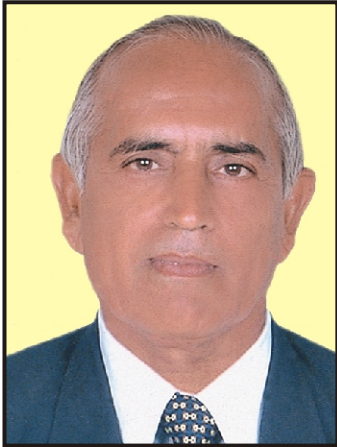


Message from the Principal



The Students are welcome to this unique Institution of learning to provide improvement of thoughts, intellect and their latent qualities. College of education opens many spheres of Knowledge, mental development and avenues to secure employment for the youth. But real education imparts the ideas of attaining virtues like honesty, truthfulness, universal brotherhood, dignity of labour etc. and shun the evils of superstitions, hypocrisy, wickedness, anguish, cruelty, hatred, egoism etc. 'Right guidance blended with moral values provide firm foundation in building strong character and ushering prosperous society. Good habits, regulated efforts, righteous actions, amiable behaviour and strong character are necessary to develop a pleasing personality. Every student should strive for the desired objectives and quest for knowledge.

Our educational institution the abode for enlightenment enjoys the unique privilege of the kind perpetual blessings of the benevolent Hazoor Maharaj Sant Gurmeet Ram Rahim Singh Ji. All efforts are made in the direction that our students nurtured in the congenial and spiritual environment carry and spread the aroma of morality in the universe. Our students are the best amassaders to propogate and materialise the message of goodwill.

Dr. Triloki Nath Chugh INSAN

Principal

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INTRODUCTION

A unique temple of learning in the shape of **Shah Satnam Ji College of Education** has been blessed to the human society by His Holiness Sant **Gurmeet Ram Raheem Singh Ji INSAN** to understand, realise, follow and practice the ultimate truth through real education. The institution was launched in Aug., 2006 as a gift to the Society and to commemorate the 88th Birth Anniversary of Parampita Shah Satnam Singh Ji Maharaj. The necessity for the establishment of this college was felt to lay stress on moral education and elevate the character of the students. Thus, the institution stays committed to maintain a nexus between academic and moral values through spirituality.

The College is situated in Nezia Khera a rural area (Shah Satnam Ji Marg) at a distance of about 10 Kilometers each from Railway Station and Bus Stand Sirsa (Haryana State.) The institution is spread over an area of about eight acres of land amidst lush green, pollution free environment, away from the hustle and bustle of city life. The college has the requisite permission from National Council for Teaching Education (N.C.T.E.) Govt. of Haryana and affiliation from esteemed Kurukshetra University, Kurukshetra .

Param Pita Shah Satnam Ji Educational and Welfare Society has also the humble onus of establishing and managing the following institutions :

1. Shah Satnam Ji Girls' School, Sirsa.
2. Shah Satnam Ji Girls' College, Sirsa.
3. Shah Satnam Ji Boys' School, Sirsa.
4. Shah Satnam Ji Institute of Technology and Management, Sirsa
5. Shah Satnam Ji Girls' School, Sri Gurusar Modia (Rajasthan)
6. Shah Satnam Ji Boys' College, Sirsa
7. Shah Satnam Ji Bal/Balika Ashram, Sirsa

College education is a great instrument to get comprehensive and latest knowledge about Arts, Science, Technology, Commerce, Business Administration etc. There cannot be any progress and prosperity without the active involvement and fervent co-ordination of young men and women. True education transforms immature brains to attain perfection and trains the raw hands with requisite expertise. It guides the youth to think above the levels of caste & creed, financial disparity, superstitions, hypocrisy, prejudices, etc. Education also awakens the moral values of truthfulness, honesty, universal brotherhood and love for service to humanity.

Our country has shown the path of spiritual enlightenment through the conscious efforts of thinkers, mentors & philosophers. It is expected that this institution shall act as a guiding star to the strayed masses and pave the way for righteousness.

AFFILIATION

The college is delighted to have valued consent and permission from Govt. of Haryana. It has received affiliation with prestigious Kurukshetra University, Kurukshetra for execution and fulfilment of its academic pursuits. The institution has been duly

MAGNIFICENT COLLEGE CAMPUS

The college building has a deft architectural elegance. Every room is well ventilated and fully furnished. The unique hexagonal design of each classroom speaks of its multi-faceted approach to knowledge as well as unified objective of service to mankind. The campus supplemented with floral beds of roses, dahlia, jasmine, chrysanthemum etc. provides a soothing touch to the eyes and a congenial atmosphere for studies. A well-marked sports complex, gymnasium, swimming pool & cricket stadium of international standard are additional points of splendour..

EMPHASIS ON MORALE EDUCATION

True ethical values seem to be declining in the present day environment due to selfish and materialistic approach. There is increasing trend of falsehood, addiction, hypocrisy, sycophancy, indifference, crime & moral degradation. Therefore, the necessity for moral education is a must to keep the element of goodness alive and restore the virtues which are gradually diminishing. It is believed that when a person is given the right environment, he/she thinks good and develops an irresistible tendency to do good.

The Students of this institution are guided to follow the precious dictums and preaching of great saints. They learn to live with discipline and serve the cause of humanity above self with strong will and determination. High moral values are spontaneously rewarded by the Almighty.

QUALIFIED AND EXPERIENCED STAFF

The purpose of education is to bring out the innate and hidden qualities of a person. This pious task can mainly be accomplished with the guidance and supervision of proficient teachers, The college management has engaged the services of best, knowledgeable and qualified lecturers, who work with utmost devotion and provide best qualities to the students.

COMPUTER STUDIES

In the modern era, the knowledge of computer has become a must to keep pace with the rapid developments at global level.

Computer has multifarious applications in business, office automation, banking, communication, astrological survey, defence, traffic control, weather forecasting, medical technology, scientific research etc. It has even become an amenity of day to day use in every office for preparing accounts, pay rolls, billing etc. Computer should be made to stay a faithful servant and may not be permitted to become an out lawed dictator. It is only possible through its proper handling by the intelligent brains and skilled hands.

Keeping in view the bright and future perspectives of information technology, college has provided excellent facilities to students such as air conditioned ultra computer lab with latest configured computer,hardware equipments on LAN,licenced latest softwares, 24 hours internet facilites.

**SUBJECT
OF
STUDY**

A. Compulsory		<u>PART-A</u>		Theory	Sessional Work
Paper I	Education in emerging indian society			80	20
Paper II	Psychology of teaching and learning			80	20
Paper III	a) Secondary education and school management			40	10
	b) i educational & vocational guidance			40	10
	ii Health & physical education				
	iii Environmental educaiotn				
Paper IV	Educational technology			80	20
B. Elective					
Paper V	Options			80	20
	i Teaching of Hindi				
	ii Teaching of English				
	iii Teaching of Physical Science				
	iv Teaching of Commerce				
	v Teaching of Punjabi				
Paper VI	Options			80	20
	i Teaching of Social Studies				
	ii Teaching of Mathematics				
	iii Teaching of Life Science				
	iv Teaching of Economics				
	v Teaching of Sanskrit				
<u>PART-B</u>					
Paper VII	Work education	Ext.	Int.	Total	
a)	Chalk Board writing	32	8	40	
b)	Preparing teaching aid and handling of available equipment	48	12	60	
Paper VIII	Work Experience				
a)	Candle Making	40	10	50	
b)	Chalk Making	40	10	50	
Paper IX	Skill in teaching				
a)	Teaching Sub. I	80	20	100	
b)	Teaching Sub. II	80	20	100	
Paper X	Participation in community services & curricular activities				
i)	Sports				
ii)	Social service				
iii)	Cultural & literary activities				

B.Ed

Grades will be awarded in X Paper

FEE STRUCTURE

The fee shall be charged as per norms of Kurukshetra University/SCERT

1. S.C. Students shall be eligible for concessions as per rule of Govt.
2. Total fee is to be deposited at the time of Admission.
3. Exam fee, fine etc to be charged in Jan/April
Dues once paid shall not be refunded

FEE CONCESSION & SCHOLARSHIP

1. The Students belonging to Scheduled Castes & Tribes shall be provided facilities/concessions of college dues as per Haryana Govt. Rules.
2. Scholarships shall be granted to outstanding and brilliant students.
3. Students exhibiting distinction in sports and cultural activities at university and higher level shall be duly rewarded.
4. Free Book Bank Facility is available for the poor but promising students.
5. The Students who enjoy the facilities of fee concession and scholarship must maintain a clean and admirable record, otherwise, the facilities may be withdrawn.

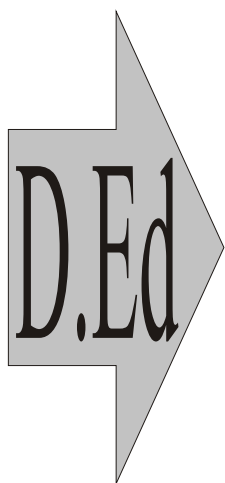
COLLEGE FINE

Absence in a period	2/-
Absence for whole day	10/-
Absence in Tutorial Group Meeting	5/-
Absence from House Examination per paper	50/-
Absence from teaching practical day	100/- Par Day
Loss of Identity Card and issue of duplicate Id. Card	50/-
Loss of College Property	(Cost of replacement)
Late Fee Fine	5/- per day.
Without uniform	10/- per day.
Absence from Seminars	50/-per seminar
Absence from Guest Lectures	50/-per G.lecture

COLLEGE LIBRARY

Good books have the hidden treasure of knowledge, noble thoughts and high ideals. The college library is compact and comprehensive. It has a good blend of classics and modern writings with great literary significance. A large number of periodicals and magazines are regularly subscribed for the multifaceted development of the students. The library also has books on computers, sports, health, food, nutrition etc. The works of great philosophers and thinkers provide ornamental status of this subtle collection.

The books are systematically arranged on the open shelves as per library catalogue. The reference books and periodicals are easily



1st YEAR		Theory	Internal Assesment	Teaching Practice
Paper-I	Education in Emerging India	60	40	-
Paper-II	Educational Psychology	60	40	-
Paper-III	Teacher function at the primary stage	60	40	-
Paper-IV	Hindi Teaching objectives	60	40	+25
Paper-V	Content-Methodology in English	60	40	+25
Paper-VI	Teaching of Mathematics	60	40	25
Paper-VII	Teaching of Environmental study (Social Studies EVS-I)	60	40	25
Paper-VIII	Teaching of Environmental study (Science-EVS-II)	60	40	25
Paper-IX	Teaching of Health and Physical Education	60	30	10
Paper-X	Teaching of Art Educational Work Experience	30	50	20

2nd YEAR		Theory	Internal Assesment	Teaching Practice
Paper-I	Education in Emerging India	60	40	-
Paper-II	Educational Psychology	60	40	-
Paper-III	Teacher function at the primary stage	60	40	-
Paper-IV	Hindi Teaching objectives	60	40	50
Paper-V	Content-Methodology in English	60	40	50
Paper-VI	Teaching of Mathematics	60	40	50
Paper-VII	Teaching of Environmental study (Social Studies EVS-I)	60	40	50
Paper-VIII	Teaching of Environmental study (Science-EVS-II)	60	40	50
Paper-IX	Teaching of Health and Physical Education	60	30	10
Paper-X	Teaching of Art Educational Work Experience	30	50	20

LIBRARY RULES

1. Students are requested to maintain calm and serene atmosphere in and around the library, which is conducive for studies.
2. A student can keep two books issued from the library at a time.
3. The Book issued must be returned within 7 days, otherwise, a fine of Rs. 2/- per book per day shall be charged from the due date of return.
4. The book returned can be re-issued with the permission of the librarian.
5. The librarian can ask for the return of the desired book before its due date.
6. If the library book is spoiled/lost, the student shall have to pay double amount of the actual price of the book along with late return fine, if any.
7. Students should not disfigure or damage library books/periodicals.

IDENTITY - CUM - LIBRARY CARD

1. An identity card shall be issued to each student from the college library.
2. The identity card must bear the signatures of the tutor, the librarian and the principal along with college seal.
3. Every student must carry the identity card while moving in the college or library.
4. The books from the library will also be issued on this Identity-cum- Library Card.
5. In case the Identity card is lost, the matter must be reported to the librarian. Efforts be made to obtain a new identity card as per rules.
6. Students must carry their identity cards with them during excursions, participation in sports or cultural activities outside the college.

COLLEGE LABORATORIES

The college has the honour of possessing well-equipped and furnished laboratories for the subjects of Psychology, PTA, CBW, Physical Education, Edutech, Fine arts. Air-conditioned computer rooms have been provided with latest technological and Internet facilities.

COLLEGE BUS FACILITY

An effective fleet of college owned buses is operated for the convenience of daily commuters. Students are advised to board or leave the bus at specified places nearest to their respective residence.

SPORTS FACILITIES

Sports inculcate the qualities of discipline, team spirit, punctuality etc. These qualities tend to carve out a sound mind in a sound body. To improve upon the physical and mental built up of the students, the facilities of various games have been provided under the guidance and supervision of proficient coaches. The play grounds of the college have been marked as per university and national standards. The games available are Cricket, Hockey, Badminton, Lawn Tennis, Table-Tennis Volleyball, Basketball, Kho-Kho, Gymnastics, Yoga, Judo, Archery, and Swimming etc.

A separate pitch has been laid for the game of cricket. A 6-Lane race tract of 400 meters is a subtle possession. The Sports complex has the honour of maintaining a most modern diving-cum-swimming pool. The architectural beauty of the pool is most bewitching. The 50 metres x 35 metres and 10 lane pool has been constructed to train the young persons for participation at national and international level. A grand Cricket stadium of international standard has been

constructed with the kind blessings of Hazoor Maharaj Ji. A gymnastic hall attached to the sports complex also provides facilities for indoor Badminton and Table Tennis.

By virtue of these facilities, the budding athletes & players show remarkable achievements & promising results.

FIRST AID

Under the invaluable guidance of Red-Cross Society, the fundamentals of First Aid are taught to the students, so that they can become self-sufficient to meet the challenges of emergency for themselves and the needy.

CYCLE/SCOOTER STAND

The vehicles of the students are kept under regular watch within the four walls of the college campus. The students are directed to lock their vehicles and keep them in proper lane.

COLLEGE MAGAZINE

The printing of college magazine is an annual feature. It comprises an unparalleled collection of creative concepts of the students, for the students & by the students. The college magazine is a true exhibition and depiction of the instincts & acquired capabilities of brilliant talented students. The college magazine is classified into different sections of English, Hindi & Punjabi. The articles are screened & selected on the basis of their quality & significance by a panel of competent student editors & lecturer editors

LITERARY AND CULTURAL ACTIVITIES

Specific literary & subject societies are constituted for the students to improve their aptitude & cultural standards. Thus the students are encouraged and provided with ample opportunities to exhibit their talent at University, National & International levels. The cultural activities may comprise participation in music, singing, declamations, debates, dramas, painting, one-act play, quiz contests etc. Each society functions under the abled guidance of an experienced lecturer. Annual exhibition is organised in February/March.

COLLEGE CANTEEN

Canteen is a place to relax. The college canteen provides almost all the articles of day to day use. It caters to the needs of students & also serves soft beverages. The college canteen & bookshop are being run on service motives and are not profit oriented. The books related to the syllabi & stationary goods are made available for the convenience of the students.

COMPUTER EDUCATION

Computer is a man made electronic device, Its unparalleled service in the fields of Science, Business, Communication etc is tremendous Knowledge of computer has been fully recognised at global level. Efforts have been made that almost every student of the college shall be provided with the basic principles and understanding about the computer.

TUTORIAL GROUPS

The tutorial groups function for the general awareness of the students to improve upon the understanding between the teacher & the taught. More so, students can show their innate abilities, acquired experience & prepare for all types of competitions. The group meetings are held on specific dates under the supervision of respective group incharges/Lecturers. All the students are categorised into following four groups. A senior lecturer is the incharge of the "House. Cultural activities in the fields of music, singing, declamation, debates, mime, mono-acting etc. are organised at each house & inter-house level to develop competitive spirit among students.

These activities help to make selection of talented students for participation at University level.

ATTENDANCE RULES

1. In accordance with the Kurukshetra University rules, a student is required to attend atleast 80% of the total lectures delivered in each subject, failing which his/her examination form will not be sent to the university for annual examination.
2. If a student remains absent without prior permission from the class continuously for 7 days, his/her name may be struck off from the college rolls. There-after his/her admission shall be considered as per university rules.

RULES FOR SEEKING LEAVE

1. All leave applications shall be forwarded to the principal, through the concerned tutors.
2. Application for leave of illness should be appended with proper medical certificate duly issued by a qualified doctor i.e. at least M.B.B.S.
3. House examinations cannot be avoided without assigning reasons & prior permission of the Principal be obtained.

HOUSE EXAMINATIONS

1. During an academic year of a class, three class tests & one complete house examination are conducted.
2. The class tests are held in regular class periods under the supervision of concerned class lecturer. Each class test carries 20 marks of each subject.
3. A regular house examination is held in the month of January on the University pattern.
4. Leave for illness during tests or house examination needs to be justified with sufficient proof and medical certificate issued by a qualified & competent doctor.
5. No special test shall be conducted for those who remain absent in these examinations.
6. Students using unfair means during these tests shall be strictly dealt with.
7. Assessment if any shall be determined on the basis of score in the class test and house examinations.

ELIGIBILITY FOR APPEARING IN ANNUAL EXAMINATION

The Students of B.Ed. & D.Ed. shall be allowed to appear in the annual examination under the rules & regulations of Kurukshetra University, Kurukshetra and SCERT respectively. The Students of following categories shall be debarred from taking the annual examination:

1. Who fail to secure at least 30% of the maximum marks in each subject and 35% of the aggregate in the class tests and house examination.
2. Who fail to attend 80% of the total lectures delivered in each subject(85% in case of D.Ed.)
3. Who fail to secure registration from Kurukshetra University/SCERT-Board.
4. Who fail to produce and submit Migration Certificate in time.

5. Who fail to complete field teaching practice.

TEACHING PRACTICE

A very important part of curricula for B.Ed. and D.Ed. The students are engaged to visit different School to gain practical training in the teaching of the secondary or primary classes according to their education level. Certain Govt. and private recognised school of repute and selected year. A thorough watch, guidance and supervision is provided.

D.Ed. - 20 Day for two time .

B.Ed. - 10 Day to 15 Day for one time.

EXHIBITION

It involves sincere efforts to display the articles prepared by the students during the tenure of their study. The articles for exhibition may be decorated pots, clay models, wooden carving, useful decorative pieces prepared from otherwise waste articles, candles, chalks, collection of arts pieces, paintings, working experiments etc. The Exhibition is open to visitors from nearby educational institutions and general public. The students displaying distinguished exhibition are duly rewarded.

COLLEGE COLOUR AND ROLL OF HONOURS

Promising students who bring laurels to the institution in the field of academics, sports or cultural activities are duly honoured and rewarded.

Roll of Honours is awarded to:

1. Students who win 1st or 2nd position at University level/ National level/ Inter-university level in sports.
2. Students who secure 1st Position at University Level in academics.
3. Distinguished players securing distinction at Inter varsity /National level is also awarded Gold Medal at 1st position and silver medal at 2nd position.

The College colour is awarded to :-

- i) Students who secure 1st position at inter college level in sports or cultural activities.
- ii) Half the members of team who secure 2nd position at the university level.
- iii) Captain of team who secures 3rd position at university level.
- iv) Outstanding student who shows special talent for three consecutive year during his stay in the college and his name is duly recommended by the prize committee.
- v) The student who secures award from State Govt. /President of India.

CODE OF CONDUCT FOR THE STUDENTS

1. Morality, honesty and dedication to human thoughts and service are sincerely needed. These shall help to achieve the aim of real education for carving ideal students and noble citizens with their mind and soul enlightened.
2. Good behavior and respectful attitude towards the staff, seniors and the people in general, must be observed.
3. Students must maintain discipline in and outside the college and They should attend the college in proper uniform.
4. Students should uphold decorum all the time, which is conducive for studies.

5. Students can meet the Principal for the solution of their important and genuine problems.
6. Students should not loiter in the college corridors, which disturb the classes.
7. Co-operation of the students is required to keep the campus tidy and clean.
8. Regularity in attending classes is best expected from all the students. Prayer attendance is also compulsory. Students should be in the college at least 5 minutes before the first bell.
9. The vehicles should be kept in the specified parking shed only.
10. During the college hours students should not meet the outsiders without the prior knowledge and permission of the Principal.
11. Students should carefully watch the notice board daily instructions contained there in.
12. Students should not add, alter or remove any article from the college notice board.
13. Students should attend the college in proper uniform.
14. Carrying of mobile phones/valuable articles is strictly prohibited in the college.
15. Writing anything on college walls, furniture, notice board, toilets etc. will amount to strict action.
16. Students should not damage college property.
17. Students found guilty of indulging in immoral and subversive activities may be expelled from the college.
18. Pay the college dues in time to avoid inconvenience. The college & hostel fee once paid shall not be refundable.
19. Students should take care of their belongings (Books and other Articles).
20. Sticking of posters/banners is not allowed in the college campus.
21. College leaving applications must be submitted with the signatures of the parents unless the name is struck off.
22. A student found copying may be expelled from the institution.
23. Anybody found indulging in ragging or teasing shall be punished.
24. Complaints and suggestions, if any, may be submitted in writing to the Principal of the college

NOTE :- Ragging is totally prohibited in the institution, and any one found guilty of ragging and /or abetting ragging , whether actively or passively , or being a part of a conspiracy to promote ragging , is liable to be punished in accordance with these Regulation as well as Under the provisions of any penal law for the time being in the force.

AUTHORITIES OF THE PRINCIPAL

1. The powers vested in the office of the Principal are used in most judicious manner for the betterment of the students and the institution.
2. The Principal can make amendments in the previously set norms, if necessary, for the improvement in the management of the college.

OFFICE BEARERS OF THE COLLEGE MANAGING BODY

1. **Sh. Inder Sain** : **President**
2. **Sh. Naveen Kumar** : **Vice President**
3. **Sh. Avtar Singh** : **Secretary**