and other stakeholders for academic, co-curricular activities to enhance their professional development.

Core Amenities

Teaching faculty

The institute has qualified and professional teachers' on the board to suffice to the needs of providing advanced and quality education.

Lecture Room

An inspiring aura adds that tinge to the learning experience. The institute has spacious and well sourced lecture room to meet the requirements.

Library

The college has a well equipped library which has a wide collection of books, pertaining of various subjects. The open access system facilitates easy wide collection of books for students and encourages reading habits. It is widely apportioned into two sections – one that provides text books and other that provides numerous reference books for each class. Each section is well sourced with encyclopedia, dictionaries, dailies, and the latest magazines.

IT Lab

Information technology has a vital role to play in the education system. Computer education has become the base of all advanced careers. The institute is well equipped with advance techno-lab to cater to such needs.

Audio Visual Lab

The audio visual laboratory is used for screening educational films, being equipped with the facility of LCD projectors and audio system.

Science Lab

The institute has well structured science laboratories with all scientific equipment to facilitate research and development on various subjects.

Language Lab

The language lab provides with all sources for learning and teaching phonetics, which is the latest used technique

Work Experience Lab

The work experience lab serves as an alternative learning and acts as a good source of stress buster. It is well equipped with working tools like gardener's tools, working hand tools, pot culture, etc.

Counselling Center

Psychological Counselling has become an integral part of Education system and the new generation teachers must understand and adapt to it. The institute has an exclusive counseling centre that helps student-teachers address the behavioural issues, hence contributing to create a balanced life.

Gymkhana

A well equipped gymkhana is set up in the college premises for overall development of student-teachers. Gymkhana provides a platform to student-teachers to explore their potentials in co-curricular activities in several cultural and sports areas.

Seminar Hall

The seminar hall of the institute is equipped with all necessary amenities of public address system viz.LCD, Microphone, Overhead Projectors etc.

Students Council

The College has a duly constituted student's council according to the rules of University of Mumbai. The student council helps share student-teachers ideas, interests, and concerns with professors and principals. They often also help raise funds for college activities, including social events, community projects, helping people in need and college reform.

Well-equipped Playground

A well developed playground serves the purpose for all the outdoor activities for students-teachers. It comes handy for all the sports activities which are very important as it brings in and sustains the inner harmony of body, mind and soul.

Sports Activities

Student-teachers are encouraged to participate in sports activities and physical training. To do full justice to this endeavour, the college has appointed a Physical Instructor for conducting sports activities. Reputed coaches in the respective sports /games are also appointed to train the student-teachers.

Women Development Cell (W.D.C)

The college has established a Women Development Cell which functions as a body which hears grievances (if any) from women staff and student-teachers regarding matters of physical and mental safety and well being. The WDC also engages itself in women empowerment. The College has constituted the Internal Complaints Committee as mandated by the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act,2013.

Placement Cell

The Placement Cell works at two levels to enable student-teachers face the challenges of the competitive world. It provides placement opportunities to interested student-teachers. It also gives guidance regarding the career options available to them. Seminars, talks and guest lectures are organized to help student-teachers understand the current market scenario.

Co-Curricular Activities

Fieldtrips

Fieldtrips are an important aspect of leaning today since it offers real encounters with the know-how of the world. For inculcating values and skills, a number of visits are organised to Manibhavan, Nehru Science Centre, Museum, Mahim Nature Park, etc.

Performing arts

Performing arts enables one to create harmony within one's self Numerous competitions are organised for the students during the course of the year.

Annual day

The institute celebrates annual day every year wherein student-teachers and professors are awarded for their achivements.

Talent exhibition

Talent exhibitions organised by the institute serves as a platform for student-teachers to display their skills in diffrent arts-Cooking, Decoration, Mehandi, Debate, Elocution, Singing, Dancing, etc.

Workshop / Seminars

A variety of workshops and Seminars are conducted throughout the year that not only contributes to the knowledge bank of student-teachers but it also helps them understand better.

Bachelor of Education (B.Ed) Degree Programme

The B.Ed. Programme is designed to develop attitude, skill and knowledge in the Student teachers.

The curriculum of 2 years B Ed. programme shall comprise of the following components:

Courses	Credits	External Marks	Internal Marks	Total Marks
Semester 1				
Core Course 1: Childhood and Growing up	6	60	40	100
Core Course 2: Knowledge and Curriculum	6	60	40	100
Interdisciplinary Course 1 :Gender, School and Society	6	60	40	100
Ability Course 1:Critical Understanding of ICT	3	----	50	50
Project Based Course 1	3	----	50	50
Total	24	180	220	400
Semester 2				
Core Course 3: Learning and Teaching	6	60	40	100
Elective Course 1: Pedagogy of School Subject 1	6	60	40	100
Interdisciplinary Course 2: Educational Management	6	60	40	100
Project Based Course 2	6	----	100	100
Total	24	180	220	400
Semester 3				
Core Course 4: Assessment for Learning	6	60	40	100
Elective Course 2: Pedagogy of School Subject 2 / Peace Education/ Education for Rural Development (Any one)	6	60	40	100
Interdisciplinary Course 3: Language Across the Curriculum	6	60	40	100
Project Based Course 3	12	----	200	200
Total	30	180	320	500
Semester 4				
Core Course 5: Contemporary India and Education	6	60	40	100
Elective Course 3: Special Field Action Research/ Guidance and Counselling/Environmental Education (any one)	6	60	40	100
Interdisciplinary Courses 4: Creating an Inclusive School	6	60	40	100
Ability Course 2: Reading and Reflecting on Texts	3	----	50	50
Project Based Course 4	9	---	150	150

Audit Course				
(i) Understanding the Self, (ii) Drama and Art in education (Any one) will be opted by student in Semester 1 and Certified in Semester 4	3	---	---	---
Total Credits	33	180	320	500

Total Credits: 111; Total Marks 1800 (1 Credit = 12 Hours)
Programme Structure of B.Ed. 2 Years Programme in a nutshell :
Year 1 : 16-18 Weeks * 2 Semesters (200 Working Days)
Year 2 : 16-18 Weeks * 2 Semesters (200 Working Days)
20 Weeks for Internship (18+including 2 weeks community work)
200 working days are exclusive of admission and examination period
Total Credits: 111 : Marks 1800 (1 Credit = 12 Hours)

Bachelor of Education - Choice Based Credit, Grading & Semester System(CBCS)

F. Y. B. Ed

Semester I	Credits	Semester II	Credits
Core Course 1:		**Core Course 3:**	
• Childhood and Growing up	06	• Learning and Teaching	06
Core Course 2:		**Elective Course 1:**	
• Knowledge and Curriculum	06	• Pedagogy of School Subject 1	06
Interdisciplinary Course 1:		**Interdisciplinary Course 2:**	
• Gender, School and Society	06	• Educational Management	06
Ability Course 1:		**Project Based Course 2:**	06
• Critical Understanding of ICT	03		
Project Based Course 1:	03		
Total Credits	24	Total Credits	24

S. Y. B. Ed

Semester III	Credits	Semester IV	Credits
Core Course 4:		**Core Course 5:**	
• Assessment for Learning	06	• Contemporary India and Education	06
Elective Course 2:		**Elective Course 3:**	
• Pedagogy of School Subject 2 • Peace Education / Education for Rural Development (Any one)	06	• Special Field Action Research • Guidance and Counselling / Environmental Education (any one)	06
Interdisciplinary Course 3:		**Interdisciplinary Course 4:**	
• Language Across the Curriculum	06	• Creating an Inclusive School	06
Project Based Course 3:	12	**Ability Course 2:**	
		• Reading and Reflecting on Texts	03
		Project Based Course 4:	09
		Audit Course:	
		• Understanding the Self / Drama and Art in education (Any one) Will be opted by student in Semester 1 and Certified in Semester 4	03
Total Credits	30	Total Credits	33

Admission Procedure

Bachelor of Education (B.Ed.)

Recognized by N.C.T.E

Approved by Government of Maharashtra

Affiliated to University of Mumbai

College Status : Hindi Linguistic Minority

Duration: Two academic years as Credit Based Choice System comprising of four semesters. The B.Ed. Programme shall be of duration of two years, which can be completed in a maximum period of three years from the date of admission to the programme

Eligibility:

Following candidates are Eligible for admission

1) Candidate must appear and should have passed CET and ELCT for admission as per guidelines given by Government of Maharashtra

2) Candidates with at least 50% marks either in the bachelor (three year program) in B.Com, B.Sc., B.A OR 50 % Marks in post graduation and for the reserved category (ST,SC,OBC,VJNT1,2,3) 45% will be eligible. For Management, Engineering, Computer Science, Technology, Agriculture, BBI, Pharmacy, Law, Fine art Performing arts, Music , Dance and Drama with 55% marks at graduation or post graduation will be eligible for open category and for reserved category 50%. Any other qualification equivalent thereof is eligible for admission to the programme

3) The reservation and relaxation for SC / ST / OBC / PWD and other categories shall be as per the rules of central Government, whichever is applicable.

4) A Candidate for the admission to degree of education (B.Ed) must fulfill the eligibility criteria as per the directives of Government of Maharashtra from time to time.

5) The candidates having two years or one year Degree course (excluding Open University) will not be eligible for B.Ed

6) Candidates who have completed their degree from the Universities which give grades instead of marks will have to attach a certificate of equivalent marks shown against the grades from the competent authority of the university/ department. Candidates will have to attach the decoding list where the code is given to the subjects

7) The merit and minimum eligibility criteria will be decided by considering the total percentage of marks secured by the candidate at the Degree level. (considering the additional marks given by the university) (e.g. Some universities award degrees by considering the marks of the three years, while some award degrees on the basis of consolidating two years marks and some award degree on the basis of the marks obtained only in the third year) the calculation of marks at degree level will be done as per the pattern of awarding grade/class adopted by the concerned university. In case of Open University, the calculation of marks will be as per adopted pattern of concerned open University.

Documents required for the admission to the B.Ed Course

Original as well as Seven sets of following documents required for B.Ed admission (Photocopies)

1. Provisional Admission Letter
2. CET with ELCT Hall Ticket
3. CET with ELCT Score card
4. Online Admission form - (Govt.CET)

5. Online College Preference Form
6. 10th Std. Marksheet & Passing Certificate (Board Certificate)
7. 12th Std. Marksheet & Passing Certificate (Board Certificate)
8. First Year, Second Year & Third year Marksheets
9. Third Year Passing & Convocation Certificate
10. Post Graduation Marksheet , Passing & Convocation Certificate (If Post Graduation is Completed).
11. University of Mumbai CGPA Certificate from the respective college where the candidates have studied last.
12. Gap Certificate (if applicable)
13. Copy of Caste Certificate (if applicable- Candidate from reserved category with 45% above and below 50% required (OBC, SC, ST, NT, DT) OR 50% above in Post-Graduation.
14. Caste Validity Certificate (excepting ST candidate)
15. Migration Certificate (mandatory for graduates other than Mumbai University)
16. Gazette Mandatory for married female candidates- (for change in name)
17. Affidavit for candidates whose mother tongue is Hindi (mandatory).
18. Birth Certificate/Leaving Certificate
19. Aadhar Card
20. Photographs Passport Size- (7)
21. Transfer Certificate from the College / Institute last attended.
22. Domicile Certificate
23. Non Creamy Layer Certificate (if applicable)

Admission Process

B.Ed Admissions are conducted as per the norms of the Centralized Admission Committee, Directorate of Higher Education, and Government of Maharashtra with amendments issued from time to time. The aspiring candidates have to clear the B.Ed Common Entrance Test conducted by the State Government.

The Minority admission are conducted in accordance with the norms laid down by Government of Maharashtra, University of Mumbai and NCTE. The entire admission procedure including the CET is computerized and on the basis of merit as decided by the Centralized Admission Committee.

The Procedure for online submission of PRE-ADMISSION APPLICATION FORM

Log on to www.mum.digitaluniversity.ac

Instructions while filling the form :

1. Please read the Instructions very carefully before you proceed with filling the Form online.
2. MARKS DETAILS: The applicant is required to select the name of the college, the course that he/she wishes to apply for and the marks obtained at the Degree examinations, Stream offered at Degree (Arts / Science / Commerce etc.) Category applied under, MKCL registration number (which is one of the mandatory data required), whether you have passed the HSC / equivalent examination in ONE attempt etc,

   MARKS: PLEASE ENTER THE MARKS OBTAINED IN ALL THE SUBJECTS OFFERED AT THE HSC / EQUIVALENT EXAMINATIONS WHILE ENTERING THE DATA IN THE “MARKS OBTAINED” COLUMN. The objective is to verify the eligibility criterion for admission to the course opted by the applicant

   The applicant can proceed to the next screen “PERSONAL DETAILS” further if and only if he/she satisfies the eligibility criterion of the course applied. Also you can proceed to the next screen only if the data is entered for all the mandatory fields. The marks obtained by the candidate will be converted to out of 600 and will be used to prepare the merit list. Students who have

passed the qualifying examination from the IB School are required to apply under the Diploma Category for admission to FY B.Ed. Course.

3. PERSONAL DETAIL: Eligible candidates will enter their personal details like their full name, caste, blood group, Aadhar card number, date of birth, address for correspondence, email id of the student (mandatory), etc. You will also be required to upload the scanned copy of the candidate's photograph, signature and any other document / certificate used for seeking admission which is a mandatory requirement.
4. EDUCATIONAL DETAIL: Information filled under ''MARKS DETAILS" will be carried forward, Additional information related to the SSC/HSC/ Degree level examination must be entered.
5. PARENT / GUARDIAN DETAILS : Details of the parent/guardian of the applicants is to be entered. Father's/ Mother's email-id is one of the mandatory fields.
6. PREVIEW: This screen will generate the DRAFT COPY of application form in PDF format. Candidate can verify the information filled and make the corrections in the online application form before the form is submitted. Please note that this is the Draft Copy of the application form for admission and not the final copy. The Draft Copy of the Application form is generated without the application number.
7. SUBMIT: After verifying that the information filled in steps (a) to (e) is correct in step (I), the candidate must now click the "Submit" button to submit the form. Please note that no correction can be made in the form after submission. Also, an APPLICATION NUMBER is generated on submission of the form. If the application no. is not generated then it implies that the security instructions are not followed properly and in such cases the applicant must repeat the steps (i) to (xiii) stated above. Save the form and take the hard copy i.e. the printout of the form.

v. Please note that once the application number is generated, payment of Rs. 1OO/-(and in case if payment is made online additional convenience fee of Rs. 1.50, i.e. total Rs. 101.50) towards the application form is to be made. The payment can be made in two ways viz. by using the payment gateway provided on the website or through physical payment of the application fees at the college. FURTHER NOTE THAT SUBMITTING THE HARD COPY OF THE APPLICATION FORM ALONG WITH THE DOCUMENTS IS MANDATORY IRRESPECTIVE OF THE MODE OF PAYMENT OF THE APPLICATION FEES. The fees can be paid at the college along with the submission of the hard copy of the form.

vi. If payment of Rs. 101.50 is made and confirmed through the payment gateway, the applicant will receive an email confirming the payment. The applicant must submit the hardcopy of this mail along with the hardcopy of the application form and the photocopy of the necessary documents to the college authorities,

vii. The candidate can fill and submit the application form for the same course in different colleges under UE / Different Courses in the same college / different courses in different colleges under UE. After following steps iii (a) to iii (e), separate application number will be generated for every application submitted. Applicant is not required to fill all the data again for submitting the forms for different / same course in same / different college under UE.

viii. Irrespective of the mode of payment of the application fee, the applicant will have to submit the hardcopy of the application form (PHASE I) submitted online along with the necessary documents to the college within the prescribed time schedule and the applicant will be given an acknowledgment. If the name of the applicant appears on the merit list, the original copy of this acknowledgment along with all the necessary documents, hard copy of the phase 2 form and fees must be provided at the time of confirming the admission.

ix. Applicants are required to note that only those names where application number is generated & acknowledgment of receipt of hardcopy of the uploaded online admission form (PHASE I) is issued will be considered for generation of merit list and admission.

x. Documents required while submitting the application form (PHOTO copy only):

- Hardcopy of the Pre Admission Online Registration form.
- One passport size photograph.
- SSC/HSC Marksheet / Degree Marksheets.
- In case of downloaded mark sheet (when the mark sheet is delayed by the board) it needs to be attested by the college authorities concerned.
- Any other certifieate(s) as applicable.
- PROVISIONAL STATEMENT OF ELIGIBILITY in case if the student has passed his / her Degree examination from OTHER THAN Maharashtra Board, (or the photocopy of the receipt of payment made for application of Provisional Statement of Eligibility), if available.

xi. Hard Copy of the filled in forms i.e. the Pre-admission Online Registration Form (filled and downloaded from the university website http://mum.digitaluniversity.ac) and Online Pre-Admission Fonn of Phase 1 along with the documents specified in IX ABOVE will be accepted as per the schedule given below.

Fees

1. The fees are to be paid by DD only. DDs to be drawn in the name of the college,
2. Fees for the entire year can be paid together at the time of admission.
3. The fees are payable in instalments as prescribed by the institute only on or before the scheduled dates. The payment of fees by instalment is intended merely to facilitate the parents / guardians and should not in any manner be construed as a right. The institute reserves its right to discontinue and / or reduce payment by instalments at its discretion.
4. Fees once paid are non-transferable / non-adjustable / non-refundable under any circumstances and are subject to the exceptions as set out in the refund policy.
5. Exit documents will be issued only after full and complete settlement of outstanding dues.
6. Any statutory taxes, if made applicable and / or if increased and/or for any facility provided by the institute, shall have to be borne and shall have to be paid by parents / guardians from time to time.
7. In case of any DD towards payment of fees being dishonoured, the institute reserves its right to de-enrol the student at its discretion and levy any other penalty as it may deem fit.
8. The institute reserves its right to disallow a student from participating in any of its activities whose fees remain unpaid in full or in part.
9. The institute reserves its right to not to issue reports, certificates or recommendations to future institutions whose fees remain unpaid in full or in part.
10. The institute reserves the right to increase / revise / amend the fee structure.

0.2859: Refund of Tuition, Development and all other fees after cancellation of admissions:

- The Candidate shall present the Physical Application for Cancellation of Admission and submit duly signed copy of application for cancellation of admission to the admitted institution.
- After receiving duly signed admission cancellation request application from the Candidate, the institution will acknowledge the receipt of application and cancel the admission immediately and generate online acknowledgement of cancellation of admission through institution login and issue a signed copy of it to the candidate and keep the receipt of the same on the College record.
- The refund of fees before cut-off date of admission shall be made within two days i.e. total fee minus the processing charges of Rs.1,000/-, or refund rule shall be as per the guidelines of the appropriate authorities or the State Government, as the case may be.
- If the admission is cancelled after the cut-off date of admission declared by the Competent Authority, there shall be no refund except the Security Deposit and Caution Money Deposit.
- No institution, who has in its possession or custody, any document in the form of certificates

of Degree, Diploma or any other Certificate or other document deposited with it by a person for the purpose of seeking admission in such institution, shall refuse to return such degree, certificate award or other document with a view to Induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue or avail any facility in such institution.

Note: The total amount considered for the refund of fees from the commencement of academic term of the courses including the following:

i) The fee charged towards group 1 insurance and all fee components to be paid as University share (including Vice-Chancellor fund. University fee for sports and cultural activities, E-charge, disaster management fund, exam. Fee and Enrolment fee) are non-refundable if payment is made by the college prior to the date of cancellation,

ii) Fee collected for identity card and Library card, admission form and prospectus, enrollment and any other course specific fee are not refundable after the commencement of the academic term.

iii) All refundable deposits (Laboratory, Caution Money, Library, etc.) shall be fully returned at the time of cancellation.

Provided that wherever admissions are made through centralized admission process for professional and / or for any other courses by other competent Authorities, the Refund Rules are applicable if specified by such authorities (as per the rules of relevant agencies) for the 1st year admission. In case of admission to subsequent years of the course, 0.2859 is applicable for cancellation of admission. Provided further that this refund rule is concurrent with the rules and guidelines of other professional statutory bodies appointed for admission for relevant courses. Further that 0.2859-A & CK2859-B have been repealed and the amended 0.2859 relating to the refund of Tuition Fees, Development and all other fees after cancellation of admission for the Under Graduate Courses has been brought into force with effect from the academic year 2008-2009.

Refund of College Deposit

Application for the refund of college deposit must be made within one year of the applicant ceasing to be a student of the college, failing which the deposit amount will be forfeited, The college now ensures that the deposits are refunded to the student-teachers through the RTGS system, and hence, it is necessary that the students have a bank account so that the deposit amount can be transferred directly to their accounts without delay.

Issuance of Duplicate Fee Receipts

A student requiring duplicate fee receipt shall have to fill a form available at the information counter of the college and pay Rs. 100/-.

Documents Issued By The College

- **Identity Card**

  Identity Card, which is one of the most important documents of the student, will be issued on the day of confirming the admissions. Every student is required to ensure that they wear the identity card on person whenever and wherever they are present in the college premises. The Identity Card must be carefully preserved. Students are required to present the identity card on demand in the College, in the library, at any college event and while travelling on local trains, The loss of Identity Card should be immediately reported to the college office in writing, with a statement of the circumstances in which it was lost. The office will issue a Duplicate Identity Card against payment of Rs.100/-.

  At the University Examination all candidates are required to produce, at the examination centres, their identity cards bearing their photographs attested by the Principal along with their hall tickets.

- **Railway Concession**

  Student-teachers can avail concessional fares for rail travel by local trains between the stations nearest to the place of their residence (i.e. As per the address mentioned in the Identity Card) in Mumbai and the College (Andheri Station). Student-teachers are requested to enter their local and permanent addresses correctly in the Admission Forms to facilitate issue of Railway concession orders.

The place of permanent residence, in the application for admission, means the place where the student and/or his parents normally reside. This address will not be allowed to be changed during the academic year.

Student-teachers can also avail, during vacation period.

(Only Diwali & Christmas Vacation), concessional fares by rail for journeys between their place of permanent residence and Mumbai during vacation.

- **Necessary documents to be submitted while availing the concession**
  - Student-teachers Identity Card
  - Original Fee Receipts
  - Charges Rs. 17-
- **Transcripts**

  Student-teachers desirous of pursuing further studies abroad should apply for transcripts to the college office well in advance. After verification of marksheets, the college will hand over the transcripts in ten to fifteen days' time. Charges for issuing the transcripts are Rs. 1000/- for 1 set of copy. Every additional copy will be charged at rate of Rs. 100/- per copy.

Necessary documents required

- Student-teachers hand written application for availing the Transcript Form
- Transcript Form provided by college to be filled and submit at the Information Counter.
- All B.Ed, documents, marksheets, passing certificate, degree certificates in five sets and five passport size photos for the same.

- **Bonafide Certificate**

  Student-teachers with a genuine reason can apply for a Bonafide Certificate to the college. Students may contact the Information Counter to apply for a Bonafide Certificate. Charge for issuing the Bonafide certificate is Rs. 207-. Students can collect the certificate in two working days from Information Counter.

  With application student's Identity Card photo copy is required and if any Ex Students are applying for bonafide certificate then they have to submit all the years Mark-Sheet's photocopy at the Information Counter.

- **Transfer Certificate**

1. In a transfer case, no student-teacher will at any time be admitted to this College unless he/she produces a Transference Certificate from the College he/she leaves.
2. College is entitled to charge a fee of Rs. 1007- for issuing the certificate.
3. As a result of a student-teacher leaving one College to join another, it will be necessary for him/her to count the attendance kept by him/her in more than one college to enable him/her to make up the necessary percentage of attendance. A Transference Certificate shall not be granted except for reasons, which appear to be sufficient and except with the written permission of the Principal of the College that the student wants to leave and the Principal of the College, which he / she intends to join.
4. Student-teachers need to get the letter from authorized department for availing the Transfer Certificate from their current college / institute along with previous year pass out Mark-Sheets photo copy.

- **Transfer / Migration**

  Student-teachers seeking transfer from one College to another during the academic year are required to submit an NOC from the parent college and subsequently Transference Certificate and the Marks Certificate showing marks obtained at the First Term Examination conducted by the earlier College.

  In the event of a student-teacher getting transferred from one College to another within the University of Mumbai. the marks secured by the candidate at the end of the first term examination in the original College, shall be binding on the candidate and on the College to which the candidate is transferred. Further a student migrating from another University to this University for joining the Second Year Course need not be required to appear and pass the First Year Examination of this University if eligibility is granted by the Mumbai University to the class of admission.

Examination Scheme

I. Pattern of Examination

Theory Courses

A. Semester End Examination

University Examination is held at the end of each semester. Pattern of Semester End Examination paper is followed as per the rule - 60 marks for semester end examination of 2 hours duration, for each theory course is the university question paper pattern in which out of 8 questions students need to answer any 5 and question no. 9 is compulsory which is short notes and has internal choice of selection for any two out of 4 sub-questions. Distribution of marks is as follows:

- 5 questions of 10 marks each with external choice.
- 2 short notes of 5 marks each with internal choice

B. Internal Assessment

Internal Assessment includes following aspects;

i. Internal Assessment activities of Theory Component - Part A (Core Courses, Elective Courses and Interdisciplinary Courses) consist of 40 marks. For each Theory component of Part A, 40 marks internal assessment consisting of following assignments and tests.

Sr.No.	Particulars	Marks
1	Content Test/Task/Assignment/ Activity for each module held in the semester (2x1 0)	20
2	One periodical class test held in the given semester	15
3	One essay test held in the given semester	05
	Total	**40**

*(Content test is compulsory for Pedagogy of School Subject 1 is a part of internal assessment.)

II. Practicum component of Part B

- **Project Based Course:**

Semester wise detail documentation of the activities carried out under Project Based Course

a. Semester 1-Project Based Course 1 - 50 Marks

b. Semester 2-Project Based Course 2 - 100 Marks

c. Semester 3-Project Based Course 3 - 200 Marks

d. Semester 4-Project Based Course 4 - 150 Marks

- **Ability Courses 100 Marks:** Two courses 50 marks each (Detailed documentation of the courses)

a. Semester 1- Critical Understanding of ICT

b. Semester 4- Reading and Reflecting on Texts

- Any one Audit Course (Understanding the Self, Drama and Art in Education) will be opted by student in semester 1 and certified in Semester 4 by head of the institution.

C. Examination Scheme: Grading System: Conversion of Percentage of Marks to Grade Points

The External examination of Part A of Theory component (Semester end theory examination), the Internal assessment marks of Theory component and Part B Semester wise Practicum component will be submitted at the end of each semester. The aggregate of marks obtained in each year for Theory cum Practicum (i.e. Part A & Part B) shall be converted into Grades as given in the scheme. (R4257) The marks obtained by a student-teacher in a course shall be indicated by a grade point and performance as follows:

10 Point Grading System (As per the University Circular UG/79 of 2016-17)

Marks	Grade Points	Grade	Performance
80 & above	10	O	Outstanding
70 to 79.99	9	A+	Excellent
60 to 69.99	8	A	Very Good
55 to 59.99	7	B+	Good
50 to 54.99	6	B	Above Average
45 to 49.99	5	C	Average
40 to 44.99	4	D	Pass
Less than 40	0	F	Fail

2. Mode of Conduct of Semester End Additional Examination

* There will be one additional examination for Semester I, II, III and IV only for those who have failed or remained absent.
* The absent learner will be allowed to appear for the examination by the head of the institution after following the necessary formalities subject to the reasons to the satisfaction of the head of the institution.
* Additional Examination for Semester I and Semester II will be held after the conduct of Semester II Examination in March/ April every year and Additional Examination for Semester III and Semester IV be held after the conduct of Semester IV Examination in March / April every year. However, Additional Examination for Semester II and Semester IV be held after 20 days and before 40 days from the date of declaration of result of the respective Semester End Examination.

3. Promotion From Semester I To Semester II, From Semester II To Semester III And From Semester III To Semester IV

- A learner who has kept terms satisfactorily for Semester I of the course shall be permitted to keep terms for Semester II of the course not withstanding that he/she may not have appeared for the Semester 1 Examination or no. of subjects that the learner failed there at.
- A learner who has kept terms satisfactorily for Semester I & Semester II of the course shall be permitted to keep terms for Semester III of the course notwithstanding that he/she may not have appeared for the Semester I & Semester II examination or failed there at.
- A learner who has kept terms satisfactorily for Semester III of the course shall be permitted to keep terms for Semester IV of the course notwithstanding that he/she may not have appeared for the Semester III examination or failed there at.
- However, no learner will be allowed to appear for Semester IV examination, unless he/she has passed all the courses of Semester I & II examination previously. O.5983:The result of Semester IV shall be kept in abeyance (RLE) until the learner passes each of Previous Semesters Examinations (i.e. Semester I, II and III).

4. Improvement of Results

- O.5985 : A learner who is declared to have passed in Semester I examination will not be allowed to reappear for the Semester I Examination for improvement of his/her result.
- O.5986: A learner who is declared to have passed in Semester II examination will not be allowed to reappear for the Semester II Examination for improvement of his/her result,
- O.5987: A learner who is declared to have passed in Semester III examination will not

be allowed to reappear for the Semester III Examination for improvement of his/her result.

- O.5988: A learner who is declared to have passed in Semester IV examination will not be allowed to reappear for the Semester IV Examination for improvement of his/her result.

5. Award of Statutory Grace Marks

O.5043A Grace Marks for getting Higher Class (Symbol (@) mentioned in the mark sheet)

A candidate who passes in all the subjects and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of marks falls short for securing Second Class/Higher Second Class or First Class by marks not more 1% of the aggregate marks of that examination or up to 10 marks* whichever is less, shall be given the required marks to get the next higher class or grade as the case may be. Provided that benefits of above mentioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate head of passing also, if prescribed, in the examination concerned.

Provided further that benefits of above mentioned grace marks shall be given to the candidate for such examination/s only for which provision of award of class has been prescribed.

O.5044A Grace Marks for getting distinction in the subject only (@)

A candidate who passes in all the Subjects/Heads of passing in the examination without benefit of either gracing or condonation rules and whose total number of marks in the subject/s falls short by not more than three marks for getting distinction in the subject/s shall be given necessary grace marks up to three in maximum two subjects, subject to maximum 1 % of the total marks of that Head of Passing whichever is more, in a given examination.

Provided that benefit of the above mentioned grace marks shall be given to the candidate only for such examination/s for which provision for distinction in a subject has been prescribed

O.5045 A Condonation (*)

If a candidate fails in only one head of passing having passed in all other heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1 % of the aggregate marks of the examination or 10% of the total number of marks of that head of passing in which he/she is failing, whichever is less. However, condonation whether in one head of passing or aggregate head of passing be restricted to maximum up to 10 marks only.

Award of 10 grace marks to students under O.229 for participation in Co-curricular and Extra-Curricular activities conducted by the College and University: (For exact details refer circular no. UG/112 of 2015 dated October 27,2015.

Students participating in any programme of the Department of Adult and Continuing Education and Extension and have satisfactorily completed at least 120 hours of work in the programme as certified by the Principal.

6. Provision for Special Students / Differently Abled Students

Vide Circular no. Exam / Result / 1851 of 2017 dated 27 March 2017 University of Mumbai and the Government of Maharashtra vide G.R, no, Sankirna-2016 / Pra.Kra. 302 / Vi. Shi,-3 dated March 4,2017 have specified 21 categories of special needs who are eligible for various concessions like a writer / extra time / additional grace marks / text to speech converters, etc. are prescribed.

Students / parents with anyone / more special needs are requested to contact college office, preferably during admission process, to obtain details about the facilities available to them for examinations and other academic activities. Parents of such students / students will be required to submit the relevant documents issued by the Government / BMC Hospitals / other authorised agencies as specified in the above mentioned circular and G.R. The 21 categories are as under:

1. Blindness
2. Low Vision / Partial Blind
3. Leprosy Cured Person

4. Deaf and hard in hearing
5. Locomotor Disability including Orthopaedic Disability
6. Dwarfism
7. Intellectual Disability / Slow Learner / Mentally Challenged
8. Mental Illness
9. Autism Spectrum Disorder
10. Cerebral Palsy
11. Muscular Dystrophy
12. Chronic Neurological Condition
13. Specific Learning Disability
14. Multiple Sclerosis
15. Speech and Learning Disability
16. Thalassemia / Cancer
17. Haemophilia
18. Sickle Cell Disease
19. Multiple Disabilities
20. Acid Attack Victim
21. Parkinson' s Disease

Details of the concession/s available can be obtained from the college office.

7. Photocopy, Verification & Revaluation of the Assessed Answer Book/s

The University of Mumbai by the directives by Hon. Vice Chancellor vide VCD/ 1 of 2016 "Rules & Procedure for providing the Photocopies of assessed Answer-book(s) to the examinee & Process of Revaluation of the Answer-Book(s)" dated July 1, 2017 also known as "Rules & Procedure for providing the Photocopies of assessed Answer-book (s) to the examinee & Process of Revaluation of the Answer-Book(s)". These directions shall come into force with immediate effect i.e. from the examinations to be held in the First Half of the Year 2016. Relevant extract of the VCD are:

PART - I : General Rules

1. Applying for Photocopy of answer book and applying for Revaluation will be two independent processes.
2. Applying for the Photocopy of the answer book or having Photocopy of the answer book shall not be a pre-requisite for applying for revaluation of the answer book in the said subject.
3. The Examinee can independently apply for Revaluation or photocopy or both simultaneously, if they desire so.
4. The Examinee who desires to apply for revaluation are requested to note that, his / her original marks will became null & void as soon as they submit their application, for the revaluation.
5. The Examinee shall check the University website, time to time for the various details regarding his / her result status / information / list etc., as the entire process of photocopy of revaluation is carried out through online system. It is the responsibility of the Examinee to verify the online detail. No complaint will be entertained in this respect after due date is over.

   However, The University may adopt any other procedure for acceptance of the application / fees, which will be circulated for the information of examinees

PART - II : Rules & Procedure for providing the Photocopy (ies) of assessed answer-book(s)

1. The facility of obtaining Photocopy(ies) of assessed and/or moderated answer book(s) by the examinee is extended with a view to bring transparency in the examinations system and ensure its credibility.
2. Under these rules applying for the Photocopy(ies) of answer-books shall be permitted in respect of : For theory papers of all the examinations conducted by the University in the current session.
3. The Examinee(s) shall apply for the photocopy to the Principal of the College to which the candidate has registered for the said course in the prescribed format along with the non-refundable fee prescribed for the purpose by Controller of Examinations, as per the procedure & the manner decided by the University, time-to-time. The examinee belonging to the reserved categories shall be granted 50% concession in the Fees.

4. The Principal of the College shall process the applications of the Semester End Theory Examination as per the procedure laid down.
5. The Principal shall accept the prescribed application form for obtaining Photocopy(ies) of answer book(s) of the examinations conducted by University within Ten (10) working days from the date of the declaration of result of the examination. He shall forward these applications to the University within next three days, if required. No application afler the due date will be entertained on any ground whatsoever.
6. Incomplete application forms, applications with false Information, unsigned applications shall be rejected without assigning any reason whatsoever and the fees paid along with the application form neither shall be refunded nor will any representation be entertained in such cases.
7. The college shall endeavour to supply Photocopy(ies) of answer books as far as possible within Eight (08) working days from the date of receipt of applicaiion(s) to the University.
8. On receipt of Photocopy(ies) the applicant examinee shall be the sole custodian of it and under no circumstances the examinee shall not part with the custody / possession of the same and also shall not use the same for any other purpose(s).
9. The Photocopy(ies) so obtained by the examinee shall be for his / her exclusive and relevant use. Neither the said examinee nor any other person can use the said copy to dispute or challenge the quality of assessment or quantum of marks assigned to the answer there-in.
l0. If the examinee is found guilty of indulging in any act / attempt he / she shall be liable to be tried before the Unfair Means Inquiry Committee of the University and the decision taken by the authorities based on the recommendation of the said com-mittee shall be final.
11. If his/her indulgence / commission in unfair act/ attempt are proved, the examinee shall be liable for the punishment ranging from.
    i. Cancellation of his / her marks in the said subject either original or after revaluation.
    ii. Cancellation of his/her result in full of the said examination.
    iii Annulment of examination(s) maximum up to 5 exams.
12. On receipt of the photocopy, if the discrepancy of following nature is noticed by the examinee, he should apply to the college / University within seven (07) working days to the Principal / Controller of Examinations along with the fees of Rs.100 as Grievance Redressal fee.
    i. Mistake in totalling
    ii. Non assessment of question / sub-question
    iii. Improper photocopy
13. After due verification, the Principal / Controller of Examinations shall make necessary rectification in the marks allotted to the said subject and consequently in the result of the candidate without charging any further fee for such rectification & also declare the results.
14. The examinee is free to apply for Photocopy(ies) of answer books of as many subjects as he / she desires.

PART - III : Rules and Procedure for the Revaluation of the Answer-book(s)

1. If the examinee is not satisfied with the marks awarded, he / she may apply for revaluation to the University / Institutions / College in the prescribed form within the prescribed period and in the manner pre-scribed here-in-after*
2. The revaluation facility shall be for theory papers of all the examinations conducted by the colleges on behalf of the University / University for the respective current session and the applications received within prescribed time limit.
3. All Examinees can apply for the revaluation of the answer book(s) with whatever marks he/she secured and even the Zero Marks.
4. The Examinee can apply for the revaluation of the his/her answer book(s) of as many subjects as he/she desires.
5. The Examinee shall apply for Revaluation in the prescribed form along-with prescribed fee and in the manner & procedure decided by the University.

6. The candidates belonging to the reserved categories shall be given 50 % concession in the fees, provided the Principal of the concerned college certifies the same.
7. For the examinations conducted by the college / University, the prescribed application form for revaluation of answer book should be submitted to the college, within Ten (10) working days from the date of the declaration of the result of the respective examination. No documents are to be attached with application.
8. Examinee has to endorse all details i.e.marks correctly in the application form. Any false information, if observed at any time, the application will be summarily rejected. No refund will be entertained in such cases.
9. The examinee shall submit the application and remit the prescribed fees in the manner & procedure decided by University. The Principal of the concerned College shall verify the application data, especially the reserved category cases, certify & forward the applications of the examinations conducted by the University within next five days, to the University. The application of the examination conducted by the respective college i.e. Department Institution shall process the applications as per the manner and process defined by the University.
10. The applications for revaluation received after the last date shall not be accepted by the University under any circumstances, whatsoever,
11. Effect shall be given to the change in original marks on revaluation, as under:-
    i. The marks obtained after revaluation shall be accepted, if the marks awarded to a paper as a result of revaluation, increase or decrease in revaluation by ten percent (10%) or more than the maximum marks assigned to that paper, and in such case(s) the marks originally obtained by the candidate in the paper shall be treated as null and void and the marks obtained by the candidate after revaluation shall be accepted.
    ii. As the marks obtained in that paper. The fractions shall be ignored/rounded off as the case may be for the purpose of computing the ten percent (10%) difference in marks. Notwithstanding what is stated above, the marks obtained after revaluation shall be accepted by the University, if the candidate gets benefit of passing the subject/ examination or change of class or grade in that paper or in the overall result at the said examination with or without grace marks under the provisions of relevant ordinances or as resolved by the examiners in the said subject.
    iii. Notwithstanding what is contained in clause 39(1) where the difference between the marks originally obtained by the candidate in the paper without any grace marks and the marks obtained after revaluation will be accepted up to twenty five percent (25%) of the maximum marks assigned to that paper.
    iv. However, if the difference between the marks originally obtained by the candidate in the paper, without any grace marks, and marks obtained after revaluation increase or decrease by more than twenty five percent (25%) of the maximum marks assigned to that paper, a second revaluation of the said answer book(s) be done by a third examiner from the panel of examiners for the said subject. In such an event the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject. An answer book shall also be sent for second revaluation to another examiner (third examiner) if on the first revaluation, a candidate's marks are decreased below the passing marks and in the such event the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject,
    v. The revised marks obtained by a candidate after revaluation, as accepted by the University shall be taken into account for the purpose of amendment of his / her results only and the said result will be communicated to the student(s) through notice board or website.

8. When The Student Be Admitted In The Next Higher Class?

1. Pending the process of revaluation and the seats in the college, the student may be admitted to the next higher class to which he could have been admitted if, he / she had passed in the said examination or had been granted A.T.K.T, for admission to the next class in the original examination as per the rules applicable for the stream and faculty of his education, as per the following norm: The student may be admitted to the next higher class to which he could have been admitted if, he / she had passed in the said examination or had been granted A.T.K.T, for admission to the next class in the original examination as per the rules applicable for the stream and faculty his / her education, if he / she had originally obtained required passing marks in the papers in which he / she had applied for revaluation,
2. Pending the declaration of the result of the revaluation, the students who have taken admission to next higher class, as men-tioned above, shall be allowed to appear at the examination of the next class however, their results of the next examinations shall not be declared if they could not pass the requisite number of the subjects on revaluation which would entitle them to take admission in the next class; and in case the student does not succeed in passing in such requisite number of subjects, their admission to the examination of the next class, their performance and the results of the same shall be treated as null and void. The details of the procedure can be obtained from the college office.

9. Use of Unfair Means by the students during the Examination:

a. Procedure for investigation in case of malpractices

- A student-teacher who is caught talking in the class room during the examination, possession of any electronic equipment/s / mobile / smart watch or is found resorting to any such means will be treated as a case of using unfair means.
- The Junior Supervisor / Block Supervisor shall prepare a report about the use of unfair means resorted by the student and the student will also prepare and submit his / her statement in the format prescribed, The JS / BS shall take away the original answer book of the student and shall issue the new answerbook to the student.
- The Senior Supervisor shall be informed of the above matter and at the end of the examination, the BS / JS shall collect the Original answer book and the new answer book issued to the student and submit the same separately to the Senior Supervisor, The Senior Supervisor shall forward the answer book. Along with the report of the JS and Statement of the Student along with the copy of the question paper in a separate sealed envelope to the Chief Conductor who shall hand over the envelope to the Chairperson of the Unfair Means Inquiry Committee with due acknowledgment,
- The candidate may be served a show cause notice and made aware of the charges/ allegations reported against him to prepare his/ her defence at the time of his / her appearance before the Unfair Means Inquiry Committee and informing him / her thereby, of the proposed action to be taken in his/her case with a request to reply to the show cause notice as to why the action proposed under it should not be taken against him / her.
- The student-teacher may submit his / her defence in writing to the committee before or during the meeting. The reply received by the Committee from the candidate when he / she appears before it and the oral submissions / clarifications given by the student, will be considered by the Committee and the committee shall submit its final recommendation to the Principal based on the evidence before the committee.
- The punishment finally awarded can be equal to or less than what is mentioned in the show cause notice, but not more than what is mentioned therein.
- The College Unfair Means Inquiry Committee is a recommendatory body. The Principal has to exercise his / her power U / vS 87 of the Mumbai University Act, 1974 and issue final order.

Guidelines for Library

Membership : Every bonafide student-teacher of this college is entitled to become a member of the library.

- A Library Card is issued to every student-teacher on submitting the Identity Card and the First Term Fee Receipt.
- An ex-student is not entitled to membership of the Library. Such a student is allowed to use the library facilities only after obtaining permission from the Principal.

Use of Books : Student-teachers are requested to use the books with care. They should not do any marking with pen or pencil in the books, fold or try to remove pages from books and magazines or take reference material out of the Library. For serious study, a calm and peaceful atmosphere is necessary and readers are requested to maintain such an atmosphere in the Library. They should refrain from causing disturbance to others. Any person creating nuisance shall be at once asked to leave the Library and severely dealt with.

Daily Routine : All student-teachers should produce their I-Cards on demand by the Library Staff. Umbrellas, sticks, rain- coats, bags or any other articles are not permitted inside the Library.

- Only one book will be issued at a time, for a period of 5 days from the lending section.

Re-issue of Books : The books must be returned to the Library on the date marked on the date slip at the end of the book. As a rule, a book will not be re-issued on the day on which it is returned. It may be re-issued the next day, if there is no other claimant.

Books For Internal Reading : A considerable number of text books and reference books are kept apart for internal reading in the Reference Section. Books from the Reference Section must not be taken out of the Library under any circumstances.

Reference Works : The Library possesses a good number of reference works such as encyclopedias, dictionaries, handbooks, directories, annuals and gazettes etc. These works make very useful reference material especially for B.Ed programme. Any student-teacher can refer to them on the Library premises. The Library also maintains back dated sets of important periodicals. These volumes can be referred to in the Library.

Text Books : There is a separate section comprising of text books only. In this section a number of copies of textbooks are kept for the use of the student-teachers.

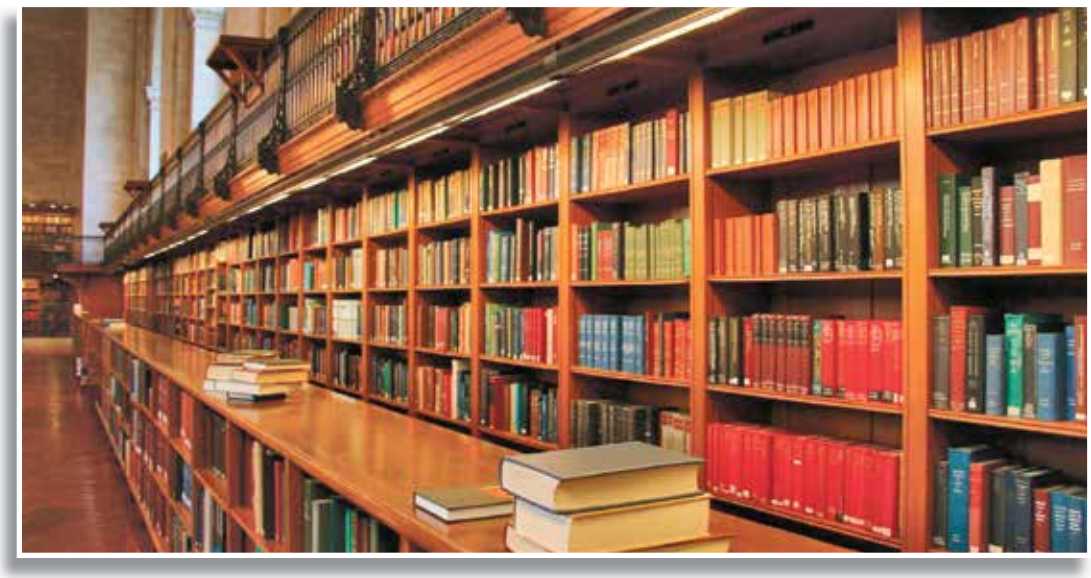
Damage and Loss : Every borrower is supposed to check the pages of the books before getting them issued. The last borrower shall be held responsible if the book is found in damaged condition. In such cases the market price of the book will be charged. If a borrower loses the book, he/she shall have to pay the market price plus replacement charges, in case of rare and out-of print books the price will be determined by the Librarian. A book lost by the borrower can be replaced by the borrower but under no circumstances will old and second-hand books be accepted.

Reservation of Books : A book can be kept reserved for a borrower if he/she fills in a Reservation Slip and hands it over the Counter. The borrower applying for reservation of a book will be informed about the due date (the probable date of return of the book). After the book is received in the Library it will be kept "Reserved" for two days at the Counter for the first claimant.

Penalties for Defaults : Rs.2.00 per day for the period of overdue.

Termination of Library Membership : The Membership of the library will be cancelled immediately if a person is found guilty of violating willfully, the rules and regulation of the Library facility.

- Issuing books for home reading can be suspended if a borrower is in the habit of retaining books overtime.



Code of Conduct and College Regulations

General Rules & Regulations Regarding Attendance

1. Attendance for Learners as per Ordinance 6086 of University of Mumbai

- Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of his / her enrolment, only if he/she fulfills eighty percent (80%) of the attendance in theory and (90%) during Internship wherein short and/or long excursions/field visits/study tours organized by the college and supervised by the teachers as envisaged in the syllabus shall be credited to his attendance for the total no of periods which are otherwise delivered on the material day/s.
- Student-teachers participating in sports, cultural activities, Adult and Continuing Education and Extension will be permitted full credit for lectures / practical / tutorials missed by them as a result of their participation in Inter-collegiate, Inter-University, State, National and International tournaments / competitions and coaching camps / training sessions organized in participation of these tournaments / competitions. This credit shall be allowed on dire basis of production of certificate of participation in such authorized activity from the concerned organizers.
- The Principal of the concerned College shall be the competent authority to condone the absentee of any learner further up to additional 25%, if deemed fit and on recommendation of the attendance committee of the college, wherein it is mandatory on the committee to do natural justice by giving personal hearing to every learner falling short of minimum attendance for keeping terms and recommending case by case to the competent authority having verified the genuineness and gravity of the problem that justifies the learner to remain absent, which generally shall be limited to his / her own sickness, sickness of his / her parent, death of his parent etc. supported by valid evidence, documentary or otherwise,

2. Steps taken by college to make parents & the student-teachers aware of the norms of attendance & norms of granting the terms.

- Attendance Undertaking signed by parent as well as student-teacher at the time of admission.
- Display of monthly attendance on notice board.
- Monthly letters and emails sent to Parents informing of their wards attendance.
- Conducting Periodical meeting (at least two meetings in each semester) of the Parents of the student-teachers with less than 80% attendance in theory and 90% in practicum addressed by the Principal / Members of the attendance Committee / Person authorized by the Principal
- Undertaking signed by parent as well as student-teachers during the periodical parents meeting.
- If a student-teacher is not able to attend lectures on medical ground then he / she shall submit documents in support of his / her illness along with an application addressing the same to the principal. The leave of absence may be granted

on medical grounds subject to fulfilling the above criteria and at the discretion of the principal of the college.

- In the event that a student-teacher does not have requisite attendance, he / she shall be debarred from that semester and a list of debarred students shall be displayed on the notice board at the end of the semester. The debarred student can then file an appeal to the Head of the Institution/ Principal of the college within 3 days from the date of display of the list on the notice board of the college, where he / she shall be given a personal hearing. After the hearing the college shall display the final list of the debarred students and communicate the same to the Controller of examination before 10 days from the commencement of the relevant Semester End Examination. The student if he so wishes has a right to appeal against the said decision of the college within 10 days to the Controller of Examination, University of Mumbai.

On-campus Conduct

1. Every student-teacher must obtain on admission, the Identity Card which must have his/her photograph attested and wears the identity card on person whenever he/she is on the college premises and present it for inspection on demand.
2. If the academic performance of the student is not satisfactory, the student-teacher is likely to be debarred and will not he allowed to appear for the examinations conducted by the college on behalf of the University of Mumbai.
3. Students must not loiter on the College premises while the classes are going on.
4. In case of absence on account of illness, the Principal should be informed by the parents personally. On resuming the college, the student-teacher should report to the Principal along with the fitness certificate
5. Student-teachers must not attend classes other than their own, without the permission of the Principal.
6. Smoking and consumption of alcohol on the College premises or entering the college premises, after consuming alcoholic drinks is strictly prohibited.
7. Student-teachers shall do nothing either inside or outside the College that will in any way interfere with its orderly conduct and discipline.
8. No Society or Association shall be formed in the College and no person will be invited to address a meeting without the Principal's prior permission
9. No student-teacher shall collect any money or contribution for picnic, trip and Educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the Principal
10. No student-teacher will be allowed to take active part in current politics.
11. No student-teacher shall communicate any information or write about matters dealing with the College administration to the Press,
12. Student-teachers are expected to take proper care of college property and help the college authorities in keeping the premises clean. Damaging college property e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture, misuse of A.C etc., is breach of discipline, and the guilty will be duly punished.

13. Student-teachers should not leave their books, valuables and other belongings in the classroom.

14. The College is not responsible for lost property. However, student-teachers may make a claim for lost property at the office, if it is deposited in the College Office.

15. Student-teachers applying for certificates, testimonials, etc. which require the Principal's signature on any kind of document or application should first contact the College office. Student-teachers should not bring any paper directly to the Principal for his/her signature.

16. If, in the opinion of the Principal, for any reason, the continuance of a student-teacher in the College is detrimental to the best interest of the College, the Principal may ask such a student - teacher to leave the College without assigning reason for his / her decision.

17. Student-teachers joining the College are bound by the rules and regulations of the College.

18. Insubordination and unbecoming language or misconduct on the part of a student-teacher are sufficient reasons for his / her suspension or dismissal.

19. Student-teachers receiving Government or College Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behaviour, regular attendance and satisfactory progress and good results at the College and Board Examinations.

20. All College activities are organized under the guidance and supervision of the Principal and Professor In-Charge

21. Student-teachers must not associate themselves with any activity not authorized by the College Principal. Serious action will be

taken against student-teachers found organizing or participating in such unauthorized activities.

22. Student-teachers using unfair means at the examinations will not be readmitted to the College. Actions will be initiated against such student-teacher as per the norms and procedure prescribed by the University of Mumbai.

23. It is the responsibility of the student-teachers to read the notice boards regularly for important announcements made by the College office from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices,

24. The matters not covered by the existing rules will rest at the absolute discretion of the Principal.

Anti-Ragging Cell

The College conforms with all the guidelines related to anti - ragging and prevention of ragging issued by the UGC, University of Mumbai and Government of Maharashtra.

The College has constituted an Anti - Ragging committee and members of the student council also function as Anti Ragging Squad of the college.

What Constitutes Ragging?

Ragging constitutes one or more of any of the following acts:

i. Any conduct by any student or students whether by words spoken or written or by an act which

has the effect of teasing. Treating or handling with rudeness a fresher or any other student.

ii. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

iii. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche o such fresher or any other student.

iv. Any act by a senior student that prevents disrupts or disturbs the regular academic activity of any other student or a fresher.

v. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of student.

vi. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.

vii. Any act of physical abuse including all variants of it, sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gesture, causing bodily harm or any other danger to health or person.

viii. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

ix. Any act that affects the mental health and self confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

x. Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

Measure for prohibition of Ragging

- College has functional Anti Ragging committee comprising of teachers and students.
- Members of student council act as members of Anti Ragging squads and keep vigilance in the college premises and report to the committee any matter of ragging which comes or is brought to their notice.
- Details of the members of the Anti Ragging committee are displayed on the college notice board, college website and college premises.
- College premises are under CCTV surveillance.
- Senior students are oriented and sensitized towards new comers by the principal and senior staff during the orientation program.
- The institutions shall take action in accordance with these regulations against those found guilty of ragging and / or abetting ragging actively or passively, or being part of a conspiracy to promote ragging.
- The application for admission, enrollment or registration must be accompanied by an Anti - Ragging affidavit signed by a student in a prescribed format and another Anti - Ragging Affidavit signed by a Parent / guardian.

(Both these affidavits can be downloaded from www.antiragging.in or www.amanmovement.org)

Endowment Prizes

Bachelor of Education (B. Ed) Programme

1. Late Smt. Clara Jawahar Kaul Memorial Award for securing highest marks in Bed Examination
2. Late Smt. Clara Jawahar Kaul Memorial Award for securing highest marks in Childhood and Growing up
3. Late Smt. Clara Jawahar Kaul Memorial Award for securing highest marks in Knowledge and Curriculum
4. Late Shri. Jawahar Kaul Memorial Award for securing highest marks in Gender, School and Society
5. Late Shri.Jawahar Kaul Memorial Award for securing highest marks in Learning and Teaching
6. Late Shri. Jawahar Kaul Memorial Award for securing highest marks in Educational Management
7. Late Smt. Reeta Chadha Memorial Award for securing highest marks in Assessment for Learning
8. Late Smt. Reeta Chadha Memorial Award for securing highest marks in Language Across the Curriculum
9. Late Smt. Reeta Chadha Memorial Award for securing highest marks in Contemporary India and Education
10. Late. Shri. Surendra Chadha Memorial Award for securing highest marks in Guidance and Counselling
11. Late. Shri. Surendra Chadha Memorial Award for securing highest marks in Environmental Education
12. Late. Shri. Surendra Chadha Memorial Award for securing highest marks in Creating an Inclusive School

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