

# AKLIA COLLEGE OF EDUCATION FOR WOMEN

(Affiliated to Punjabi University, Patiala)

NAAC Accredited 'B' Grade (2.60)

ਧ੍ਰਮਯੈਰਟਮ



*Prospectus*

AKLIA GROUP OF INSTITUTIONS

Education College

COLLEGE OF ENG. & MGT. TECH

ਆਕਲੀਆ ਕਾਲਜ ਆਫ ਐਜੂਕੇਸ਼ਨ

2 Km. From Goniana Mandi towards Jaitu, Bathinda (Pb.)

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## ਸ਼ਬਦ

ਦੇਹ ਸਿਵਾ ਬਰੁ ਮੋਹਿ ਇਹੈ,  
ਸੁਭ ਕਰਮਨ ਤੇ ਕਬਹੂੰ ਨ ਟਰੋਂ ।  
ਨ ਡਰੋਂ ਅਰਿ ਸੋ ਜਬ ਜਾਇ ਲਰੋਂ,  
ਨਿਸਚੈ ਕਰਿ ਅਪੁਨੀ ਜੀਤ ਕਰੋਂ ।  
ਅਰੁ ਸਿਖ ਹੋਂ ਆਪਨੇ ਹੀ ਮਨ ਕੋ,  
ਇਹ ਲਾਲਚ ਹਉ ਗੁਨ ਤਉ ਉਚਰੋਂ ।  
ਜਬ ਆਵ ਕੀ ਅਉਧ ਨਿਦਾਨ ਬਨੈ,  
ਅਤਿ ਹੀ ਰਨ ਮੈ ਤਬ ਜੂਝ ਮਰੋਂ ।

॥ ਸ੍ਰੀ ਗੁਰੂ ਗੋਬਿੰਦ ਸਿੰਘ ॥



# Message



Dear Students,

I am glad that you are entering in Aklia College of Education. Aklia Group of institutions located 15 k.m. from Bathinda city on Goniana-Jaitu road. This institutions is without pollution because of its green environment.

Aklia institutions is one among the institutions of this area, which was established in 2003 under society act. This institution has its own care van of basis for the students of rural area. Aklia College of Education For Women which is affiliated to Punjabi University Patiala and approved by NCTE has been established in 2005-06 in the campus of Aklia Institute. The main motive of the institution is meeting the educational need of the rural area and eliminating un employment. The aim of institution is providing quality education to the students and keep pace with the times by imparting professional education in technical world.

Today's youth is restless despite being powerful, misguided in the right direction. P.B. Shelley said " We look before and after and fine for what is not".

Today's youth do not understand that the present is the most powerful, when time runs out, both the present and he future are lost. It is important to make the most of the time you have students who take advantage of the opportunity make life beautiful.

Special attention is given to Sports, Cultural Activities, Co- curricular Activities as well as bookish knowledge in this institution. To build healthy society and to make good citizens. opportunities are provided to students to participate in N.S.S. and youth festivals. It is only possible with the dedication and guidance of our staff. I hope that these students play there important role even in globalization world. Every type of oppotunities will be provided to the students to make there chosen field best. As the college Chairman, I pray that you will build a better future and success will be in your footsteps.

With best Wishes,

Chairman  
Aklia Group of Institutions



# Message



Dear Students,

It is an opportune time for me to welcome the students of the session of this prestigious institute. I promise you that choice of this college will prove right.

The involvement of students in teaching learning process is very much necessary for improving the quality of education. The role of teacher in the 21st century has become very important and crucial. This century is expected to be the century for liberation of human mind and is expecting great advances in science and technology, resulting in a new approach to life and quality of life.

You are the architect of the future India as well as the custodians of our rich national heritage, which should be presented and protected at all costs. To become a successful teacher in life, one should be punctual and regular in her work. A teacher should be an example before the students, So as to make them feel that their teacher is the best role model. The college will try to provide maximum opportunity to pupil-teachers for highlighting their thoughts, creativity and ideas.

Wish you happy and fruitful new session.

Principal

Aklia College of Education For Women



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## INTRODUCTION

Aklia institute one of the premier institutes of higher education in the north of India was established in 2003 under the registered Societies Act. Realizing the requirement for high quality, standardized, affordable and accessible teacher education. The Aklia College of Education for Women was established in 2005-06 in the campus of Aklia institute.

The institution is located on Bathinda-Goniana National Highway Road, 15 km from Bathinda and 2 km from Goniana towards Jaitu with pollution free neat and clean campus. The campus is spread over 60 acres of land with state of the art laboratories and class room equipped with the facility of LCD projector to provide quality education with modern approach education in easy and effective manner. The Institution also has the placement cell to assist the students to get job. The institution is touching new heights under able and dynamic guidance of the Chairman S. Gurtej Singh Brar.

In the First Phase, Aklia College of Education for Women started B.Ed and E.T.T. courses to impart high quality teacher education. College intake 100 seats in B.Ed. and 50 Seats in E.T.T. for the overall personality development of the students admitted in existing disciplines are encouraged to participate in extra-curricular activities sports and cultural activities. The institution has magnificent complex with conference hall, well equipped library and Hi-tech laboratories, canteen, well spread lush green lawn and playgrounds. The institution shall give a due attention towards institute-industry interaction also.

### INSTRUCTIONS FOR ADMISSION IN B.Ed. COURSE

**Note: Please read the prospectus and instructions given under carefully before filling up the Admission form.**

Admission in the B.Ed. Course will be subject based. At the time of admission, each candidate shall opt for two teaching subjects. A Candidate can opt for only those teaching Subjects, Which she has studied at graduation/Post graduation level. Following subject combinations are available in the college.

1.Social Studies	-	Languages	9. Political Science	-	Languages
2.Economics	-	Languages	10.History	-	Languages
3.Economics	-	Maths	11.Home Science	-	Languages
4.Maths	-	Languages	12.Fine Arts	-	Languages
5.Science	-	Maths	13.Life Science	-	Languages
6.Science	-	Languages	14.Ecnomics	-	Commerce
7.Computer Science	-	Languages	15.Commerce	-	Languages
8.Computer Science	-	Maths			

The candidate shall not be allowed to make any change in subjects, which are allotted by the admission committee under any circumstances whatsoever. The admission committee will consider claims regarding admission in the college strictly as per the Punjab Government, concerned University and the NCTE Norms.

### ELIGIBILITY CRITERIA

a) i) \*\*Candidates with at least 50 % marks either in the Bachelor's Degree and/or in the Master's degree or any other qualification declared equivalent thereto, are eligible for admission to the programme. Any candidate with 49.99% or less marks would not be eligible.



ii) \*\*The reservation for SC/ST/OBC and other categories shall be as per the rules of the Central Government/State Government, whichever is applicable. There shall be a relaxation of 5 % marks in favour of SC/ST/OBC and other categories of candidates. Candidate with 44.99% marks or less would not be eligible.

\*\* Added vide Para 3.2 of Appendix IV of N.C.T.E. Notification No. F-51F1/2007-N.C.T.E (N&S) dated 27-11-2007.

Provided that such minimum qualifying marks shall not automatically entitle a candidate to get admission in an institution but only entitle the candidate concerned to fulfill other institutional criteria notified by the institution concerned or by the Government concerned from time to time to apply for admission.

- b) Candidate must have studied the major subject of the subject combination for at least two years at Bachelor's level/Master's level. Honours students shall opt for major subject in which they have obtained Honours the minor subject should have been studied at least for one year.
- c) Candidates, who have appeared for the qualifying examination / Compartment cases, if their results are declared before closing date of registration, shall be considered.
- d) In case of students who have done Honors' in languages such as Hindi, Punjabi and English, the major subject will be language. Such candidates would be allotted minor subject by the college on the basis of other subject option/ s permissible to the candidate by the respective university and availability of the same in the respective colleges.

### **BROAD CATEGORIES OF SUBJECT COMBINATIONS**

#### **(a) B.Sc. (Medical) :**

- |                          |                                  |
|--------------------------|----------------------------------|
| 1. Science-Language      | 4. Life Science-Physical Science |
| 2. Science-Life Science  | 5. Science-Physical Science      |
| 3. Life Science-Language | 6. Physical Science-Language     |

#### **(b) B.Sc. (Non-Medical) :**

- |                              |                                   |
|------------------------------|-----------------------------------|
| 1. Science-Language          | 6. Science-Computer Edu.          |
| 2. Science-Maths             | 7. Physical Science-Computer Edu. |
| 3. Physical Science-Language | 8. Math-Language                  |
| 4. Physical Science-Maths    | 9. Computer-Language              |
| 5. Physical Science-Science  |                                   |

#### **(c) B.Sc. (Home Science) :**

- |                          |                         |
|--------------------------|-------------------------|
| 1. Home Science-Language | 2. Home Science-Science |
|--------------------------|-------------------------|

#### **(d) Commerce graduate (B.Com/B.B.A.) :**

- |                       |                      |
|-----------------------|----------------------|
| 1. Commerce-Economics | 2. Commerce-Language |
|-----------------------|----------------------|

#### **(e) B.C.A./B.Sc.-I.T. Graduate :**

- |                          |                      |
|--------------------------|----------------------|
| 1. Computer Edu-Language | 2. Computer Edu-Math |
|--------------------------|----------------------|



**(f) Arts graduates (B.A.):**

- |                               |  |
|-------------------------------|--|
| 1. S.St.-Language             | 11. Physical Education-Language          |
| 2. Economics-Language         | 12. Physical Education-History           |
| 3. Economics-Math             | 13. Physical Education-Political Science |
| 4. Math- Language             | 14. Physical Edu-Geography               |
| 5. History- Language          | 15. Sociology-Language                   |
| 6. Geography- Language        | 16. Computer-Language                    |
| 7. Political Science-Language | 17. Home Science-Language                |
| 8. Music-Language             | 18. Public Admin-Language                |
| 9. Fine Arts-Language         | 19. Agriculture-Language                 |
| 10. S.St.-Physical Education  |  |

**(g) B.A. Honors (Language)**

1. English-Minor (Possible & Available in college)
2. Hindi- Minor (Possible & Available in college)
3. Punjabi- Minor (Possible & Available in college)
4. Sanskrit- Minor (Possible & Available in college)
5. Language (major) – Language (minor)

**(h) B.E., B.Tech.**

- |                      |                     |
|----------------------|---------------------|
| 1. Math-Language     | 4. Science-Maths    |
| 2. Science-Language  | 5. Computer-Maths   |
| 3. Computer-Language | 6. Science-Computer |

\*Teaching of Social Studies shall be opted by the graduates who have taken up any two of the following subjects at B.A./M.A. level :

(i) History, (ii) Geography, (iii) Political Science, (iv) Sociology, (v) Economics, (vi) Public Administration, (vii) Philosophy, (viii) Psychology, (ix) Education, (x) Defense Studies, (xi) Religious Studies, (xii) Social Work, (xiii) Community Edu

Note : 1. The subject computer education or computer or computer-science is written as computer only. The name of the subject will be according to the concerned university.

2. Teaching of agriculture is offered by Punjab University & GNDU.

3. Teaching of Public Administration & Teaching of Sociology is only offered by Punjab University.

4. B.E., B.Tech. graduates are allow to get admission only in the B.Ed. by the colleges affiliated to Punjab University, Chandigarh



**SPECIAL CONDITIONS :**

If the candidates of general category are not eligible on the basis of Graduation marks i.e. less than 50% or for SC/ST/OBC category less than 45%. If such candidates are eligible on the basis of Post Graduation, then their Post Graduation should be in the following subjects :

\*For B.Sc. (Med.) Master's Degree should be in the following subjects :

Agriculture	Bio Chemistry
Bio Physics	Biology
Biotechnology	Botany
Chemistry	Ecology
Entomology	Environmental Science
Genetics	Geology
Honors in Life	Science Human Biology
Human Genomics	Medical Physics
Micro Biology	Microbial (Biotechnology)
Nuclear Medicine	System Bio & Bio Informatics
Zoology	

B.Sc. (Non Med) Master's Degree should be in the following subjects :

Chemistry	Geo-Physics
Honor in Physical Science	Industrial Chemistry
Medical Physics	Nano Technology
Nuclear Physics	Physics

For B.Sc. (Home Science), Master Degree should be in the following subjects :

Home-Science

For B.Com/BBA, Master Degree should be in the following subjects :

Commerce	Management (MBA)
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For BCA/B.Sc.-I.T. Graduate, Master Degree should be in the following subjects :

MCA	M.Sc. (IT)
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For Arts Graduates (B.A.), Master Degree should be in the following subjects :

Agriculture	Economics
English	Fine Arts
Geography	Hindi
History	Home Science
Mathematics	Music
Physical Education	Political Science
Public Administration	Punjabi
Sanskrit	Sociology



For B.A. Honor (Language), Master Degree should be in the following subjects :

Punjabi	English
Hindi	Sanskrit

For B.E./B.Tech. Master, Degree should be in the following subjects

M.E.	M.Tech.
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### ADMISSION PROCEDURE

1. All particulars in the Admission Form must be filled carefully and legibly. Incomplete forms shall not be entertained.
2. The candidates are required to fill the admission form in their own handwriting.
3. Candidates must clearly mention their subject category code in the appropriate column provided in the Admission Form.
4. If dispute of any kind arises before, during or after admission, or relating to it, the decision of the principal in all such cases will be final.
5. Write at least three contests which are available.
6. At the time of admission the documents required are :
  - i. Copies of marks -sheets of part I,II and III (graduation level ) and Post graduation level (if any) along with originals.
  - ii. Proof of date of birth(Matriculation Certificate)
  - iii. Character certificate, Proof of residence & Five passport size photographs.
  - iv. Candidates must bring the proof of online applying & submission of counseling fees.
  - v. Original Certificate of claimed seat against the Reserved Category.
  - vi. Migration Certificate is to be submitted within one month of admission.
  - vii. Candidates claiming rural area weight age must bring rural area certificate.

Note: Student will be liable to pay all the fee in case of leaving the college whatsoever the reasons are.

### B.Ed. COURSE STRUCTURE

The B.Ed. Programme of the Punjabi University , Patiala consists of theory cum practical courses as detailed below

Sem-I	:	Theory	500 Marks
Sem-II	:	Theory	500 Marks
Sem-III	:	Practical	300 Marks
Sem-IV	:	Theory	500 Marks
<b>Total</b>			<b>1800 Marks</b>



## **NOTIFICATION**

No. 14/18/2011-3Edu1/1230,

Dated, Chandigarh: 25/05/2021

The Governor of Punjab is pleased to appoint the Punjabi University Patiala as the authority competent to conduct the Common Entrance Test (CET) and centralized counseling for B.Ed. course for the Session 2021-22 in all the Colleges of Education (Govt., Govt. Aided and Private Self-Financed Colleges) affiliated to (1) Punjab University Chandigarh (2) Guru Nanak Dev University, Amritsar, (3) Punjabi University, Patiala. The scheme of admission through Common Entrance Test is notified for the information of all concerned. The information about Colleges of Education & the number of seats available therein as per approval granted by the National Council for Teacher Education (N.C.T.E.) are placed at Annexure-A. Before publishing the prospectus, the Punjab University will ensure that each and every institute is duly affiliated with the respective University for the seats as quoted in list, at Annexure-A.

### **1. ELIGIBILITY TO APPEAR IN COMMON ENTRANCE TEST :**

- A) i) Applicant must have, obtained at least 50% marks in the Bachelor's Degree including a graduation degree in engineering and technology (45% in case of SC, BC candidates) or  
ii) At least 50% marks in the Master's degree in any stream (45% in case of SC, BC candidates)  
(Note : Where ever grades are awarded, the same would be converted into percentage as per rules of the university/institution awarding the grades)
- b) The reservation in seats and relaxation in the qualifying marks in favor of the reserved categories shall be as per the policy of the Govt. of Punjab.
- c) Applicants who have appeared for qualifying examination and whose results have not been declared may be provisionally appear to apply for Common Entrance Test. They shall become eligible for counseling only after they have produced the evidence of having satisfied the eligibility conditions as in 1a above,
- d) Applicants who fall in the category of result late (RL)/ Reevaluation / Compartment cases shall be considered, if their results are declared before final counseling, subject to availability of seats.



## 2. PLACEMENT OF CANDIDATES :-

- a) The admission of all Colleges of Education (Govt., Govt. Aided and Self Financed Colleges) affiliated with Punjab University, Chandigarh, Guru Nanak Dev University, Amritsar and Punjabi University, Patiala will be done strictly as per norms laid down by N.C.T.E and by the admission committee to be constituted by the Punjabi University Patiala. The details of common Entrance Test and counseling shall be determined and notified separately by the University.
- b) When two or more candidates have secured equal marks in the Common Entrance Test, their Entrance merit for admission will be decided on the following criteria in order of preference :
  - (i) Candidate with Higher percentage of marks in qualifying degree.
  - (ii) Candidate older in, age.

## 3. DIVISION OF SEATS :-

- a) 85% seats will be reserved for the Candidates from within the State of Punjab and 15% seats will be open to candidates of other States/U.Ts on the basis of merit of CET prepared on all India basis excluding Punjab. The eligibility criteria for 85% seats will be that the candidate must be a resident of Punjab State, in terms of the Punjab Government, Department of Personal and Administrative reforms (PP-11Br.) letter No. 1/3/95-3PP11/96 19, dated the 6th June, 1996 and letter No. 1/3/95-3PP11/80, dated 1st January, 1999. The notification are annexed at Annexure B and C respectively.
- b) If sufficient number of candidates belonging to reserved category (ies) is not available, the vacant seat will be offered to candidate in the open "category. Likewise, if seats under 15% category remain vacant, these would be transferred of 85% category and vice versa. Further if suitable candidates are not available in any one of the sub-category of reserved categories, the seats so available will be filled up by the candidates from the other sub categories and if they are not available in any sub-category, then seats shall be filled up from general/open category candidates.
- c) Seats up to 70% sanctioned in take at Malwa Central College of Education for women. Ludhiana shall be reserved for rural women candidates who are bona fide residents of the state of Punjab.

## 4. RESERVATION OF SEATS :-

Reservation of seats shall be as per the policy of the Government of Punjab applicable at the time of admission.



## **SEMESTER-I**

### **PART-I : THEORY**

- (i) Evaluation in this part will be external as well as internal.
- (ii) Each theory paper I,II and III will be of three hours duration.
- (iii) Each theory paper IV & V pedagogy of a school subject I & II will be of 1.30 hours duration.
- (iv) Each theory paper VI ( Library Resources and Art in Education) and paper VII (Experiential Learning) will be of 1.30 hours.

## **SEMESTER-II**

### **PART-I THEORY**

- (i) Evaluation in this part will be external as well as internal.
- (ii) Each theory paper VIII, IX & X will be of three hours duration.
- (iii) Each theory paper XI & XII pedagogy of a school subject I & II will be of 1.30 hours duration.
- (iv) Each theory paper XIII (School Management) and paper XIV (Enriching Learning Through ICT) will be of 1 and 1/2 hours.

## **SEMESTER III**

- (i) Evaluation in this part will be external as well as internal.
- (ii) Evaluation Skill-in-Teaching Paper XV & XVI will be external as well as internal.
- (iii) Evaluation in this session work XVII will be external as well as internal.

## **SEMESTER-IV**

- (i) Evaluation in this part will be external as well as internal.
- (ii) Evaluation XVIII (Assessment for Learning) will be of three hours duration.
- (iii) Evaluation XIX (Gender, School and Society) XX (Inclusive School), XXI (Understanding the Self), XXII (Reading and Reflecting on Texts), XXIII (Strengthening Language Proficiency), XXIV (Health and Physical Education), XXV & XXVI (Optional Courses) will be of 1.30 hours.



## D.El.Ed. DIPLOMA COURSE ADMISSION

### **DURATION :**

The D.El.Ed. Programme shall be of duration of 2 academic years ; however, the student shall be permitted to complete the programme within a maximum period of three years from the date of admission to the programme.

**MERIT CRITERIA/Eligibility:** As" per NCTE rules, the candidates of General Category who have obtained at least 50% marks in 10+2 or equivalent will be eligible. Five percent relaxation in marks will be given to SC/ST student. The admission will be on the merit basis. Merit will be prepared on the basis of marks, obtained in the qualifying exam i.e. 10+2. No additional marks will be given for Higher Education.

- ✦ Candidates must have passed Punjabi upto Matric level/Standard.
- ✦ To ensure high quality standards, any candidate who has not passed subjects English, Hindi, Punjabi, Science, Social Studies and Mathematics in Class X examination shall not be eligible to apply for admission to D.El.Ed.

### **MAXIMUM AGE :-**

Maximum age limit as on date of application for admission to the course for general category candidate will be 36 years as per the decision of Hon'ble Punjab and Haryana High Court vide LPA No.448 of 2015 State of Punjab and another Vs. Wazir Kaur and another dated 31.03.2015 with five years age relaxation for SC/ST: Candidates.

**RESERVATION:** For all institutions, reservation for admission shall apply as per the Punjab Government Policy guidelines.



Sr. No.	Course Title	Maximum Marks
<b>Year 1</b>	<b>Theory</b>	
1.	Childhood and Development of Children	100
2.	Contemporary Indian Society	100
3.	Education, Society, Curriculum and Learners	100
4.	Pedagogy Across the Curriculum	50
5.	Pedagogy of Hindi	50
6.	Learning Mother Tongue and other Languages-in and outside the School	100
7.	Proficiency in Mathematics	100
8.	Proficiency in English	50
	<b>Practicum</b>	
	Creative Drama, Fine Arts and Education	40
	Children's Physical and Emotional Health and Education	30
	Work and Education	30
	School Internship 25-35 days	100
	Total Marks	850

Sr. No.	Course Title	Maximum Marks
<b>Year 2</b>	<b>Theory</b>	
1.	Cognition, Learning and the Socio-Cultural Context	50
2.	Teacher Identity and School Culture	50
3.	Towards Self-understanding and Evolving an Education vision	50
4.	Pedagogy of Social Science Education	100
5.	Pedagogy of English Language	100
6.	Pedagogy of Science Language	100
7.	Pedagogy of Punjabi Language	50
8.	Diversity, Gender and Inclusive Education	50
	<b>Practicum</b>	
	Children's Physical and Emotional Health and Education	40
	Creative Drama, Fine Arts and Education	60
	School Internship 45-55 days	200
	Total Marks	850
	Grand Total	1700



## TERMS AND CONDITIONS

The rules of discipline and proper conduct for the students of the college shall be as follows :

1. The students will attend the classes , practicals and seminars etc. wherever prescribed, regularly so that the requirements of minimum attendance as prescribed under the minimum attendance as prescribed under the Act, the ordinances and rules made in that behalf are fulfilled. Absence of seminars ,college functions, teaching practice and house tests shall be fined accordingly.
2. It will be binding on the part of the students to see that no damage is done to the property of the institution in any manner.
3. The students will behave with their classmates, teachers, authorities and the non-teaching employees of the institution in a responsible manner.
4. The students shall behave in a fair and friendly manner in all extra and co-curricular activities.
5. See the notice board regularly. They themselves will be responsible for any carelessness regarding the information displayed on the notice board.
6. A student who wants to take the bus facility provided by the college, must deposit full conveyance charges at the time of admission. No reduction is made in the college fee and conveyance charges for absence or for vacation.
7. Students should not be allowed to leave college premises during college hours without written permission of the Principal. They will meet the Principal in case of any Emergency.
8. It shall be obligatory on the part of the students to make proper use of the Library/Laboratory/Study Room and other common facilities without causing inconvenience or damage to other users and property.
9. Admission and continuation in the college is not a matter of right for any student. In case of expulsion, no damages can be claimed.
10. Throw waste papers, wrappers etc. in dustbins. Watch educational programmes on Television.
11. Plucking of flowers and leaves with in the college campus are strictly prohibited.
12. It is the duty of every student to maintain the dignity and prestige of the college. Do not bring chairs and other items of furniture out of the class in the corridor. Broken chairs and tables will cause inconvenience to all.
13. All the student teachers are advised to maintain peace and decorum in the college. The students should use their leisure time in the library and use reading room as per rules.
14. The Students have to deposit refundable security as per university rules or if students does not want to deposit refundable security in cash then she deposit her Original documents of 10th,+2, Graduation as in willing.
15. Time is precious. Do not move here and there in the vacant period.It creates disturbance to those who are studying in their classes.
16. Mobile phones are strictly prohibited in the college campus.
17. Educational tours are compulsory for every student.



18. Students/Parents or everyone other than them can put their grievances in the Complicated Suggestion complaint box in case of any difficulty. Write to the concerned Principal, if the problem is not resolved, the additional Director may be contacted. If the problem is still not resolved then you can whatsapp your problem/ Complaint/ Suggestion on 9501108141 the organization is ready to solve your problem.
19. 500/- Documentation fees will be charged from the student if the student applies her admire limit from the college before the last date of university admission without any reason. And if the students want to leave the college after the last date of admission, University expansive+fees of that semester will be charged from the students.
20. A student who wants to migrate from one college to another without any genius reason after studying in the college for 1 year will be charged full fee for the next year as per the student course.

### **RULES OF FINE**

Students who are absent from the college without permission are charged a penalty of Rs. 10/- per period and Rs. 50/- per day for more than one period. The fine may change as per the rules of Punjab Government.

### **RULES OF PAYMENT OF FEES**

Fees and funds must be paid on time, otherwise the name of the student will be deducted and then re-entry fees will have to be paid along with the balance. The security of the library will be forfeited if it is not taken within a year of leaving the college. Once given the fees does not return. In case of non-payment of fees by the due date, a penalty is levied as per government rules the entrance fee for the university examination must be paid by the due date otherwise the admission will not be sent to the University. this will be the responsibility of the students failure to pay the fee on the due date will result in a penalty of Rs. 50/- per day which is not would be forgivable.

All students and parents of students of akliya college of education for women are advised to submit the fees at the Cash counter and any of their original or any kind of document at the postal dispatch counter. Student/parents are requested to receive a permanent receipt of the fee paid and a full receipt of any documents. if a student does not submit his/her documents at the office cash counter and his/her document at the postal dispatch counter. It means handing over to a teacher, director, security guard, if there is any problem related to documents than the students/parents will be responsible for it.

#### **ANNUAL**

- 30 September first installment
- 30 March Second installment

#### **SEMESTER**

- 31st August (odd group)
- 31st January (even group)

### **RE-ADMISSION**

As per the university rules, the name of the students who is absent for 10 consecutive days will be deducted from the college roll. Re-admission will be given only after paying the re-entry fees with the permission of the principal. With in 10 days from the date of dilation. Re-admission is possible only ....after which the students name will be permanently removed from the college.

### **INFORMATION ABOUT LEAVE**

1. Information about leave should be submitted to the office through the.....with the permission of the principal
2. Taking a small amount only means that he will not be penalized for absentees in. Holidays that are full of completely are neither fun not comfortable.
3. Students sent to participate in any activity related to the college should get the recommendation of the concerned in charge/professor and submit their short application to the tutor for approval.
4. Student should note down the literature related to their subjects before leaving.



### **ID CARD**

The student is instructed to bring the temporary ID card in the prospectus in full and attach it along with the admission form.

- 2) Temporary ID Card will be valid for one month from the date of issue. the real Identity will be revealed.
- 3) Identity Card must be brought to the college everyday and shown on demand. Any student caught without a ID Card or without an Incomplete ID card will be penalized.
- 4) In case of loss of identity card, the student should lodge FIR at the police Station. Will have to be registered and with the permission of the Principal a duplicate Identity card will be issued after paying the prescribed fill.
- 5) Students should keep their identity card and show it as required for the following activities.
  - a) As proof of being a regular student of the college
  - b) to show to the professor in charge while filling up the University Examination form.
  - c) When creating a library card.
  - d) regarding attestations of bus Pass form
  - e) Students must also have a photography of their Identity Card when with drawing library security.
  - f) At the time of receiving the college magazine.
  - g) As an identification for official work.
  - h) To confirm his identity in the examination center during the annual/Semester examinations and domestic examinations of Punjabi university Patiala.

### **TUTORIAL SYSTEM**

1. Every Students of the college will be involved in one tutorial session. The viewer takes care of the overall development of the students of his types by conducting group competitions in the college.
2. No Students will be allowed to change groups.
3. It is important for every students to attend the corps meeting from time to time. Every student who is absent will be given a special penalty.
4. Every student should report their activities and achievement in the college to their tutor in time.
5. The tutor will keep a record of the achievements of the students in his group. He will also comment on their academic progress report in addition to their certificate of conduct

### **PRACTICAL GROUP SYSTEM**

To maintain discipline among the students under the system professor ..... checks the identity cards of the students during different periods. hey also listen to their claims on time and use their free time.

### **NSS (RESHTRIYA SEVA YOJANA)**

The department of Reshtriya Seva Yojana is being seen in the college by Punjabi University, Patiala for the holistic development of the personality of the students.



### **PROGRAMME TRANSACTION**

The B.Ed. Programme involves Lectures, Discussions, Tutorials, Seminar, School based experiences, Workshop experiences, Psychology practical, Audio-Visual Education, Technology awareness programme for students and Co-curricular activities including Physical Education. One major component of the programme is teaching practice, which is organized in two phases in various schools.

### **COLLEGE TIMINGS**

The working hours are from 9:00 AM to 3:30 PM (Monday to Saturday). All students are expected to remain for the entire day in their respective classes. During Teaching Practice days, all students are expected to be in the school for the entire duration of they are placed.

### **COLLEGE UNIFORM**

The prescribed college uniform is compulsory in the college hours except Wednesday and Saturday. In this matter, no excuses will be listened.

### **MEDIUM OF INSTRUCTION AND EXAMINATION**

- a) For B.Ed. Course, the medium of instruction can be Punjabi/English /Hindi as per the option of the candidate. Medium of examination is Punjabi and English for the entire course.
- b) For E.T.T.. Course, the medium of instruction can be only Punjabi as per SCERT Norms.

### **ATTENDANCE**

Students are expected to attend the classes and other activities regularly. Under unavoidable circumstances, prior permission for leave is essential. Leave application should be addressed to the Principal after the same have been recommended by the concerned Incharge. University rules requires a minimum 75% attendance in theory, practical, tutorials and other activities.

### **TET COACHING PROGRAMME**

TET Coaching classes are also arranged for the students who desire to appear in the TET in the session concerned.

## **MAIN FEATURES**

### **INFRASTRUCTURE**

The institution has a well constructed aesthetic and ultra modern building with well designed class rooms. The lecture halls are specially designed to make the teaching-learning process more effective with the help of O.H.P., LCD and slide projectors. The institute also provides transport facilities, R.O. System, play ground, canteen and recreation hall etc.

## LIBRARY DEVELOPMENT

Library resources have been enhanced up to more than 13,000 books during the said session to fulfill the requirements and the genuine demand of its readers. The library users have been able to enlighten themselves by going through newly added books, At present more than 13850 text and reference books are available in the Text books, Encyclopedia, Dictionaries, Year books and many other abound in the shelves of the library. Besides 15 journals (9 Indian 6 International) & 5 Magazines, 20 e-resources and 5 Newspapers in Hindi, Punjabi and English Languages of different interest are subscribed in the Library. The collection is managed into six section namely. "Text Book Section", "General Section", "Reference Section", "Periodical Section", "Audio Visual Section" and "Digital Library Section" in interest of its readers.



## LABORATORIES

There are five well-established laboratories (computer, Language, Educational Technology, Psychology and Science Lab.) available in the college campus.

### 1. LANGUAGE LAB

The Department of languages has a full-fledged Language Laboratory, The lab has an Educational system which offers a variety of functions such as Recording, Test Preparation, Intercom, Student Monitoring, Teacher / Student Call, Group Conferencing, etc. The main console is connected to 32 listening booths, which have been specially designed for student teacher interaction and greater concentration for language learning. Lessons and exercises are recorded on a weekly basis so that the students are exposed to a variety of listening and speaking drills.



### 2. EDUCATION TECHNOLOGY LAB

Education Technology lab is designed to be perfect multimedia hand on classroom or presentation, the lab is equipped with multimedia PC, Compatible Computers, TV, Overhead Projector, CD player and Stereo sound system, LCD Projector and Slide Projector.



### 3. PSYCHOLOGY LAB

We provide facility of psychology laboratory to our B.Ed. Students to develop new research areas and more than 15 psychological tests are available. B.Ed. Students are prospective leaders of new generation, so there is a great need of psychology laboratory as they develop and test new ideas. We have enterprising research facilities too for their work. We hope that the Laboratory remains at the forefront of the field.

#### 4. SCIENCE LAB

There is a science lab in the college and students obtain knowledge from the systematic study of the structure and behaviour of the physical world, especially by observing, measuring and experimenting the development of theories to describe results of these activities. Apparatus, equipment and chemicals are available in the lab for the students that is studied using scientific methods.



#### 5. COMPUTER LAB

Computer lab is also designed to be a perfect multimedia hand-on classroom. The lab is equipped with 45 multimedia PC compatible computers, laser and inkjet printer, one scanner, DVD player and stereo sound speakers system. Two broad band Internet connection are available for students to keep their knowledge update.



#### 6. TEACHING AID ROOM

According to Indian Education Commission (1964-66) "The supply of teaching aids to every school is essential for the improvement of the quality of teaching". Teachers are required to use teaching aids because of the reason that teaching aids facilitate teaching effectiveness, thus teaching aids are aided devices that help the teacher to clarify, establish, co-relate and co-ordinate various concepts, interpretations and appreciations. They enable him to make learning more concrete, effective, interesting, inspirational, meaningful and vivid. They also help in completing the triangular process of learning viz, motivation-clarification-stimulation. So we provide facility of teacher aided rooms to our students.



#### OTHER FACILITIES

The following other facilities are available in the college for students

1. Hostel accommodation
2. Guidance and counseling Cell
3. Canteen
4. Transport facilities
5. Vehicle parking
6. Aquaguard water purifier
7. Fire Extinguisher



#### MAJOR ACTIVITIES AND ACHIEVEMENTS

The College has continued to organize various-academic, co-curricular and extra-curricular activities throughout the session. We would like to specially mention the major activities and achievements of the previous session :

#### EDUCATIONAL TOUR

The college organized an Educational tour for 4 days 3 Nights and most of the students participated actively. The students visited Manikaran Sahib, Kullu, Manali, Rohtang Pass, Gurduwara of Anandpur Sahib, Gurduwara of Kirtanpur Sahib, Hadimba Temple and other places of historical and educational importance.



## 2. GAMES AND SPORTS

The College organized a one day annual sports meet in the campus. Most of the students participated in different events. In the academic session, students competed in Sports meet of our college and have shown their good performance from every corner in the above quoted field. There is also facility in the college for playing football games, badminton, throws, kho-kho, kabaddi, athletic etc. games.



## 3. NATIONAL SERVICE SCHEME (NSS)

National Service Scheme is a student centered programme in which projects are implemented by the NSS volunteers in the community in close collaboration with the clientele community and thereby it provides vast scope for the students' interaction with the people. While interacting with the community the students learn many things, which they cannot learn from theory classes. Thus the scheme is aimed at developing the human soul in such a way as the student is mentally shaped to fit into the society to which she / he also belongs and will continue to live in. The college had organized a 7 days programme in winter break and also organised blood donation camp . All students participated in this work for serving the society.



## 4. PARENT TEACHER ASSOCIATION (PTA)

The parent teacher association has also been made in the college for better and meaningful interaction to understand the problems of the students. We invite parents of students time to time. A couple of parents also responded to our invitation and joined the interactive sessions.

## 5. SEMINARS & CONFERENCES

The College organized a two day National Seminar on the Theme, " Excellence in Teacher Education : Need of 21st Century". The Basic objective of the seminar was to bring the 21st century skills movement will require keen attention to curriculum, teacher quality & assessment. A growing number of business feeders, Politicians and educators are united around the idea that the students need " 21st Century Skills" to be successful today. It's exiting to believe that we live in times that are so revolutionary that they demand new and different abilities. The seminar was attended by Principals, Teacher educators, research scholars and prospective teachers who came from various places of Punjab and neighbouring states. The seminar was inaugurated by Education Minister of Punjab S. Sikander Singh Maluka.



## 6. EXTENSION LECTURERS

To supplement classroom education by the regular faculty and enhance knowledge of the students, extension lectures are regularly organized. Four Extension lectures were organized by the college during session on different topics of current debate.

## 7. CULTURAL ACTIVITIES

Student Participated in the youth festival and achieved the first and second position at zonal





