

S.L Women's College Of Education Ulhasnagar -

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[Affiliated To S.N.D.T. University, Mumbai]



HAND BOOK 2020-21

S.L. College of Education

INTRODUCTION:

This handbook is designed to help you as you learn about the teaching profession and your responsibilities as a student taking teacher preparation course work. We hope it helps you to avoid delays and roadblocks in the pursuit of your goal to become a certified teacher, it is important that you meet with an academic advisor or a teacher education faculty member at the S.L College. These individuals will assist you in course selection, and answer all questions you might have related to your educational goal. Early and ongoing advising directly affects your ability to complete degree requirements in a timely manner,. As a student who is considering a career in education, you are strongly encouraged to participate in volunteer activities and other experiences that establish contact with children and youth. Opportunities include tutoring, In addition, you are urged to take advantage of various educational workshops, seminars, grant sponsored programs

About the college

Sidh Leharnath College of Education Ulhasnagar - 4 Affiliated to SNDT women's University is a premier teacher educational institution in Ulhasnagar, Maharashtra established in 2005 with an aim to produce excellent Teachers for the Community. S.L College views the development of teachers as an important responsibility and contribution to the communities they serve. S.L College is committed to the understanding that diversity is a great strength and provides for individual differences in helping students prepare for a rapidly changing world. The college is dedicated to providing students with exposure to the teaching profession and a two-year academic transfer degree toward a career in teacher education.

Mission Statement

The S.L college strive, through high quality educational programming , to prepare each teacher education student with the knowledge and skills needed to become a competent, effective, and reflective practitioner in varied educational settings.

Goals

The student will:

- Understand the rigor and complexities of teaching.
- Evaluate personal motivation and their potential as an educator.
- Experience site-based on classroom environments that will provide enough experience to determine if this is the right career choice for them.
- Gain sufficient content knowledge to succeed in the classroom.
- Make a successful transition to the college or university where they will complete their teacher certification requirements.

We at S.L. College have to create a generation that will benefit the Country by Serving the Nation & scarifies for the need of the Country. We prepare the teachers to increase Country's Respect & Empower our student teacher to become responsible and productive members of the society.

Objectives of B.Ed. Program

- Develop the basic understanding regarding philosophical and sociological foundations of education as a system.
- Develop competency of reforming society through education.
- Acquire basic knowledge of various aspects of development of learner.
- Develop insight regarding various role of teacher in facilitating learning.
- Acquire the basic understanding of the use of information and communication technology.

S.L.College's Policies, Procedures, and Guidelines:

Every student is expected to know and comply with all current published policies, rules, and guidelines as printed in the college - student handbook.

Rights and Responsibilities :

- Students shall not bring with them unauthorized persons in the college premises.
- Collecting funds for any purpose is strictly prohibited unless scrutinized and permitted by the principal.
- No meeting, demonstration, party or picnic will be permitted.
- No information about the college can be communicated to outsiders without the permission of the principal.
- Students are liable to be removed from the college for misconduct or any other serious breach of discipline.
- No refresher party/ farewell party shall be allowed without prior permission of the principal. (College authorities will not take up the responsibility for the functions held outside the college campus.)
- Students should take proper care of all college property. Any damage done to the property of the college by disfiguring walls, rooms, windows, and fittings or breaking the furniture and such things is a breach of discipline and will be punishable. As such damage done to the college property will have to be made good by the concerned class students. The students shall not throw papers or any other material which makes the premises dirty.
- Students should come decently dressed to the college. For violation of dress code there will be a fine of Rs. 100/-.
- Associations/ Organizations will be formed only after the prior permission of the Principal.
- Any grievance regarding academic, administrative etc. should be first brought to the notice of the Head of Department before meeting the Principal.
- Strict discipline must be maintained at the time of the college functions and programmes.

CODE OF CONDUCT :

The College expects every student to abide by the following Code of Conduct:-

- **MOBILE PHONE:** Students will not be permitted to use mobile phones with camera, walkman etc within the college premises. Mobile phones will have to be switched off when the student is in class and even in the corridors. Students are warned that the phone will be confiscated if it rings in the course of the lecture, or in the corridors of the college building and a penalty will be charged.

1) Identity Card:

a) Students must have their identity Card duly filled in and signed. Students must wear their Identity Card when they are in the college premises.

b) Transfer of I. D. Cards is a criminal offence. The student will be liable to expulsion from the college.

2) Littering in the classrooms, corridors & the campus is prohibited.

Please use the dustbins provided all around. Offenders will be penalised.

3) Sitting on the vehicles in the college compound or on a Road is strictly prohibited.

4) Loitering or Crowding on a Road is also prohibited. Students are required to remain in the college campus during their free hours.

5) **Anti-Ragging act:** Ragging is banned in this institution. A student involving in any such act will be expelled from the college and in addition may undergo imprisonment and fine.

The College places great value on freedom of expression, but it also recognizes the responsibility to protect the values and structures of an academic community. It is important, therefore, that students assume responsibility for helping to sustain an educational and social community where the rights of all are respected. This includes conforming their behavior to standards of conduct that are designed to protect the health, safety, dignity, and the rights of all. Community members also have a responsibility to protect the possessions, property, and integrity of the institution as well as of individuals. The aim of S.LCollege's Student Code of Conduct is to balance all these rights, responsibilities, and community values fairly.

ATTENDANCE

- Students shall attend all classes, tutorials, seminars, practicals and college examinations according to the time-table. Students remaining absent shall submit leave note signed by their parents/guardians stating reasons for their absenteeism. Absenteeism on medical grounds should be supported by a medical certificate. In all cases, absenteeism over three days should be immediately brought to the notice of the principal.
- Students shall be in their classes in time. Late comers may not be allowed to enter the class.
- Students will not go for job, or work or business or private coaching during the college hours. If anyone misses the lectures / practical's for that reasons, her admission is liable to be cancelled immediately.
- Identity card will be issued to the students after the admission. Students shall not be allowed to enter the college premises without showing the valid identity card. They should wear the identity card around their neck as long as they are in the college campus. Students must produce/ present identity cards for inspection or verification when demanded by any college staff. Refusal to produce I-card for inspection amounts to indiscipline and will be punishable.

Attendance will be condoned on medical grounds by 10% (A student must keep minimum 65% attendance) provided it is substantiated by relevant medical certificate within a week of getting the fitness certificate. Parents / guardians are requested to check their ward's attendance from the college at the end of September, December and February on any working day between 10:00 am to 12:00 noon and follow up their ward's progress

DRESS CODE:

- The college does not enforce a dress code . All these Learners are expected to observe decorum to enhance the image of the college. As a teacher education College Students are supposed to wear saris in a decent manner

Anti-Ragging

- Ragging is a social, cultural and psychological menace.
- Government of Maharashtra has notified ragging as a cognizable offence. Any one reported to be involved in any form of ragging will be severely dealt with.
- Therefore Learners are advised to restrain from indulging in any form of ragging.

Library Rules & Regulation

S.L College offers an opportunity to explore a world of knowledge to its staff & students by making accessible a rich collection of print and non-print, primary and secondary material in various disciplines. The College Library supports the academic needs of thousands of students and teachers and has an extensive range of Books, periodicals, magazines on various subjects & non book material like CD's, Videos, Thesis available for reference. Orientation is given to the students at entry point about the usage of the library, Rules and regulations and the services provided to them. This helps the students to know about library collection, how they can make use of & to know rules and procedures of library.

- Every student must possess her Library card while making use of the Library and produce the same to the Library Staff on entering the Library.
- Complete Silence must be maintained in the Library. Any student who is found causing any sort of disturbance (talking, discussing etc.) in the Library is liable to be debarred from the Library facilities by the Librarian.
- Students who desire to borrow books for home reading will have to apply for a membership on the prescribed form. A Reader's Ticket will be given to such students. At a time, one Book will be issued against one Reader's Ticket for 5 days only .
- Student Teacher can get any book i.e. Textbooks, reference books, Reference Sources for reading in the Reading Room against her Library Card. If such book is taken outside without the permission of the Librarian then a fine of Rs. 50/- will be charged and no book will be issued to her in future.

- Books for overnight reading will be issued only after 3.00 p.m. and the same must be returned before 9.30 a.m. next day. A fine of Rs. 3/- per book will be charged, if overnight books are not returned before 9.30 a.m.
- Students can borrow novels on a separate Card i.e. Novel Card.
- Newspapers and Periodicals are issued against college I-Card for Reading in the Reading Room. Bound volumes of journals will be issued for current reading only.
- When books are issued, students should check the pages of the issued books and if pages are found missing, they should report the same to the Librarian before leaving the counter. On returning the books, if pages are found missing, the last borrower of the book shall be held accountable for the missing pages and shall accordingly be fined.
- Students are required to handle books and reading material very carefully. Marking library books with pencil or ink, tearing the pages or spoiling the same in any other way will be viewed very seriously. In such case, the last reader will be held responsible unless she shows the Librarian at the time of issue that the book had been previously marked or damaged. In the event of damage of any kind, the last reader will be liable to compensate for damage. Books will have to be replaced and an addition cost of Rs. 10/- will have to be paid as processing charges.
- It is observed that some of the students do not return the Library Books on or before the due date stamped on the date slip in the book, thus depriving other students using the Library facilities. In order to prevent such students from keeping Library books with them for longer than normal, the fine charged will be Rs. 3/- per day.
- In case a Reader loses a book she should replace the book. In case the book cannot be replaced, double price of the book and an additional charge of Rs. 10/- as processing charges will have to be paid.
- Membership card is non-transferable. Students must not lend their Readers Ticket to any other student to borrow books from the Library. Library facilities will be suspended for students misusing cards.
- The college Leaving Certificate or Transfer Certificate will be issued to student only after she has returned all the Library books.
- Students are strictly prohibited to use their cell phones in the library. If she is caught, cell phone will be confiscated for one week or fine of Rs. 500/- or both.

Programme Structure

B.Ed I Yr. Course At A Glance

Structure of Two year B.Ed. Program (Revised)

Faculty name: Education, Program Name: Bachelor of Education (B. Ed.)

(Two Years, Semester Pattern)

w.e.f. batch 2020-2021

Course Code	No	Title of the Courses	Total Hours	Cr	Internal	External	Total Marks	
Perspectives in Education								
1001	1	Childhood and Growing Up	60	4	25	75	100	
1002	2	Contemporary India and Education	60	4	25	75	100	
1003	3	Critical understanding of ICT	60	4	25	75	100	
1004	4	Learning and Teaching	60	4	25	75	100	
1005	5	Language across curriculum	60	4	25	75	100	
Pedagogic Studies								
6: Subject Education I			60	4	25	75	100	
1101	6.1	English Language Education						
1103	6.3	Hindi Language Education						
1104	6.4	Marathi Language Education						
1107	6.7	Mathematic Education						
1108	6.8	Commerce Education						
7: Subject Education II			60	4	25	75	100	
1110	7.2	Economics Education						
1111	7.3	Geography Education						
1112	7.4	History Education						
1113	7.5	Social-Science Education						
1114	7.6	Science & Technology Education						
Enhancing Professional Capacities								
1301	EPC1	Skill Development Program I. Micro-teaching II. Integration Lesson	60	2	25 25		50	
1302	EPC 2	Teaching -learning Competency I. Reading and Reflecting on Texts II. Preparation for constructivist teaching-learning	60	2	25 25		50	
1303	EPC 3	Learning to use Computer	60	2	50	--	50	
1304	EPC 4	Understanding the self	60	2	50	--	50	
1305	EPC 5	Drama and Art in Education	60	2	50	--	50	
Engagement with field								
1401	EFW I	Practice Teaching [4 Lessons]	60	2	50	--	50	
TOTAL(Theory + Practical)			780	40	200	4300	520	1000

B.Ed II Yr. Course At A Glance

Course Code	No	Title of the Courses	Total Hours	Cr	Internal	External	Total Marks
Perspectives in Education							
2008	8	Assessment For Learning	60	4	25	75	100
2009	9	Knowledge and Curriculum	60	4	25	75	100
2010	10	Creating an Inclusive School	60	4	25	75	100
2011	11	Gender School and Society	60	4	25	75	100
2202	12:2:	Guidance and Counseling	60	4	25	75	100
Enhancing Professional Capacities							
2306	EPC 6	Research Project	60	2	50	--	50
2307	EPC 7	Portfolio	60	2	50	--	50
Engagement with field							
1402	EFW2	Practice Teaching [12 Lessons] Internship 20 weeks	480	16	400	--	400
TOTAL(Theory +Practical)			900	40	200	300	1000

List Of The Staff Members

Sr. No	Name Of The Staff	Designation	Mobile No	Email Id
1	Dr.Gunjeetkaur Pasricha	Principal	9822275648	gkpasricha14@gmail.com
2	Dr. Sanjay D Shirsath	Asst.Prof.	8850523105	sanjayshirsath71@gmail.com
3	Mr M.S. Pandhare	Asst.Prof.	9637089726	mspandhare@gmail.com
4	Ms. Suvarna Nikam	Asst.Prof.	9860749114	snikam123@gmail.com
5	Ms. Smita Gaikwad	Asst.Prof.	9975888243	Smitag73@gmail.com
6	Ms. Kamini Mane	Asst.Prof.	9833597023	Manekamini98@gmail.com
7	Mr. Rahul Akul	Asst.Prof.	9967461728	akulrahul@gmail.com

Time Table A Y 2020-21 First Year

Lect.	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	10.15 To 11.00 AM	Library Work/ Computer Practical					
	11.00 To 11.30 AM	Assembly					
1	11.30To 12.30	C I	C IV	C I	C IV	C IV	EPC II
2	12.30 To 1.30 PM	C II	C V	C II	C V	C V	EPC III
	1.30.200	RECESS					
3	2.00 To 3.00 PM	C III	C I	C III	C I	C VII	EPC IV
4	3.00 To 4.00 PM	C VI	C II	C VI	C II	C VI	EPC V
5	4.00 To 5.00 PM	C VII	C III	C VII	C III	EPC I	EFW I

CODE	SUBJECT	NAME OF THE Asst prof
CI	Childhood and Growing Up	
CII	Contemporary India and Education	
CIII	Critical understanding of ICT	
CIV	Learning & Teaching	
CV	Language across Curriculum	
CVI	Subject Education I English /Hindi/Marathi/Mathematics Commerce	
CVII	Subject Education II Economics /History/Social science Science & Technology	
EPC 1	Skill Development Program I. Micro - teaching.II. Integration Lesson	
EPC 2	Teaching - learning Competency I. Reading and Reflecting on Texts. II. Preparation for constructivist teaching-learning	
EPC 3	Learning to use computer	
EPC 4	Understanding Self	
EPC 5	Drama and Art in Education	
EFW I	Practice Teaching [4 Lessons]	

B.Ed II Yr.Course At A Glance

Structure of Two year B.Ed. Program (Revised)

Faculty name: Education, Program Name: Bachelor of Education (B. Ed.)
(Two Years, Semester Pattern)
w.e.f. batch 2017-2019

Course Code	No	Title of the Courses	Total Hours	Cr	Internal	External	Total Marks
SEMESTER III							
Perspectives in Education							
	8	Knowledge and Curriculum	60	4	25	75	100
	9	Inclusive Education	60	4	25	75	100
	10	Language across curriculum	60	4	25	75	100
Engagement with Field							
	EWF 2 (8 Weeks)	Practice Teaching and Internship	240	4 4	100 100	-- --	200
TOTAL(Theory +Practical)			420	20	200	275	500
SEMESTER IV							
Perspectives in Education							
	11	Gender, School & Society	60	4	25	75	100
Optional Course							
	12	Guidance and Counseling	60	4	25	75	100
Enhancing Professional Capacities							
	EPC 5	Understanding Self	60	2	50	--	50
	EPC 6	Drama and Art in Education	60	2	50	--	50
	EPC 7	Portfolio	60	2	50	--	50
Engagement with Field							
	EWF 3	Practice Teaching and Interenship [8 weeks]	180	2 4	50 50	--	150
TOTAL(Theory +Practical)			480	20	200	350	500

Time Table A Y 2020-21 Second Year Sem III

Lect.	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	10.15 To						

	11.00 AM	Library Work/ Computer Practical					
	11.00 To 11.30 AM	Assembly					
1	11.30To 12.30 PM	C VIII	C VIII	C VIII	C VIII	C VIII	C VIII
2	12.30 To 1.30 PM	C IX	C IX	C IX	C IX	C IX	C IX
	1.30.200	RECESS					
3	2.00 To 3.00 PM	C X	C X	C X	C X	C X	C X
4	3.00 To 4.00 PM	EWF2 Guidance	EWF2 Guidance	EWF2 Guidance	EWF2 Guidance	EWF2 Guidance	EWF2 Guidance
5	4.00 To 5.00 PM	EWF2 Guidance	EWF2 Guidance	EWF2 Guidance	EWF2 Guidance	EWF2 Guidance	EWF2 Guidance

C VIII - Knowledge and Curriculum

Ms. Suvarna Nikam

C IX - Inclusive Education

Mr. M.S. Pandhare

C X - Language across curriculum

Dr. Sanjay Shirsath

EWF 2 Practice Teaching and Internship

Dr. Shisath Sanjay, Mrs.Smita Gaikwad, Mr.Rahul Ms. Nikam Suvarna

Time Table A Y 2020-21 Second Year Sem IV

Lect.	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	10.15 To 11.00 AM	Library Work/ Computer Practical					
	11.00 To 11.30 AM	Assembly					
1	11.30To 12.30 PM	C XI	C XI	C XI	C XI	C XI	C XI
2	12.30 To 1.30 PM	C XII	C XII	C XII	C XII	C XII	C XII
	1.30.200	RECESS					
3	2.00 To 3.00 PM	EPC 5	EPC 6	EPC7	EPC 5	EPC 6	EPC7
4	3.00 To 4.00 PM	EPC 5	EPC 6	EPC7	EPC 5	EPC 6	EPC7
5	4.00 To 5.00 PM	EWF3 Guidance	EWF3 Guidance	EWF3 Guidance	EWF3 Guidance	EWF3 Guidance	EWF3 Guidance

C XI Gender, School & Society

Dr. Sanjay Shirsath

C XII Guidance and Counseling

Mrs Smita Gaikwad

EPC 5 Understanding Self

Mr. Rahul Akul

EPC 6 Drama and Art in Education

Ms. Suvarna Nikam

EPC 7 Portfolio

Mr. Pandhare & Ms. Kamini Mane

EWF 3 Practice Teaching and Interenship

Dr. Shisath Sanjay, Mrs.Smita G. , Mr.Rahul Ms. Nikam Suvarna

As the SNTD University Norms

B.Ed. Program:

B.Ed. Program is a set of twelve theory courses and practical work that are linked together meaningfully aiming at achieving excellence and competence in pedagogic practices and enabling the student teacher to become an efficient and effective school teacher. The said program will end in awarding a degree '**Bachelor of Education**'.

Course:

A course is a constituent of a 'program' and may be conceived of as a composite of modules which include academic content of various subjects. The content included in courses have academic coherence and it fulfills the objectives of the program.

Credit Point:

Credit point refers to the total work expected to be done by learner and an index of the number of learning hours. These learning hours include variety of learning activities like preparatory lessons, school lessons, internship, preparation of learning material, case study, action research, reading, reflecting, discussing, attending lectures / counselling sessions, writing assignments, preparing for examinations, etc. Each theory course consists of four credits wherein one credit is construed as corresponding to 15 hours for theory and 30 hours for practical.

Objectives of B.Ed. Program:

After completion of the B.Ed. program, the student teacher will be able to-

- Acquire conceptual tools of sociological analysis and hands-on experience of engaging with diverse communities, children and schools
- Apply knowledge of various aspects of development of learner for planning learning experiences
- Develop skills regarding various role of teacher in facilitating learning

- Develop a conceptual understanding about issues of diversity, inequality and marginalization in Indian society and the implications for education
- Apply constructivist and cooperative learning principles for teaching-learning process
- Analyze contexts and the relationship between school curriculum, policy and learning
- Apply knowledge of the cultures, policies and practices that need to create an inclusive school
- Use information and communication technology for enhancing learning-teaching process
- Use drama and art for development of personality of learners
- Relate knowledge about gender, school and society with learning
- Acquire basic understanding about new trends in education
- Develop professional attitude towards teaching

Title : Title of the degree shall be **Bachelor of Education.**

Rules and Regulations

Eligibility:

Eligible of candidates will be given as per the selection procedure laid down by the respective State Government from time to time/S.N.D.T. Women's University/ NCTE Norms. The reservation and relaxation for SC/ST/OBC/PWD and other categories shall be as per the rules of the respective state Government

Selection Procedure:

Admission of the eligible candidates will be given as per the selection procedure laid down by the respective State Government from time to time/S.N.D.T. Women's University/NCTE Norms Candidates seeking admission in the colleges from state of Maharashtra need to appear for CET.

Duration : The B.Ed. program shall be of the duration of two academic years.

Working days:

210 working days each year exclusive of period of examination and admission. Minimum 36 hrs in a week, physical presence in the institute of student teacher is necessary. The minimum attendance of student-teachers shall have to be 80% for all course work and practicum, and 90% for school internship.

Medium of Instruction :

The medium of instruction at the B.Ed. course will be Marathi, Hindi, English and Gujarati. However, the medium of instruction for the subject education in Marathi, Hindi, English and Gujarati and Urdu will be Marathi, Hindi, English, Gujarati and Urdu respectively.

Medium of Examination :

The medium of examination shall be Marathi, Hindi, English and Gujarati irrespective of the medium of instruction. Medium of writing answer papers of theory courses and practical work (including school lessons) should be the same.

Rules for examination : Eligibility for appearing for B.Ed. examination :

Student teacher who has not completed successfully internal assessment will not be allowed to appear for semester examination.

Student teacher having less than 80% attendance in any course will not be eligible for appearing for examination of the course. The principal of the college will however have discretion to condone absence up to 10% in year, for reasons to be recorded in writing or on submission of medical certificate.

Rules for Re-appearing in Examination:

Student teachers who do not pass examination of a particular course/s in three attempts will have to re-enroll for the entire program. Student teacher has to complete B.Ed. degree in three years. For instance, a student enrolling for a two-year B.Ed. program in 2015-17 will have to complete the program by 2018-19. When the syllabus changes, question papers of old syllabus will be set for the four times along with the question paper for new syllabus. If a student is unable to complete the B.Ed. program within two years after the first examination when syllabus is changed, she will have to appear for examination of the new course.

Completion of Internal Work:

Completion of all items of internal practical work to be completed by each student as prescribed in the syllabus. In case the student is sanctioned absence on medical ground, she has to complete the items of internal work that she may have missed during her absence as may be re-arranged by the college in the same semester.

The principal shall send the internal assessment marks to the Director, Board of Examinations and Evaluation of the University before commencement of the examination.

Rules for Passing :

To pass the examination a candidate must obtain at least 40% marks in each head (i.e. each theory course and each item of practical work.). To pass the whole examination a candidate must pass Theory and Practical separately and also in each head of theory and of practical work.

Re-evaluation :

Facilities for verification of marks, obtaining photocopy of answer sheet and re-evaluation of answer scripts are available on payment of prescribed fees.

Rules for promotion :

Students will be automatically promoted from First year to second year. Students having 40% or more than 40% backlog (failure/absenteeism without valid reason in four or more than four courses) in the first year will **not** be allowed to take admission in second year.

Exemption :

The candidates who have obtained minimum 40% or more marks in any heads of passing but failed in the examination shall be eligible to claim exemption in such head/heads. Candidates claiming exemption will not be eligible for first class with Distinction and Position in the merit list.

Class Table Class	Percentage
First class with Distinction	70% and above
First Class	60% and above
Second Class	50% and below 60%
Pass Class	40% and below 50%

Scheme of Evaluation :

The performance of the learner shall be evaluated as internal work and external work. Internal assessment will be done with marks by way of continuous evaluation of the course areas as envisaged in the credit-based system by way of participation of learners in various practical works in the B.Ed. program.