



A.S. COLLEGE OF EDUCATION

(CO-EDUCATIONAL)

(Recognized by NCTE, Jaipur & Affiliated to Panjab University, Chandigarh)

Kalal Majra, Samrala Road Khanna -141402

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Hand Book of Information 2017-18

STEPPING TOWARDS ACADEMIC EXCELLENCE

A venture of

**A.S. HIGH SCHOOL KHANNA TRUST &
MANAGEMENT SOCIETY (Estd.1932)**

WELCOME TO A.S. COLLEGE OF EDUCATION

**“Education is a light that shows mankind the right direction to surge”
VIVEKANAND**

We appreciate your interest in A.S. College of Education. Reputation of institutes running under A.S. High School Khanna Trust & Management Society Since 1932 holds a significant place on the education map Punjab.

Our points of excellence's and diverse accomplishment activities and partnership involving the students. Faculty and staff since 85 years have been many. Now it gives immense pride to share that A.S. College of education which has been recognized by National Council of Teacher Education (NCTE) and affiliated to Panjab University, Chandigarh has completed its tenth session serving the people of Khanna & surrounding areas.

We are committed in re-constructing the social fibre by sensitizing all the students, they will be encouraged to meet with the faculty in both formal and informal settings to take full advantage during their training.

We welcome you dear students in this institution, in making a difference in the real world, continuing to work to improve education practice and to impart value based qualitative education to our nation's future

We Welcome dear students to our college.

**Sh. Rajeev Rai Mehta (Adv.)
President**

**Sh. Sushil Kumar Sharma
Vice-President**

**Sh. B.K. Batra (Adv.)
Gen. Secretary**

**Sh. Madan Lal Sharma
Secretary**



PRINCIPAL'S MESSAGE

Our country is facing a huge challenge in its systematic education arrangement and the prevailing commercialization and western trends fusion intends more challenge for the teaching fraternity. So, it is of paramount importance to be equipped students with appropriate knowledge, habits, attitudes and values leading to holistic development. The college has been rendering a great service to the students by maintaining high standards of education and imparting training in teacher education programme. Equipped with positive and scientific approach, the future generation can play a constructive role in nation building.

Uniqueness of our institution lies in that it is successfully running under the aegis of A.S. High School Khanna Trust and Management Society which has commitment, devotion and progressive thinking towards upliftment of education.

The teaching and learning process and other co curricular activities always remain the goal of an educational institution and this college has been working hard to achieve this target excellently. Although the college keeps the potential to provide all possible support to students, the infrastructure is being constantly upgraded to make it relevant to the challenges ahead.

It has been an Endeavour of this college to explore the talent of students for their role in tuning the society. We are committed to make the students a role model for the coming generation in moral values, hard work, and seriousness of purpose and leadership qualities with the co-operation of best teaching faculty and supporting staff to take care of their curricular and co-curricular needs. I am positive that in times to come we will continue this journey with elevated enthusiasm and persistently provide a platform of holistic learning to the future teacher.

**Reach high, for stars lie hidden in you. Dream deep, for every dream precedes the goal." »
RabindranathTagore**

Mrs. Vimal Vidushy
Officiating Principa

The A.S. High School Khanna Trust and Management Society (Regd.1932)

AN INTRODUCTION

Keeping in view the ever changing role of teachers in the global era, the qualitative improvement in education, the A.S. High School Khanna Trust and Management Society decided to start the college of Education in the year 2007. The college endeavours at harmonious and all round development of the students by providing healthy and congenial atmospheres necessary for intellectual, moral, aesthetic and physical growth as well as emotional stability. Recognizing these needs the managing committee, Principal and faculty members of A.S. College of Education worked untiringly with a sense of devotion, zeal, rigour and commitment to set up this college.

The Management is an organization of donors and philanthropists who raise funds from time to time for the progressive development of its institutions. The Seven Institutions already running under this management are:

1. A. S. Sr. Sec. School, Khanna.
(Affiliated to P.S.E.B. Mohali)
2. A. S. College, Khanna.
(A premier Multi- faculty Post-graduate co-educational college, NAAC accredited A+ Institution)
3. A. S. Modern Sr. Sec. School, Khanna.
(Affiliated to C.B.S.E. New Delhi)
4. A. S. College for Women, Khanna.
(A Multi- faculty Post-graduate Women College)
5. M.G.C.A.S. junior Model School, Khanna.
(Affiliated to P.S.E.B. Mohali)
6. A.S.College of Education, Kalal Majra, khanna.
(Affiliated to Panjab University ,Chandigarh)
7. A.S. Group of Institution.
(Affiliated to P.T.U , Jalandhar)

These educational institutions hold a significant place on the educational map of Punjab. The main focus is to regenerate mankind and transform society through quality education

It is the matter of immense pride that the A.S. College of Education, Kalal Majra, Samrala Road, Khanna has completed its tenth session & is serving the people of Khanna and surrounding areas.

It is hoped that with an inbuilt momentum, this institution will continue to march towards a better tomorrow in the service of the nation



Institutes Managed by A.S. High School Trust Management Society

A.S. COLLEGE OF EDUCATION

The motto of our College is "*Stepping Towards Academic Excellence.....*" through Hard work, Critical thinking and Effective decision making.

OUR VISION

A.S. College of Education is committed to provide modern and quality education. Our Vision is to impart the highest level of training to future teachers to keep pace with modernization and globalization. The fundamental objective of the college is to shape, sensitize and imbibe in the prospective teachers a desire for excellence combined with right attitudes, values and ideologies to;

- Developing right attitudes, values and ideals.
- Achieve academic excellence and Facilitate learning among pupils through appropriate skill and methodologies in a congenial environment.
- Exercise responsible leadership and render selfless service to the community.
- To promote among them high sense of discipline, respect for Indian way of life and traditions.
- To make them responsible, enlightened and useful citizens of the country capable of contributing effectively to the realization of national goals.
- To encourage teaching Staff to update their subject Knowledge.

OUR MISSION

To create through education, training and research a qualitative renewable talent bank of dedicated committed educators for educating the emerging generation who are

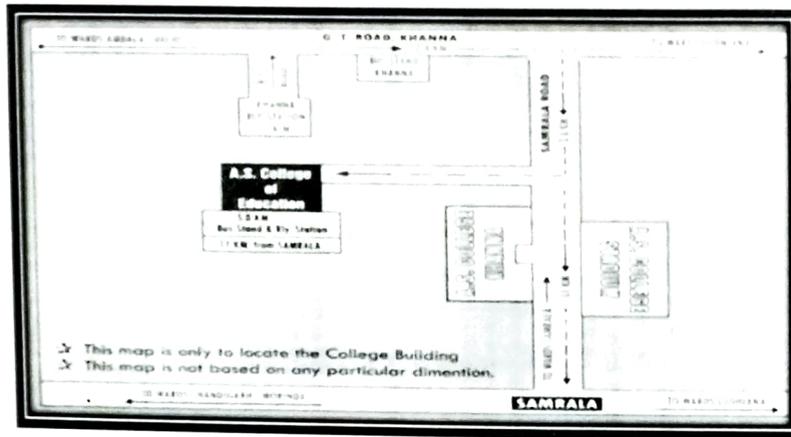
- Intellectually well developed
- Morally upright
- Socially Concerned
- Spiritually Oriented
- Emotionally Stable

LOCATION AND BUILDING:

The College is located at Kalal-Majra, Samrala Road Khanna adjoining to A.S. College, Khanna in a clean, pollution free locality. It is built on a five acre land. It is approximately 5 k.m. from Bus Stand.



LOCATION MAP:



The college building is very well designed with the provision of :

- Spacious and airy class-rooms fitted with new furniture.
- Digital and well stocked library with Inlibnet, latest books, e-journals and periodicals.
- Modern and well equipped ICT Resource Centre cum Language lab with internet facility and Seminar room for presentations.
- Multipurpose Seminar Hall, Psychology cum Guidance and placement cell, Science & Mathematics Resource Centre, Art & Craft resource Centre, Educational technology lab, Social Science lab.
- Well equipped Health And Physical Education Resource Centre, NSS room and vast play ground.
- Commodious and well furnished Canteen Cum girls Common room.
- Cafeteria for new ideas.

Faculty members

Name : **Vacant**

Designation : **Principal**

Name : **Mrs. Vimal Vidushy**

Designation : **Officiating Principal**

Qualification : **M.A. (Pol. Sci.), M.Ed, UGC-NET-(Pol.Sci.), M.Phil**

Name : **Mrs. Harjeet Kaur**

Designation : **Asst. Professor**

Qualification : **M.A. (Pbi.), M.A(Eng.), M.Ed, UGC-NET (Edu. and Pbi.) M.Phil**

Name : **Mrs Alka Sharma**
Designation : Asst .Professor
Qualification : M.Sc (Maths),M.Ed,M.Phil, UGC-NET(Edu.)

Name : **Mrs.Harneet kaur**
Designation : Asst. Professor
Qualification : M.A(Eng),M.Ed UGC-NET(Edu.)

Name : **Mrs. Shilpi Arora**
Designation : Asst.Professor
Qualification : M.A (Pol.sci), M.A (Eco), M.Ed, UGC-NET(Edu), Pursuing Ph.D.

Name : **Ms. Rupinder kaur**
Designation : Asst.Professor
Qualification : M.Com,M.Ed,UGC-NET(Edu)

Name : **Mrs. Bhawna**
Designation : Asst.Professor
Qualification : M.A (Hindi),M.Ed

Name : **Ms. Maninder kaur**
Designation : Fine Arts Teacher
Qualification : B.Ed., M.A. (Fine Arts)

Name : **Mr. Piyush Kant**
Designation : Computer teacher Cum-Tech. Asst.
Qualification : Bachelor of Computer Application

Name : **Mr. Dilpreet Singh**
Designation : Physical Education Teacher
Qualification : M.P.Ed.

Name : **Mr. Ranjit Singh**
Designation : Librarian
Qualification : M.A. (Pbi.), B.Ed, M.Lib, DCA

SUPPORTING STAFF

Mr. Avtar Singh (Clerk)
Mr. Raj kumar Sharma (Accounts Clerk)

SCHOOLS FOR TEACHING PRACTICE

A.S. Sr. Sec. School and M.G.C.A.S. School, Khanna will serve as practicing schools. About 8-9 Govt. & Private school were taken for practice teaching & many of the students have been offered jobs because of their good performance during their teaching practice :

- A.S. Sen. Sec. School, Khanna
- M.G.C.A.S. School, Khanna
- A.S. Modern Sr. Sec. School, Khanna
- A.A. Ram Girls Sen. Sec. School, Khanna
- Atam Manohar Jain Sen. Sec. School, Khanna
- Govt. Sen. Sec. School, Lalheri
- G.T.B. National School, Khanna
- Kindergarten Sen. Sec. School, Samrala
- Government Sr. Sec. School, Saloudi
- Hindi Putri Pathshala Sr. Sec. School, Khanna
- D.A.V. Model Sr. Sec. School, Khanna

RULES & REGULATIONS FOR ADMISSION TO B.ED COURSE

For session 2017-18 admission will be through Joint B.Ed Entrance Test Conducted by PANJAB UNIVERSITY, CHANDIGARH.

CERTIFICATES TO BE ATTACHED

Every student seeking admission to the B.Ed. course shall be required to attach the attested copies of following documents and original certificates will have to be produced at the time of interview.

1. A Character certificate from the last attended institution, in case of the teacher from head of the institution in which He/She worked last.
2. Date of Birth certificate.
3. Domicile certificate.
4. Aadhar Card
5. Degree of (B.A, B.Sc, B.Com, Part I,II & III, M.A, M.Sc, M.Com and any other) along with detail marks certificate.
6. Certificate for Special claims: Candidates seeking admission on the basis of special claim like Border Area, Sports, Freedom fighter, Disabled, Defence, Para Military, Riot- affected, Widow /Divorced, Ex-Servicemen themselves and Andaman/ Nicobar. Such candidate 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.
7. Application should be submitted regarding not to join any other Institution or Part Time Job During the tenure of the B.Ed Course.
8. In case of rural area Candidates the rural area certificate counter signed by District Education officers for schools affiliated to state board for CBSE/ICSE school is required.

MIGRATION RULES

Candidates from Universities other than Panjab university will have to submit the Migration Certificate in original and original detailed marks card of last class passed within 30 days from the date of enrolment failing which they will have to pay Rs. 1000/- as Late fee to as per the rules and instruction of Panjab University, Chandigarh..

MODE OF PAYMENT OF COLLEGE DUES (FEES)

- Fee Structure for Session 2017-18 will be announced at the time of counseling.
- The dates of payment of dues will be notified by the Principal from time to time according to the Panjab University, Chandigarh schedule.

IMPORTANT NOTE

1. Fees once paid shall not be refunded.
2. The candidate who fails to deposit his fees and thus misses his chance for admission will have no claim for admission on subsequent dates.
3. If any student does not attend the college within a week of the opening day, as announced by the College, his admission will stand Cancelled.
4. Students admitted under SC/ST category will have to submit their original SC/ST certificate at the time of admission or else their admission will stand cancelled.
5. Supplementary admission will be made as per the decision of the Centralized Admission Committee.
6. All dues must be cleared before final examinations.

LEAVE RULES

1. Leave for absence from the college should be applied personally by a student on the prescribed form available from the college office.
2. Leave will be sanctioned by the Principal on the recommendation of the tutor of the student and must be got sanctioned before it is availed of. In case of illness the application should be supported by a medical certificate.

X RULES GOVERNING THE REFUND OF SECURITY

1. The security will remain intact at the time of sending University admission forms and the issue of roll number.
2. Students leaving the college without completing their course can claim refund of security only in November 2019.
3. The security will be refunded till 31st march after the declaration of B.Ed. result.

EXAMINATIONS / ATTENDANCE

1. Examinations will be held as per Panjab University schedule semester wise.
2. Monthly tests in all the subjects will be mandatory for B.Ed. class.
3. At least 80% attendance will be essential to appear in the examination. Special reward will be given to those with 100% attendance.
4. Strict disciplinary action will be taken against students who absent themselves from the Examination or Monthly tests.

UNIFORM

Wearing of the College uniform is compulsory during College hours and at the College functions.

FOR GIRLS - Uniform consists of all over **White Colour Suit with Green lehriya dupatta** and days of wearing uniform are **Monday and Friday**. In winters the colour of cardigan for girls is green.

FOR BOYS - Uniform consists of **White Shirt, Navy Blue pant and Navy Blue Turban** (optional) and days of wearing uniform are **Monday and Friday**. In winters the colour of cardigan for boys is navy blue.

IMPORTANT RULES AND REGULATIONS

1. At the time of admission each student is issued a library-cum- identity card. Always keep this card in purse it can be checked any time.
2. The college will start at 9 A.M. All students should be punctual. Students who are coming from far off places should make their own arrangements. No excuse will be entertained for their coming late to the college.
3. Students will not be allowed to miss the classes while in the campus. Strict disciplinary action shall be taken against the defaulters.
4. Leave must be sanctioned from college authorities in advance up to 2 days from the Tutor and more than up to 2 days from Principal.
5. Medical leave will be granted by the Principal. The leave application should be supported by a valid medical certificate, and recommended by your tutor.
6. Students are advised to see the notice board daily. No excuse will be entertained if a student fails to read any important notice. The consequences of this neglect will rest upon the student. Students are not allowed to remove any notice from the notice board, which has been put up by the college. Such students if identified will be fined or liable to disciplinary action.
7. Students are advised to actively participate in all activities of the college, so their teachers can help them in identifying their talents. Always keep perfect discipline and decorum.

GENERAL RULES

1. The college is pledged to strict vegetarianism. Taking of meat, eggs, fish or any non vegetarian preparation thereof is strictly prohibited in the college campus.
2. The college enforces simplicity in dress. The wearing of all kinds of gold and diamond ornaments is also discouraged.
3. A student who wishes to withdraw from the college can do so by sending an application addressed to the Principal duly signed by the guardian.

4. Guardians and parents will please note that visitors are not allowed to see the students during college hours.
5. The visiting hours for general public to meet the Principal are from 12.00noon to 1.30 p.m.
6. Any Student who misbehaves or creates nuisance in the college will be fined heavily.

CODE OF CONDUCT

Every Prospective Teacher should:

1. Make it a habit to see the college notice board daily.
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 time fruitfully and in a planned way to complete the various tasks and go college library during free period.
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 your vehicles at the proper place only.

No Prospective Teacher will:

1. Put up or remove any notice board without permission of the Principal.
2. Organize any meetings or programmes or collect money within the college premises without the prior permission of the Principal.
3. Gossip in the hall or loiter in college lawns during free periods.
4. Meet visitors during college hours without permission.
5. Take leave unless absolutely necessary and that too without permission from the Principal. In any emergency, the leave letter should be submitted immediately after leave.

LIBRARY AND READING ROOM

The college has a well equipped digital library and reading room with a wide variety of books on different subjects which provide ample opportunity to the students for study, self education and general knowledge. It remains open during college hours. The college subscribes to a large number of Indian and foreign journals and periodicals in education.

LIBRARY RULES

1. Two books are issued to a student for a period of 14 days only.
2. The books will be re-issued if they are not in demand by other students.
3. A fine of Rs. 1/- per day per volume is charged for the book returned after the due date.
4. Books will be re-issued for the specified period.
5. Reference books, text books, rare books & periodicals shall not be issued except for consultation in the Library premises.

The students are required to possess their identity Card while inside the library and reading room.

7. Books issued from the Library should be kept very carefully and in no case be underlined and disfigured. If the book is already damaged in any form, it should be got checked by the issuing clerk or by the Librarian, otherwise the responsibility will be of the student.
8. The loss of book should be reported to Librarian before the due date, in the absence of which, fine will be charged till the information given. The borrower will be required to replace it. He/She will have to pay double the price along with his/her next college dues if the book could not be replaced.
9. The students are expected to observe perfect silence in the reading room and not to disturb others in any way.
10. Students should check whether all pages are intact or not before getting the books issued. If pages are found missing at the time of returning, then they will be fined heavily. Inform the Librarian or issuing clerk regarding the missing pages at the time of getting the books issued and get the signature of Librarian along with the notification of missing pages.

COLLEGE ACTIVITIES

CO-CURRICULAR ACTIVITIES

Special attention is paid to co-curricular activities in order to develop their talents, bring out creativity and provide opportunity for self-expression of students. An emphasis is laid on all round development of personality.

SOCIETIES AND CLUBS

A number of literary societies and clubs are set up which are managed by the students under the guidance of college staff, clubs like:

1. Human rights club
2. Activity club
3. Nature Zone Club
4. Social service club
5. Science club

CELLS

- Adult Education cell
- Placement cell
- Alumni cell
- Legal Aid cell
- IQAC Cell
- Grievance Redressal Cell
- Anti-Ragging Cell

SEMINARS

Weekly seminars are organized for informal discussion on the current issues and topics related with the curriculum.

WORKSHOPS

Various workshops are organized in our college before teaching practice to familiarize the prospective teachers with the various methods of teaching to make teaching learning process effective.



GAMES AND SPORTS

The College authorities take special interest in games and sports. The college has extensive and well maintained play grounds and facilities for outdoor and indoor games. Our student Gaganpreet singh got silver Medal in the High Jump at Inter- Zonal annual tournament at Panjab University Chandigarh.

TUTORIAL GROUP

To provide intimate contact with teachers, each student is assigned a Tutor whose duty is to guide students throughout their stay in the college. Activities in the Tutorials are academic discussions along with identification of:

1. Good speakers, good writers & quiz masters.
2. Folk songs, Geet Ghazal, Monoacting, Histrionics and Shabad (Bhajan).
3. Handwriting and B.B. writing competition, Preparation of charts / Models or posters.
4. Playing of musical instruments Tabla, Harmonium, Guitar, Sitar etc.
5. Rangoli, flower arrangement and salad preparation competitions.

All the tutors maintain a record of the activities undertaken by each student. The inter house competitions are organized in the above stated activities at the end of session. The best house of the year declared on the basis of participation in activities listed above.

HOUSES

The purpose of having 'houses' is to provide opportunities to students for self expression, inculcate leadership qualities to help students to shoulder responsibilities & help them to understand the concept of co-operation & team spirit. The students from both the sections are divided into four houses:

1. Guru Tagore House
2. Mahatma Gandhi House
3. Vikram Sarabai House
4. Radha Krishnan House

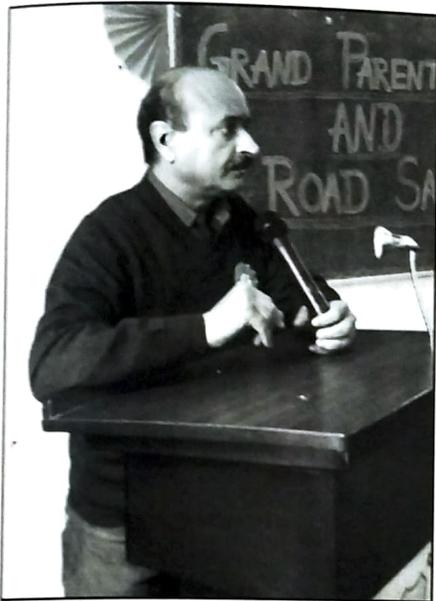
Each house functions under the charge of two teachers and remain on duty for one calendar month. The main duties of each house are:-

1. To organize at least one seminar and one inter house competition.
2. To check cleanliness of the campus and to maintain discipline in the campus.
3. To check late comers and wrong parking of vehicles.

EXTENSION LECTURES

Extension lectures by eminent persons are arranged in various areas of education.

These help the students to develop insight in to the subject and get latest information and knowledge about subject areas.



COLLEGE TRIPS/TOURS

In order to stimulate national and emotional integration and a sense of responsibility, a college Trip/tour is organized by the college in the every year. All places of historical, cultural and educational values are given special emphasis during the trip/tour. Three day educational tour was organized to Jaipur from 28th Sep to 1st Oct, 2013.



REMEDIAL TEACHING

For academic excellence, training and development of pupil teachers college has proper provision of remedial teaching for all.

NATIONAL SERVICE SCHEME

One N.S.S. unit of 50 students under self financing scheme exist in the college. Every effort is made to instill and promote the spirit of social service, patriotism and national integration among the students.

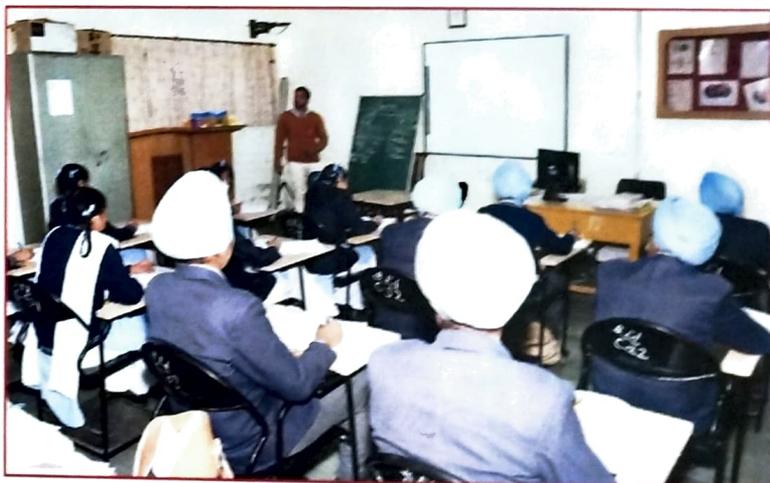
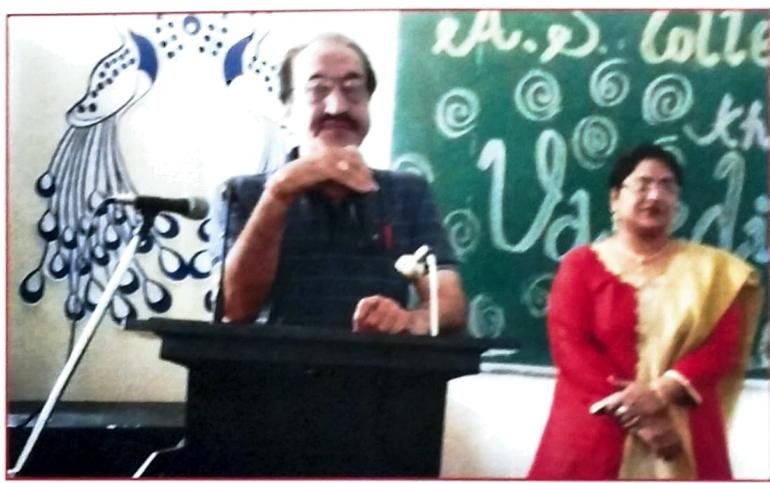
GUIDANCE AND PLACEMENT CELL

The college has set up a Guidance and Placement Cell manned by competent faculty members to guide the students regarding availability to jobs in surrounding areas and schedule of admission to various courses.

Every time college organizes coaching for B.Ed entrance and Punjab state teacher eligibility test classes for future teachers.

Note : This Booklet is information only and does not constitute in anyway legal document. This information is subject to attention and modification.





प्रार्थना

इतनी शक्ति हमें देना दाता,
मन का विश्वास कमजोर हो न।
हम चलें नेक रस्ते पे हमसे,
भूलकर भी कोई भूल हो ना।

हर तरफ जुल्म है बेबसी है
सहमा-सहमा सा हर आदमी है।
पाप का बोझ बढ़ता ही जाये।
जाने कैसे ये धरती थमी है
बोझ ममता से तूने उठाये
तेरी रचना का ही अन्त हो ना
हम चलें नेक

हम अन्धेरो में हैं रोशनी दे,
खो न दे खुद को ही दुश्मनी से।
हम सजा पाएँ अपने किये की,
मौत भी हो तो सह लें खुशी से।
कल जो गुजरा है फिर से ना गुजरे
आने वाला वो कल ऐसा हो ना
हम चलें नेक

हम न सोचे हमें क्या मिला है,
हम ये सोचे किया क्या है अर्पण,
फूल खुशियों के बांटे सभी को,
सबका जीवन ही बन जाये मधुवन,
अपनी करुणा का जल तू बहा के,
कर दे पावन हर ईक मन का कोना ।
हम चलें नेक

