

**GOVERNMENT COLLEGE OF EDUCATION SECTOR 20-D,  
CHANDIGARH**

**A PREMIER INSTITUTE OF NORTHERN INDIA  
(ACCREDITED 'A' GRADE BY NAAC)**



**A HANDBOOK OF INFORMATION  
SESSION 2020-22**

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## INTRODUCTION

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

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

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

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

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

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

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

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## ADMISSIONS

### 1.1 COURSES OFFERED:

Admission to the following courses is offered every year :

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

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

**B.Ed.** : 100 Candidates are admitted to B.Ed. course on the basis of their merit in the common Entrance Test through centralised admission to be conducted by Panjab University, Chandigarh.

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

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

### 1.2a ELIGIBILITY FOR ADMISSION :

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

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

- (i) Admission to B.Ed. shall be made on merit on the basis of marks obtained in the qualifying examination i.e. graduation or any other selection process as per policy of State Government/U.T. Administration and Panjab University.
- (ii) Eligibility : A person who possesses the following qualifications shall be eligible to join the course :
  - (a) Candidates with atleast Fifty Percent Marks either in Bachelors degree or in the Masters degree in Science/Social Sciences/Humanities/Commerce/Home Science/B.B.A./B.C.A. or Bachelors in Engineering or Technology with specialization in science and mathematics with 55% marks OR any other qualification equivalent thereto, are eligible for admission to the programme.
  - (b) The reservation and relaxation for SC/ST/OBC/PWD and other categories shall be as per the rules of the central/state government whichever is applicable.

**Exception—**(i) In the case of students belonging to Scheduled Castes/Tribes, the requirement of **50%** marks shall be reduced by **5** per cent provided they have obtained minimum pass marks prescribed by the regulations.

(ii) Vide letter No. 3500.3599/001/05, dated 01/07/2016. The members of physically handicapped including blind and hearing impaired shall be allowed a relaxation of 5% marks for admission to the courses in which a certain percentage of minimum marks has been prescribed provided they have obtained minimum pass marks prescribed by the regulations.

(iii) **No one who is in employment (whole-time, part-time or honorary service) shall be allowed to join B.Ed. course without taking leave from his/her institution/office etc. from the date of commencement of the academic session to the conclusion of his/her examination.**

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

- (a) Average percentage of marks obtained in Prabhakar/Giani or shashtri an equivalent MIL Examination/English and in two more elective subjects. **(If**

**more than two subjects have been cleared, the score in which he/she got higher marks, will be taken into account).**

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

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

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

The admission will be finalized on the basis of an entrance test and reservation of seats as per Chandigarh Administration/University norms.

- iii Duration of B.Ed. programme shall be of Two academic years, spread over four semesters, which can be completed in a maximum of Three years from the date of admission to the programme.
- iv There shall be at least 200 working days each year exclusive of the period of admission and examination.
- v The institution shall work for a minimum of thirty six hours in a week (five or six days), during which physical presence of all the teachers and student teachers is necessary to ensure their availability for advice, guidance, dialogue and consultation as and when needed.
- vi Minimum attendance of student teachers shall be 80% for all course work and practicum, and 90% for school internship.
- vii Minimum pass marks are 40% in each paper, Practical, and School Internship in each semester, however, the promotion from semester I to II and from III to IV shall be as per Panjab University policy for semester courses. Pass marks will be 40% in Aggregate.
- viii Admission to B. Ed course is subject based. At the time of admission, each candidate shall opt for two teaching/pedagogical subjects, which has been studied at graduation/post-graduation level. The candidate must have studied the Major subject of the pedagogy combination for atleast 3 years at graduation level or two years at Masters level. The minor subject should have been studied for at least for one year/one semester.
- ix The candidates having honours course shall opt for major subject in which they have obtained honours. The minor subject should have been studied atleast for one year/one semester.
- x The candidates who have passed additional subjects at graduation level can opt for only those teaching subjects, marks of which are taken into account for the purpose of calculating percentage of marks at graduation level.

- xi B.C.A graduates may opt for pedagogy of Computer science as one of the teaching subjects. The other subject shall be pedagogy of Mathematics or any one language (English/Punjabi/Hindi/Sanskrit).
- xii B.E./B.Tech. graduates shall opt for any two subjects among pedagogy of Mathematics, Computer Science, Science, Languages.
- xiii B.Sc. (Home Science) graduates shall opt for two pedagogy subjects. One is Pedagogy of Home Science, other subject may be studied at graduate level i.e. Science or any one language (English/Hindi/Punjabi/Sanskrit).
- xiv B.Sc (Medical) graduates shall opt for two teaching subjects out of the following :
- (a) Pedagogy of Science/Life Science ;
  - (b) Pedagogy of Physical Science ;
  - (c) Pedagogy of any one language i.e. English/Hindi/Punjabi/Sanskrit.
- xv B.Sc (Non-Medical) graduates shall opt for two teaching subjects out of the following :
- (a) Pedagogy of Science/Physical Science ;
  - (b) Pedagogy of Mathematics/Computer Science ;
  - (c) Pedagogy of any one language i.e. English/Hindi/Punjabi/Sanskrit.
- xvi Arts Graduates may opt for any two pedagogical subjects one each from the following (a) and (b) :
- (a) Pedagogy of Social Studies/Economics/History/Geography/Political Science/Sociology/Public administration/Fine Arts/Physical Education/Music/Home Science.
  - (b) Pedagogy of any one language i.e. English, Punjabi, Hindi, Sanskrit provided that the candidate has studied the subject at the graduation/post graduation level.
- xvii Graduates with Fine Arts/Music/Computer Science/Home Science/Physical Education/Mathematics/Statistics/Quantitative techniques shall opt for any of these subjects with the other subject combinations available in the college.
- Teaching of Fine Arts shall be offered to a candidate who had taken up Fine Arts/Performing Arts/Fashion Design/Fashion Technology or B.A. with Diploma in Drawing and Painting or Arts and Craft Teachers course from a recognized institution.
- xviii Pedagogy of Social Studies shall be opted by those who have studied any one of these subjects at B.A./M.A. level i.e. History/Economics/Geography/Political Science/Sociology/Psychology/Education/Defence Studies/Religious Studies/Public Administration/Philosophy.

- Note :*
1. The candidates shall be given the required subject combination depending upon their availability in the college.
  2. Candidates who have passed Shastri/Gyani/Parbhakar/Honours in a language/Elective subjects in languages can opt for two language combinations provided they have studied the other language for at least one year/one semester at graduation/post-graduation level.

3. Pedagogy subjects shall be taught by the concerned teacher educators with specialization in the subject.
4. Pedagogy of Health and Physical Education shall be taught by Assistant Professor in Physical Education (M.A. Physical Education/M.P.Ed.)
5. Pedagogy of Computer Science shall be taught by an Assistant Professor in Computer Science(M.C.A./M.Sc.-IT/CS/M.Tech. or similar qualifications with B.Ed. preferably with M.Ed. But ICT components (EPC-I) may be taken up by Computer Instructor (PGDCA/ M.Sc. (IT/CS)/B.E./ B.Tech.(CS) or higher qualification from a recognized institution.
6. Pedagogy subjects selected at semester-I will remain the same in all the semesters.
7. Use of all brands of non-programmable calculators having signs of addition, subtraction, multiplication and division and square root etc. only, is allowed in the examination centre but these will not be provided by the University/College. Radio, pagers/mobiles are not allowed in the examination hall.
8. Pedagogy of Social Science i.e. Teaching of Economics/History/Sociology/ Political Science/Geography/Public administration are equivalent to Pedagogy of Social Studies and vice-versa for the purpose of employment as S.St. Teachers/TGT/PGT in Schools.

Teaching Subjects offered in Government College of Education, Sector-20 D, Chandigarh for the session 2020-22:

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

**1.2b Essentials for Admission to the College :**

- (a) The candidate is required to fill in the Admission Form in his/her own handwriting.

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

### **1.3 MASTER OF EDUCATION (M.Ed.) :**

#### **RULES & REGULATIONS FOR ADMISSION**

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

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

#### **1.3 a Eligibility :**

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

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

### **1.4 Post Graduate Diploma in Guidance & Counselling**

#### **1.4 a Eligibility**

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

#### **NOTE FOR ADMITTED CANDIDATES**

Admitted candidates are required to complete successful study of 20 compulsory papers, 5 optional papers, one compulsory dissertation and compulsory field Internship (four weeks) to fulfill the criteria of NCTE for award of degree of M.Ed. (General). Dissertation and Field



Internship will be evaluated at the end of Semester IV. The student has to obtain a minimum of 80 credits towards fulfillment of course completion criteria. Further :

1. A student is required to have a minimum of 80% attendance for theory courses and practicum in each semester to be eligible to appear in examination and 90% for field internship/attachment.
2. A student earns credits in each paper if he/she obtains the minimum 40% pass marks in each course.
3. Each course of 4 credits will have teaching sessions of four hours (including Lectures, Tutorials, Practicals, Sessional work) per week.
4. Students shall be permitted to complete the programme requirements of the two-years programme within a maximum period of three years from the date of admission of a candidate to the programme.
5. There will be provision of reappear examination maximum in two papers in a semester. Candidate will be given maximum of two chances to clear each of the paper/s in which he/she has failed. Reappear candidates will be allowed to appear as per Panjab University Norms/Calendar.
6. Synopsis of dissertation will be submitted in semester II in the month of March, 2021 and last date for submission of Dissertation will be 30th November, 2021 i.e., in Semester III.

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

(ii) *Selected candidates will have to produce **Medical Fitness Certificate** (Performa attached) from the MBBS doctor within a week in the college dispensary and are required to deposit the **fee within 48 hours** failing which their admission will stand cancelled and the seat(s) will be offered to the next candidates in order of merit.*

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

## **2. RESERVATION POLICY:**

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

### **2.1 U.T. Pool (60%) :**

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

### **2.2 General Pool (40%) :**

Forty percent seats of the total sanctioned intake of the institution will be filled up from amongst the students who pass their qualifying examination from the institutions other than

those located in the Union Territory of Chandigarh. These seats will be termed as %General Pool Seats+.

### **2.3 RESERVATION :**

#### **2.3(a) Scheduled Caste/Scheduled Tribe :**

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

#### **UNION TERRITORY POOL :**

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

Scheduled Tribe Nil

#### **GENERAL POOL :**

Scheduled Caste 15%

Scheduled Tribe 05%

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

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

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

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

OR

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

*Note :*

- (i) *The applicants seeking admission under category (a) are required to submit the photo copy of citation for the gallantry award failing which they will not be considered for this category.*

- (ii) *The applicants under categories (b) and (c) are required to submit the certificate from the respective Headquarters regarding death or total incapacitation while in service.*
- (iii) *The applicants seeking admission to category (d) are required to submit discharge certificate from service and certificate of dependence from the Director, Zila Sanik Board.*
- (iv) *The applicants claiming admission under category (e) are required to submit the certificate of dependence from the unit in which parent/spouse is serving.*

### **2.3 (c) Physically Handicapped**

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

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

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

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

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

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

### **2.3 (d) Children and grandchildren of Freedom Fighters :**

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

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

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

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

### 2.3 (e) For Sportsmen/sportswomen :

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

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

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

The gradation for Sports person is as under, which should not be before 1st April, 2017.

Grade. A International level

Grade. B National level

Grade. C State level

GradeD District level

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

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

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

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

- (i) If his/her age falls within the age group under which he/she is eligible for participation in Inter- College/Inter-University Tournaments.
- (ii) If his/her achievement in sports relates to his/her activity in any of the three years preceding admission. (For example, for admission in the year 2020-21, the achievements shall not be prior to the 1st April, 2017).

### 2.3 (f) Reservation for other categories :

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

- (a) Backward Class;
- (b) Teachers Children, self and spouses ;

- (c) Widow/Divorced/Deserted women ;
- (d) Border/Backward Area ;
- (e) Children of innocent civilians killed/sustained 100% disability by terrorist/by security forces acting in aid of civil powers.

OR

Children of Victims of November, 1984 riots.

OR

Children of Army deserters killed/100% physically disabled.

OR

Children of External/Internal Migrants.

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

### **2.3 (g) Foreign students :**

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

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

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

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

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

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

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

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

## **3.0 IMPORTANT RULES AND INSTRUCTIONS**

### **3.1 General Rules**

#### **(a) Fee and other charges.**

- 1. If any student does not attend the college within a week of the opening day as announced by the college, his/her admission will stand cancelled.**
- 2. Non Payment of II Installment of fee within 15 days will render a student liable to have his/her name struck off from the rolls of the college.**

3. All dues must be cleared before final examination.
  4. Fee/Fines and other charges once paid shall not be refunded for any reason.
- (b) Anti Ragging:** Ragging is to totally banned and is a cognizable offence. Any student facing any form of ragging can complain to the anti-ragging committee of the college. Any student found involved in the act will be punished as per UGC anti ragging regulations and Supreme Court of India guidelines.

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

**(c) Attendance/Rules for lecture shortages**

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

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

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

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

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

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

**Maroon Cardigan for all the students.**

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

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

**(e) Leave Rules :**

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

**(f) House Examinations & Teaching Practice :**

In order to become eligible to appear in the University Examination under semester system, the students are required to appear and obtain a **minimum of 40% marks in each**

**theory subject and 40% in practicals in house examinations in each semester.** Absence from these examinations on any ground will be treated as failure and the Principal will have the authority to withhold or withdraw the name of the absentee/failure from the University examination. No request would be entertained for grant of leave from the house test.

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

### **3.2 College Library Rules :**

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

Red ID Card. B.Ed. 1st Year Yellow ID Card· M.Ed. 1st Year

Blue ID Card· B.Ed. 2nd Year Green ID Card· M.Ed. 2nd Year

Voilet ID Card· P.G. Diploma

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

#### **(a) Smart Identity-cum-Library Card:**

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

- Duplicate Identity Card will be issued on the payment of Rs. 50/- only. (if lost).
- Duplicate ticket charges are Rs. 10/- per ticket (if lost).

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

#### **(b) Rules & Regulations :**

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

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

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

of its publication till the case is settled and the cost thus arrived at shall be further enhanced by 10%.

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

**(c) Refund of Securities :**

The application for the refund of securities must be accompanied by **No Dues** Certificate from the heads of various departments, college office, Librarian, Hostel Superintendent etc. All securities will be refunded at the end of the session.

**3.3 Hostel Rules:**

1. Students will not be admitted to the hostel without local guardians. Local guardians should also be prepared to take their wards home whenever required by the College authorities. Parents are required to certify the local guardian at the time of admission.
2. Parents/guardians of the girl students must furnish the list of the visitors alongwith their specimen signature and photograph to the Hostel Superintendent at the time of admission as per the following details :-
  - (i) Name and relationship of persons with address and telephone numbers who can visit them on visitorsq days. Change of Telephone numbers may please be conveyed immediately. Students giving wrong telephone numbers are likely to be expelled.
  - (ii) Name and address with telephone number of one local guardian whose house the student can visit when permitted on holidays. Parents/guardians must specify, if local guardian is authorised to give such permission as attending parties, going out of station etc., failing which the student will not be permitted to go out. In such cases, college will not be responsible for any sort of mis-happening.
3. All the students should submit medical fitness certificate to the college nurse from a qualified MBBS doctor within a week of admission stating that a candidate is not suffering from any chronic disease.



4. Any change in the contact number of Parents/Guardians should be intimated to the college authorities/hostel warden immediately.
5. No vehicle is allowed to enter the hostel gate.
6. Resident students are required to bring their own bedding, bed sheets, locks, steel plates, a spoon, a bucket, a mug and a mug for tea etc.
7. **Students are advised not to carry their gold ornaments in the hostel. College will not be responsible for theft of any valuable like gold, cash, mobile or credit cards, etc.**
8. No resident student should absent himself/herself from the hostel without prior permission of the hostel superintendent/Warden. Leave from the hostel up to three days will be granted by the Hostel Superintendent/Warden after getting it recommended by their Tutorial Group Incharges and leave for more than three days will be granted by the Chief Warden on the recommendation of the Hostel Superintendent/Warden. Leave from the college does not mean leave from the hostel for which a separate application must be submitted.
9. (a) Roll call for boys will be taken at 9.30 P.M. daily. For girls, it will be taken at 6.00 P.M. in winters and 6.30 P.M. in summers. All resident students have to assemble in their respective common rooms for this purpose.  
(b) A Resident student staying out without prior permission will be expelled and will only be allowed to enter after the request from the parents for readmission with appropriate fine.
10. (a) Resident students are not allowed to use electric appliances, except table lamp. In case of a defaulter, a fine of Rs. 100 will be imposed and electric appliance will be confiscated.  
(b) **Resident students must switch off lights and fans and all electrical points while going out of their rooms.**  
(c) **All rooms including almirahs and belongings are liable to be opened for inspection by the Superintendent/Warden.**
11. Students suffering from serious/chronic illness will not be admitted to the hostel.
12. Any resident student can be asked to leave the hostel in case of unsatisfactory behaviour and/or of ill-health due to any contagious disease.
13. An ailing student will be moved to the sick room to be attended by the resident hostel Nurse only for one day. A student suffering from a serious illness will be shifted to the hospital by local guardian.
14. If real brothers act as local guardians, they will not be allowed to bring their friends to the hostel when they visit the hostel.
15. **The visitors will meet their wards in the visitor's room or in the sick room in case of illness.** No visitor can go to the students rooms. The visitors will observe the visitors days and timings as given in the Prospectus. They will not be allowed to see their wards on the day other than visitors days.
16. All resident students going to local guardians and for shopping/movie will have to return by the specified time. Strict disciplinary action will be taken against the defaulters. Outing from the hostel is allowed four days in a week i.e. Saturday (2.00 to 6.00 p.m.), Sunday (10.00 to 6.00 p.m.), Wednesday and Friday (4.00 to 6.00 p.m.). For night out, students must submit their application to the warden atleast two days in advance. No extra outings will be given without prior permission of the Chief Warden/Principal.
17. Resident students are required to sign the prescribed register for the issue of furniture. Any sort of damage will be charged as per the cost of the articles damaged. At the end of the session before leaving the hostel, they must obtain a certificate from Superintendent/Warden that the furniture lent to them has been returned in good condition.

18. **Smoking, drinking, gambling and use of narcotics in the hostel premises is strictly prohibited.** A breach of this rule will be considered a case of serious indiscipline which will lead to expulsion from the hostel and college.
19. Hostel premises and rooms must be kept neat and tidy and free from cowwebs
20. Boys students are not allowed to go to girls hostel and vice versa.
21. (a) Resident students are advised to cover doors and windows with curtains. They are **strictly forbidden to paste newspapers/pictures on window/door panes and in toilets.** They are also not supposed to write on the walls of room/hostel premises.  
(b) All resident students are advised to switch off their room lights by 11.00 p.m. positively. In case of students studying till late, they may use table lamp or go to study room.
22. All resident students are expected to report on the reopening day of the hostel. If they fail to do so without prior permission, a fine of Rs. 50 per day will be charged.
23. No student will be allowed to stay in the college hostel during the summer vacations and after the University Examinations beyond 24 hours.
24. **Parents and Guests are not allowed to stay in the hostel.**
25. Principal may refuse admission to any student to the hostel without assigning any reason.
26. Parents/Guardian must come to pick their ward at the time of vacating the hostel.
27. Parents are requested to make note of all the above rules and to advise their wards for observing the rules and regulations.
28. Parking fee for vehicles will be charged separately from hotel students. Only two wheelers will be allowed to be parked in the parking shed. No vehicle will be allowed to be parked on road or outside the rooms. Students are not allowed to bring cars in the college hostel.

#### **3.4 Mess Rules:**

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

10. In case mess/hostel fees is not deposited by due dates, a fine of Rs. 100 will be imposed for that month.
11. All resident students are required to come properly dressed in mess.

### **3.5 Outings:**

1. No student can leave the hostel without the prior permission of the Principal/Hostel authorities.
2. Students may be allowed to go out for shopping etc. on their own, four times a week- two outings on week days and one each on Saturday and Sunday.
3. (a) Students are allowed to spend one day twice a month with their local guardians, provided the guardians take the responsibility of taking their wards from the hostel and leaving them back. This will be in lieu of a routine outing and no special leave will be granted for this purpose. Such students will be required to report for evening roll call on the next day. Mess charges will not be waived off.  
(b) Students going to the local guardians for night out will be issued an Outing Card before they leave and they will return it to the Superintendent on their return duly signed by the local guardian for tallying with the specimen signatures given in the hostel admission form. Admission forms for hostel must have the signatures of the local guardians.  
(c) Parents are advised to discourage their wards from staying out on weekends. In case they wish that their wards may spend their week end with the local guardians, instructions in writing should be left with the hostel warden.
4. Special permission may be granted by the Principal to a resident student to attend a birthday party or wedding of a friend locally or out of station, provided permission letter is received by the Principal from the student's parents directly **by post or by fax on No. 0172-2700075 and not** through the local guardians or the student herself. Such permission letter must be received at least 2 days before the function and the leave, if granted, will be in lieu of a routine outing.
5. Residents Students violating the rules of the hostel will be expelled from the hostel.

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

### **3.6 Important Instructions :**

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

### **Other Important Instructions :**

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

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

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

### **3.7 Code of Conduct for Prospective Teachers**

#### **Every Prospective Teachers Should:**

1. Make it a habit to see the college notice board every day.
2. Be regular and punctual to class.
3. Practice and promote integrity, sincerity and self discipline at all times.
4. Be brief in talk whether on phone or in person.
5. Use his/her time fruitfully and in a planned way to complete the various tasks and go to college library during free periods.
6. Promote the concept of Dignity of Labour and help in keeping the college premises neat and clean.
7. Use college property with care and park vehicles at the proper place only.
8. Students are not allowed to sit in the college after the classes.

### **3.8 Other Activities and Units**

#### **(a) Tutorial Groups:**

To establish rapport between the teacher and the taught, all the students are divided into tutorial groups. Each group is placed under the guidance of a tutor who keeps records of the activities and progress of the students of the group during their stay in the college. Character certificates are issued on the basis of these records, i.e., visits to NGOs, two paper presentations by the student and participation in the college activities/functions etc.

**(b) National Service Scheme:** The College has three (3) units of NSS and participation in NSS activities is compulsory for all the students of B.Ed., M.Ed. and P.G. Diplomas.

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

#### **(c) Guidance and Counseling Unit:**

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

#### **(d) Co-curricular Activities :**

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

#### **(e) Value Education :**

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

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

**(f) Sports :**

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

**(g) Magazine :**

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

**(h) Smart class rooms :**

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

**(i) Laboratories**

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

**(j) Placement Cell**

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

The prospective employers are welcome to mail their requirements to the cell. We assure prompt quality service.

**Contact us at:**

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

**Phones**

91-0172-2700075 (O)  
91-0172-2784182 (O)

**Email:** [placementgcechd@hotmail.com](mailto:placementgcechd@hotmail.com)

**(k) Alumni Association**

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

**(I) Red Ribbon Club**

The Red Ribbon Club of the College aims to create awareness about HIV/AIDS and encourages blood donation by organizing various related activities and blood donation camps.

**SCHEME OF STUDIES**  
**PANJAB UNIVERSITY, CHANDIGARH**

**4.1 Tentative outline of Bachelor of Education (B.Ed.) General  
(Four Semesters) Examination, 2020-2022**

**Semester-I**

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

**Semester-II**

S. No.	Name of The Paper	Ext. Marks	Int. Marks	Total Marks
1.	Basis of Education Sociological	40	10	50
2	Learner -Nature and Development	40	10	50
3	Assessment for Learning	40	10	50
4.	Knowledge, Curriculum and Understanding Disciplines	40	10	50
4	ICT Skill Development	40	10	50
5	Pedagogy-I	40	10	50
6	Pedagogy-II	40	10	50

7	Work Experience Programme (One of the Following) Candle Making Clay Modeling Photography Gardening Interior Decoration Art and Painting Music Craft Home Craft Tie and Dye Cane Craft	20	5	25
8	ICT Practical	20	5	25
9	Participation in Sports and Yoga	-	25	25
10	Pre Internship	-	25	25
<b>Total</b>		<b>320</b>	<b>130</b>	<b>450</b>

#### Semester-III

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

#### Semester-IV

	External	Internal	Total
1 Gender , School and Society	40	10	50
2 Guidance and Counseling	40	10	50
3 Inclusive Education	40	10	50
4 Understanding the Self	40	10	50
5 Reading and Reflecting on Text	40	10	50
6 Elective Options (Any two of the following) Health and Physical Education Peace Education Vocational and Work Education Environmental Education	40+40	10 + 10	100



School Library and  
Information Services  
Human Rights and  
Value Education  
Life Skills Education  
Distance Education and  
Open Learning including  
Lifelong learning

7	Participation in Community Service/ Cultural Activities/ Educational Tour/Trip	--	25	25
8	Communication, Employability and Resource Development Skill	20	5	25
<b>Total</b>		<b>300</b>	<b>100</b>	<b>400</b>

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

#### 4.1b Instructions for students:

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

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

## 4.2 Tentative outline of M.Ed. (General) Two years Examination, 2020-2022

### M.Ed. General Semester I

#### Program Code: MEDGN-I

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

**Aggregate of Semester I = 525 marks**

**Total Credits = 21**

**One Credit = 1 hour**

### M.Ed. General Semester II

#### Program Code: MEDGN-II

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

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

**M.Ed. General Semester III  
Program Code: MEDGN-III**

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

**Aggregate of Semester-III = 425 marks**

**Total Credits = 17**

**One credit = 1 hour**

**M.Ed. General Semester IV  
Program Code: MEDGN-IV**

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

**Aggregate of Semester-IV = 575 marks**

**Total Credits = 23**

**One credit = 1 hour/week**

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

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

**3 Tentative Outline of Post Graduate Diploma in Guidance & Counseling (PGDCA)  
(Two Semesters) Examination, 2020-22**

Paper	Course Code	Course Title	Credits	Evaluation		Total
				External	Internal	
I (Sem. I)	PGDGC01	Introduction to Guidance	04	25	75	100
II (Sem. I)	PGDGC02	Introduction to Counseling	04	25	75	100
III (Sem. I)	PGDGC03	Educational and Psychological Appraisal	04	25	75	100
IV (Sem. II)	PGDGC04	Counseling Children and Adolescents with different abilities	04	25	75	100
V (Sem. II)	PGDGC05	Career Education	04	25	75	100
VI (Sem. II)	PGDGC06	Supervised Practicum/ Internship/work based learning	04	75*	25*	100

**\*Note :** There will be Viva voce (external) test in Paper VI carrying 25 marks. The internal assessment of Paper VI will be based on supervised practical work carrying 75 marks in which case study and internship will carry 30 marks each. Career conference and career exhibition will be of 15 marks.

**Course Details**

**No. of Seats: 20**

**Theory**

The course consists of core components in theory of guidance and counselling processes and procedures and psychological assessments.

**Practical work**

The course includes intensive training in practical/field work integrated with theory component.

**GUIDELINES FOR CONTINUOUS INTERNAL ASSESSMENT**

The following are the guidelines, mode of testing and evaluation for Continuous Internal Assessment of students. It will include written/house test, snap test, participation in discussion in the class, sessional work, term papers, attendance etc. The College will conduct these and assign weightages as quantified below:

1.	Written Test	:	30 Marks
2.	Sessional work/Practicals	:	30 Marks
3.	Snap Test	:	10 Marks
4.	Participation in Class discussion	:	10 Marks
5.	Term Paper/Assignment/Presentation	:	10 Marks
6.	Attendance	:	10 Marks

**Total 100 (reduced to 30)**

Weightage of three marks for attendance component out of 30 marks for continuous Internal Assessment shall be available only to those students who attend 80% and more of classroom lectures. The break-up of marks for attendance component for theory papers shall be as under :

Attendance Component	Marks for Theory Papers
(a) 80% and above up to 85%	1.5
(b) Above 85%	3

**Duration of each paper in the semester and examinations will be of three hours.**

4.3 Tentative Outline of P.G. Diploma (One Year)

(i) Post Graduate Diploma in Guidance & Counseling: One Year (Two Semesters)  
Examination, 2020-21.

**POST GRADUATE DIPLOMA IN GUIDANCE AND  
COUNSELLING Session-2020-2021**

**(Tentative Scheme of Studies)**

The Post Graduate diploma aims to create a supportive and collaborative learning environment for students from diverse backgrounds and cultures to acquire knowledge, attitudes, and skills essential in the practice of guidance and counseling- The course will also help the students to become exemplary in applying essential guidance and counseling knowledge and skills in a variety of settings with individuals from diverse backgrounds.

**Goals and Objectives**

Post graduate diploma in guidance and counseling will enable the students to:

1. Have the knowledge, personal attitudes and skills to provide effective guidance counseling and developmental services to clients diverse In age, gender and socioeconomic status
2. Have a strong Identity as professional counselors with a commitment to future development and possession of effective networking skills.
3. Have research and program evaluation skills that include development of research and program evaluation questions, selection of appropriate methodologies for collecting and analyzing data.
- 4 Have the skills to primarily deliver developmental and preventative services using individual as well as small and large group interventions to children with different abilities.

5. Have the ability to go beyond providing individual services and have skills to lead teams of teaching professionals developing and providing a comprehensive set of services as needed by the client population.
6. Have skills to advocate for student client issues and to foster productive organizational change.
7. Have a vision of career planning as a developmental process and to provide individual guidance and counseling and skills training to facilitate decision-making and to work with developmental life transitions.
8. Have the knowledge and skills to use, technology resources in professional practice and in research and to understand the application of ethical practice to use of assessment and information management tools.

### **Course Details**

#### **Duration of the Course**

The duration of the course will be one year in two semesters.

#### **Theory**

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

#### **Practical work**

The course includes intensive training in practical / field work integrated with theory components

## **Internship**

The course has an input of two weeks' internship programme.

### **Details**

Total no of papers is	6(100 marks each)
Total Marks	600 (100 X 6)
Internal assessment	25 percent in each paper
External evaluation	75 percent in each paper

### **Note: For Evaluation**

1. A total of 5 questions are to be attempted in each paper. There will be 4 questions (One from each unit) and one question of short notes.
2. Each question will carry 15 marks
3. There will be internal choice in first 4 questions
4. Questions of Short notes will be spread over 4 Units. There will be no choice in fifth question related to short notes
5. There will be house test in each of the first five papers carrying 25 marks each by way of internal assessment
6. There will be Viva voce (external) test in Paper VI carrying 25 marks. The internal assessment of Paper VI will be based on supervised practical work carrying 75 marks in which case study and internship will carry 30 marks each. Career conference and career exhibition will be of 15 marks



## **Paper I INTRODUCTION TO GUIDANCE**

**(Semester-I)**

### **OBJECTIVES:**

The course contents In this paper will enable the students:

1. To understand the meaning, principles, needs and types of guidance
2. To have a detailed knowledge about various guidance services
3. To organize guidance programme in elementary and secondary schools
4. To develop skills in using technology for guidance purpose

### **COURSE CONTENTS**

#### **Unit I MEANING, TYPES & EMERGING TRENDS OF GUIDANCE**

1. Meaning, aims, principles, and needs of Guidance
2. Types of guidance: Personal, Social, Educational, Career, Leisure time, Health and guidance for children with different abilities.
3. Emerging trends of Guidance

**Unit II COMPONENTS AND ORGANISATION OF GUIDANCE SERVICES**

1. Individual Inventory service
2. Information service
3. Counseling service
4. Placement & Follow-up service

**Unit III ORGANIZATION OF GUIDANCE PROGRAM**

1. Essential requisites of Guidance Programme
2. Organization of guidance programme for elementary schools
3. Organization of guidance programme for secondary schools
4. Role of teachers, guidance personnel in organizing of the guidance programs.
5. Management of resources in guidance programme.

**Unit IV INFORMATION TECHNOLOGY AND GUIDANCE**

(THEORY AND PRACTICAL)

- I. Skill of using Information Technology and Internet
- II. Use online testing services, guidance services for education and career information
- III. Resource sharing.

## **PRACTICUM/ WORK BASED LEARNING**

- I. Plan, organize and disseminate any one service using different mediums and methods e.g. Posters, pamphlets, multimedia presentation, interactive sessions, talks, workshops etc.

## **Paper II INTRODUCTION TO COUNSELLING**

### **OBJECTIVES:**

The contents in this paper will help the students:

- I. To understand the meaning, types and techniques of counseling
2. To learn about theories of counseling
3. To develop counseling skills in conducting counseling sessions
4. To learn about new emerging areas of counselling

### **COURSE CONTENTS**

#### **Unit I THEORETICAL FOUNDATION OF COUNSELLING**

1. Meaning, historical development and Importance of counselling
2. Types: Individual and Group counseling.
3. Approaches of counselling: Directive, Non directive. Eclectic counseling.
4. Techniques in counseling: Testing and Non Testing techniques
5. The counselor-Qualities of effective counselor, self renewal: preventive burnout, ethical standards and legal considerations in counselling

## **Unit II THEORIES OF COUNSELLING**

The theoretical beginnings, goals and therapeutic process of following theories of counselling:

1. Psychoanalytical theory (Freud, Jung)
2. Self concept/actualization theory (Rogers, Maslow)
3. Trait theory (Cattell)
4. Rational emotive theory (Albert Ellis)
5. Indian therapeutic approach (Patanjali's Yoga therapy)
6. Behavioristic (Skinner, Pavlov)

## **Unit III ADJUSTMENT AND MENTAL HEALTH**

1. Meaning and process of adjustment, adjustment mechanisms, adjustment problems of children and adolescents.
2. Causes of maladjustment, physical, emotional, mental and social.
3. Differences between adjusted and maladjusted adolescents, criteria of good mental health, role of counselor in developing good mental health
4. Techniques of stress management, conflict resolution and mediation and violence prevention programs and models

## **Unit IV COUNSELLING SKILLS**

- I. Building Trust: Listening, attending, building rapport, demonstrating empathy, observing
- II. Interview: types of Interview, procedure of conducting interview: preparation, process, interpretation, recording, termination
- III. Speciation concerns in counseling Substance abuse. Drug addition. HIV AIDS; Child abuse (trauma), internet and technological abuse. Gerontology. Counseling for aging population); Life long learning; Preparation for family life (parenting and child rearing)
- IV. Professional interest and trends.

## **'PRACTICUM/ WORK BASED LEARNING**

Conduct individual and group counseling sessions using non-testing techniques & counseling Skills in the classroom/groups & prepare a report.

### **PAPER III EDUCATIONAL AND PSYCHOLOGICAL APPRAISAL**

#### **OBJECTIVES:**

After going through the contents in this paper the students will be able:

- I. To understand the concept of educational and psychological appraisal
- II. To know the criteria of selection of a test and characteristics of a good test
- III. To learn to administer and interpret psychological tests to know the Individual abilities and personality aspects
- IV. To make appropriate use of achievement and diagnostic test in locating learning difficulties
- V. To master elementary statistics and apply it in student's appraisal

#### **COURSE CONTENTS**

##### **Unit I PSYCHOLOGICAL TESTING**

1. History of Psychological Testing
2. The nature and uses of psychological tests
3. Test standardization: procedure, reliability and validity
4. Interpretation test scores: Qualitative and Quantitative
5. Ethical and social issues in testing

## **Unit II ADMINISTRATION AND INTERPRETATION OF STANDARDIZED PSYCHOLOGICAL TEST**

- 1 Intelligence. Verbal, Non-Verbal & Performance tests
2. Personality: Self report inventories, projective tests, scales, 'situational test.
3. Aptitudes: Differential & Specific abilities (DAT, Music, Art, Science. Maths, Teaching).
4. Interests: Educational and Vocational
5. Attitudes: Diversities (Religion, Culture, and language)

## **Unit III ACHIEVEMENT AND DIAGNOSTIC TESTS**

1. Achievement test: Use of teacher made and standardized subject specific tests
2. Diagnostic test: Learning difficulties; Behaviour problems
3. Administration and interpretation of achievement and diagnostic tests.

## **Unit IV ELEMENTARY STATISTICS**

1. Descriptive statistics: measurers of central tendency, percentiles, measures of variability
2. Pearson's Product Moment & Spearman's Rank order correlation
3. Normal probability curve and its applications
4. Inferential statistics: parametric techniques (z test, t test and ANOVA (one way) and non parametric techniques (chi-square test and median test)

## **PRACTICUM/ WORK BASED LEARNING**

Preparation of a profile of one subject client using the above tests

Preparation of one achievement test

**PAPER IV- COUNSELING CHILDREN AND ADOLESCENTS  
WITH DIFFERENT ABILITIES**

**(Semester-II)**

**OBJECTIVES:**

The contents of this course will enable the students to master the techniques of:

1. Understanding the needs and problems of children and adolescents with exceptional abilities
2. Identification of academic, social, emotional and vocational problems of students
3. Conducting individual and group counselling
4. Preparing case history, doing case analysis and preparing profile of the case.

**COURSE CONTENTS**

**Unit- I**

**TYPES, NEEDS AND PROBLEMS OF SPECIAL CHILDREN**

1. Concept of different abilities & their types
2. Needs & Problems of children with different abilities
3. Needs and problems of adolescents with different abilities
4. Importance of counseling; of students with different abilities and counseling of parents, family and peers

## **Unit II IDENTIFICATION AND DIAGNOSIS OF PROBLEM AREAS**

1. Identification of personal, social & academic problems of children (5-12 years) at elementary level
2. Identification of academic, social & vocational needs & problems of adolescents (13 to 18 yrs) at secondary level
3. Diagnosis of Problem areas
4. Meaning and types Stress and its causes

## **Unit III INTERVENTION PROGRAMMES**

1. Individual and group counseling for children for emotional, social, behavioural and academic problems
2. Individual & group counseling the adolescents for emotional, social, academic & vocational problems
3. Relaxation strategies, yoga & meditation therapies for children and adolescents for reducing stress and problems
4. Personal management skills (eg. Time, self management etc)

## **Unit IV- CASE STUDY**

- I. Concept, importance and types of case studies.
- 2 Components and step followed in case study
3. Group discussions initiated by the teacher with regard to I of minimum) case studies of the following areas problems:
  - Academic Problems (Learning difficulties, choice of subjects
  - Class room problems (Discipline/ behaviour)
  - Giftedness (Gifted underachiever, academically gifted at least in one subject)
  - Slow learner/educationally backward child
  - Emotional/social problem (Adjustment)
  - Attention deficit hyperactive (ADH) Children
  - Problem of Decision making (Choice of career)
  - Visual/ auditory/ Speech challenged



Orthopedically challenged,  
Mentally challenged

Learning Disabled

### **PRACTICUM/ WORK BASED LEARNING**

Preparation of a case profile of a student with different abilities • Case conference.

### **Paper V CAREER EDUCATION**

#### **OBJECTIVES:**

The contents of this course will enable the students:

To get a comprehensive introduction to career education through historical background

To develop an understanding of the current trends and issues in career education

To study decision-making and how the process applies to career planning.

"To study the relationships among work, family, and leisure.

To identify career issues related to special students.

To be able to use the Internet and online guidance services

To overview methods of disseminating and using career information, including computer-based delivery systems (Internet).

## **COURSE CONTENTS**

### **Unit-I**

#### **-CAREER DEVELOPMENT**

Meaning and historical development of career counseling  
Stages of career development

Career development and human conditions

Identifying and analyzing life career themes and career talents."

Emerging world of work careers and need for career education

#### **Unit II THEORIES OF CAREER DEVELOPMENT**

1. Super's theory of vocational development
2. Tiedman and O'hara's theory of career development
3. Williamson's Trait theory
4. Ginzberg and Associates theory of occupational development
5. Roe's theory of career choice
6. Relationship of career theories to career planning

### **Unit-III CONDITIONS GIVING RISE TO CAREER GUIDANCE & CAREER EDUCATION**

1. Changing economic conditions of society & the impact of labour market
2. Psycho-social conditions of the individuals
3. Advancement of technology and survival skills
4. Problems pertaining to work, family, education, and leisure

### **Unit IV- CAREER CHOICE AND DECISION MAKING**

1. Career maturity: concept: and factors
2. Empowering students in career decision making (strategies)
3. Matching career talents with career decision making
4. Guidance for developing life goals & choices

### **PRACTICUM/ WORK BASED LEARNING**

1. A visit to a educational/vocational career center
2. Preparation of a research based project report of an emerging career. The project may include the following information along with any other: • The Profession • Work Environment • Main Areas • Training Required Skills and attitude • Entry • Education

Required • Eligibility • Institutes • Job Prospects • Remuneration • Pressures • Future Prospects "Related Careers" Any Other

### **Paper VI SUPERVISED PRACTICUM / INTERNSHIP/ WORK BASED LEARNING**

#### **OBJECTIVES:**

The supervised practical work will train and enhance the student's skills:

1. In identifying the problems of an individual with the help of selecting, administering appropriate test, interpreting the data, preparing the complete history and profile of the case
2. To interpret/ diagnose the case problem and select an appropriate intervention for helping the case in adjustment/

development of relevant life goals and making appropriate choices

3. To be attached to a school /an institution or an agency with an onsite counselor

## **COURSE CONTENTS**

### **Case Study**

Field work: Identification of 4 cases out of the following areas through testing and referrals: (collection of data)

Academic Problems (Learning difficulties, choice of subjects)

Class room problems (Discipline/ behaviour)

Giftedness (Gifted underachiever, academically gifted at least in one subject)

Slow learner/ educationally backward child  
"Emotional/social problem (Adjustment)

Attention deficit hyperactive (ADH) problems

Problem of Decision making (Choice of a career)

Visual/auditory/Speech challenged  
Orthopedically challenged

Mentally challenged  
Learning disabled

- 2 Case preparation and case analysis of the four selected cases
3. Case conference with fellow students
4. Intervention (use of appropriate guidance/ counseling strategies)
5. Written report of the cases

### **Career Conference**

The students will plan and organize career talks and career exhibitions

## **Internship**

The course has an input of two weeks' internship programme. Trainees are required to have an attachment with a school or an institution or an agency under an experienced onsite counsellor for the stipulated period. During the period of internship, the trainees would plan and undertake work related to planning and execution of guidance and counselling activities including counselling casework. They will prepare a project report of the apprenticeship work done by them and with the reviewed learning outcomes by the onsite counselor and the supervisor and submit the same for evaluation.

## **SUGGESTED READINGS**

Paper-II

Arbuckale, D.S. (1965) Counseling: Philosophy, theory and practice. Boston Ailyn and Bacon

Paper-II

Carroll, Michael & Walton Michael, Ed- (1997). Handbook of counseling in organizations. New Delhi: SAGE Publications India Pvt Ltd.

Paper-I, II & IV

Chandra Ramesh, (2002). Guidance and counselling. Delhi:

Paper-IV

Kalpaz Publications S/Cruickshank, W.M. ( 1963). Psychology of Exceptional Children and Youth. N.Y. Prentice Hall

Paper-I

Dash, Nibedita (2004). Secondary School organization, Guidance and Educational Technology. New Delhi; Dominant Publishers and Distributors-Dressel, RL ( 1976). A Handbook of Academic Evaluation. London. Jossey-/Bass Publishers

**OUR ESTEEMED COLLEGE FACULTY FOR**  
**B.Ed and M.Ed (General) P.G. Diploma Course**

1. **Dr. (Mrs.) Renu Verma, (Principal)**, M.A. (Fine Arts and History of Art), M.Ed., Ph.D. (Edu.), Certificate course in Yoga, 3 Years Certificate course in Naturopathy and Certificate course in Handwriting analysis from International School of Handwriting analysis from California.
2. **Dr. A.K. Srivastava, Dean-cum-Associate Professor**, M.A. (Hindi), M.Ed., Ph.D. (Hindi)
3. **Dr. (Mrs.) Sapna Nanda, Vice-Principal-cum-Associate Professor (Home Science)**, M.Sc. (Home Science), M.Ed., Ph.D. (Foods and Nutrition), Certificate Course in Yoga.
4. **Dr. (Mrs.) Savita Arya, Associate Professor (Psychology)**, M.A. (Psy.), M.Ed., M.Phil (Psy. and Edu.), Ph.D. (Psy.) (Deputed to Govt. College of Yoga Education & Health, Chd.)
5. **Dr. Mukhtiar Singh, Assistant Professor (Punjabi)**, M.A., (Eng.), M.Ed., M.Phil, Ph.D. (Pbi.)
6. **Dr. (Mrs.) Anjali Puri, Associate Professor (English)**, M.A. (Eng.), M.Ed., Ph.D. (Edu.), P.G. Diploma in Guidance & Counselling.
7. **Dr. (Mrs.) Balwinder Kaur, Associate Professor (English)**, M.A. (Eng.), M.Ed., Ph.D. (Edu.)
8. **Dr. Anurag Sankhian, Associate Professor (Geography)**, M.A. (Geog.), M.Phil (Geog.), M.Ed., PGDDE, Cert. in Guidance, Ph.D. (Geog.)
9. **Dr. (Ms.) Meena, Associate Professor (Economics)**, M.A. (Eco.), M.Ed., Ph.D. (Edu.) PGDHE, Diploma and Certificate Course in Urdu Language.
10. **Dr. Sanjeev Kumar, Associate Professor (Chemistry)**, M.Sc. Hons. School (Chem.), M.Ed., Ph.D. (Edu.)
11. **Dr. Sheojee Singh, Associate Professor (Physics)**, M.Sc. (Physics) M.Ed., PGDHE, M.A. (Distance Edu.), Ph.D. (Edu.)
12. **Dr. Lilu Ram, Associate Professor (Physics)**, M.Sc. Hons. School (Physics) M.Ed., M.Sc. (Computer Science), PGDCA, Ph.D (Education)
13. **Dr. (Mrs.) Vandana Aggarwal, Associate Professor (Botany)**, M.Sc. (Botany), M.Phil, M.Ed., M.A. (Distance Edu.) Ph.D. (Edu.)
14. **Dr. (Mrs.) Punam Bansal, Associate Professor (Botany)**, M.Sc. (Botany) M.Phil, M.Ed., Ph.D. (Edu.)
15. **Dr. (Mrs.) Neelam Paul, Associate Professor (Physical Education)**, M.A. (Phy. Edu.), M.Ed., Ph.D. (Phy. Edu.)

16. **Dr. Vijay Phogat, Associate Professor (Political Science),** M.A. (Pol. Sc.) Ph.D. (Edu.)
  17. **Dr. (Ms.) Kusum, Assistant Professor (Hindi),** M.A. (Hindi & Sanskrit), M.Ed., Ph.D. (Hindi)
  18. **Dr. Ravneet Chawla, Assistant Professor (HDFR),** M.Sc. (Home Science), M.Ed., Advanced Diploma in Child Guidance & Family Counselling, Ph.D. (Edu.) (Deputed from Home Science College, Sector-10, Chandigarh.).
  19. **Dr. Shankar Mohan, T.G.T. (Sanskrit),** M.A. (Hindi & Sanskrit), M.Ed., Ph.D. (Sanskrit) (Deputed from School)
  20. **\*Dr. (Mrs.) Nisha Singh, Assistant Professor (Mathematics),** M.Sc. (Maths), M.Ed., M.Phil, PGDEE, Ph.D. (Edu.)
  21. **\*Dr. (Mrs.) Suman Khokhar, Assistant Professor (Computer Science),** M.Sc. (Computer Science) M.Ed., M.Phil, Ph.D.
  22. **\*Dr. Rupinder Kaur, Assistant Professor (Guidance & Counselling),** M.A., M.Ed., Ph.D. (Edu.)
  23. **\*Mr. Ravinder Kumar, Assistant Professor (Education),** M.Ed.
  24. **\*Mrs. Aarti Bhatt, Assistant Professor (Music V),** Ph.D
  25. **\*Mr. Dipanshu Sharma, Assistant Professor (History),** Ph.D
  26. **\*Mrs. Upasana Thapliyal, Assistant Professor (Mathematics),** Ph.D
  27. **\*Mrs. Sonika Devi, Assistant Professor (History),** M.Ed
  28. **\*Mrs. Rajni Thakur, Assistant Professor (English),** Ph.D
  29. **\*Mr. Manish Kumar, Tabla Instructor,** Prabhakar in Tabla
  30. **\*Mr. Sanjeev Kumar, Instructor (Fine Arts),** M.A. Fine Arts, B.Ed.
- \*On Contract Basis**

**MINISTERIAL STAFF:**

1. Mr. Jasvir Singh (Senior Assistant/Accountant)
2. Mr. Himanshu Bhatnagar (Jr. Assistant), Deputed to D.C. Office, Sector-17, Chd
3. Mrs. Gurmeet Kaur (Hostel Nurse)
4. Ms. Ritika Rani (Steno-Typist)
5. Mr. Sanjeev Kumar (Clerk)
6. Mr. Kshitij Gupta (Clerk)
7. Mr. Raj Kumar (Clerk on Contract)
8. Mr. Gagandeep Bhatt (Clerk)
9. Mr. Diwan, Clerk (Deputed from PGGC-11, Chd)
10. Mrs. Sneh Panchal (Library Restorer on contract basis through service provider)
11. Miss Pooja Kumari (Library Restorer on contract basis through service provider)

**LIBRARIAN:**

1. **Mrs. Neelam Bansal** (Deputed from T.S. Central State Library, Sector-17, Chd.)
2. **Mrs. Atasi Sinhababu** (On Contract Basis through Service Provider)

**HOSTEL SUPERINTENDENT:**

1. **Mrs. Urmil Singh** (On Contract Basis)

**SUPPORTING STAFF (PEONS):**

1. Sh. Khushal
2. Sh. Balwinder Singh
3. Sh. Jawahar Lal
4. Smt. Veena Kumari
5. Mr. Sharanjeet (On Contract)
6. Mrs. Reetu Bala (On Contract Basis through Service Provider)

**LIBRARY ATTENDENT:**

1. Sh. Paramjeet Singh
2. Ms. Chanchal Rani
3. Mr. Rajesh Kumar (On Contract basis through Service Provider)

**LABORATORY ATTENDENT:**

1. Ms. Bhavya (On Contract basis through Service Provider)
2. Mr. Harpreet (On Contract basis through Service Provider)
3. Mrs. Manpreet (On Contract basis through Service Provider)
4. Mrs. Rekha (On Contract basis through Service Provider)
5. Ms. Geeta (On Contract basis through Service Provider)



**COLLEGE CHOWKIDAR:**

1. Sh. Bhikham
2. Sh. Pritpal Singh
3. Sh. Mandeep Singh (On Contract basis through Service Provider)
4. Sh. Ram Achal (On Contract basis through Service Provider)

**HOSTEL CHOWKIDAR:**

1. Sh. Avtar Singh (On Contract basis through Service Provider)
2. Sh. Mahipal Singh (On Contract basis through Service Provider)
3. Sh. Manpreet Singh (On Contract basis through Service Provider)
4. Sh. Sarwan Singh (On Contract basis through Service Provider)

**HOSTEL AYA:**

1. Mrs. Balwinder Kaur (On Contract basis through Service Provider)

**GAME BOY:**

1. Mr. Mukesh Kumar (On Contract basis through Service Provider)

**MALI/BELDAR:**

1. Sh. Ram Sanjeevan
2. Sh. Gopal Hira
3. Sh. Jai Ram
4. Sh. Gurmeet Singh (On Contract basis through Service Provider)
5. Mr. Mewa Singh (On Contract basis through Service Provider)
6. Mr. Bhullar (On Contract basis through Service Provider)
7. Mr. Kirpal (On Contract basis through Service Provider)
8. Mr. Kuldeep Singh (On Contract basis through Service Provider)

**SWEEPER:**

1. Smt. Raj Rani
2. Smt. Rani
3. Smt. Ambika
4. Sh. Ashok Kumar
5. Sh. Ranjeet Singh (On Contract basis through Service Provider)
6. Sh. Shamsher Singh (On Contract basis through Service Provider)
7. Sh. Raj Kumar (On Contract basis through Service Provider)

Education, to be complete, must be humane, it must include not only the training of the intellect but also the refinement of the heart and the discipline of the spirit.

- S. Radhakrishnan