

WINNER OF PANJAB UNIVERSITY CHANDIGARH ZONAL YOUTH AND HERITAGE FESTIVAL, DEC. 2021



A.S. COLLEGE OF EDUCATION

(Co-Educational)

(Recognized by NRC-NCTE, New Delhi & Affiliated to Panjab University, Chandigarh)

KALAL-MAJRA, SAMRALA ROAD, KHANNA-141417

Ph. : 01628-226570 (P), 226170 (O)

Stepping
Towards Academic
Excellence...

**Hand Book Of
Information
2022-23**

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, Khanna. 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 fifteenth Session serving the people of Khanna & surrounding areas.

We are committed in re-constructing the social fibre and informal setting 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.

S. Shamender Singh
President

Sh. Sushil Kumar Sharma
Vice-President

Sh. B.P. Dewett (Advocate)
Gen. Secretary

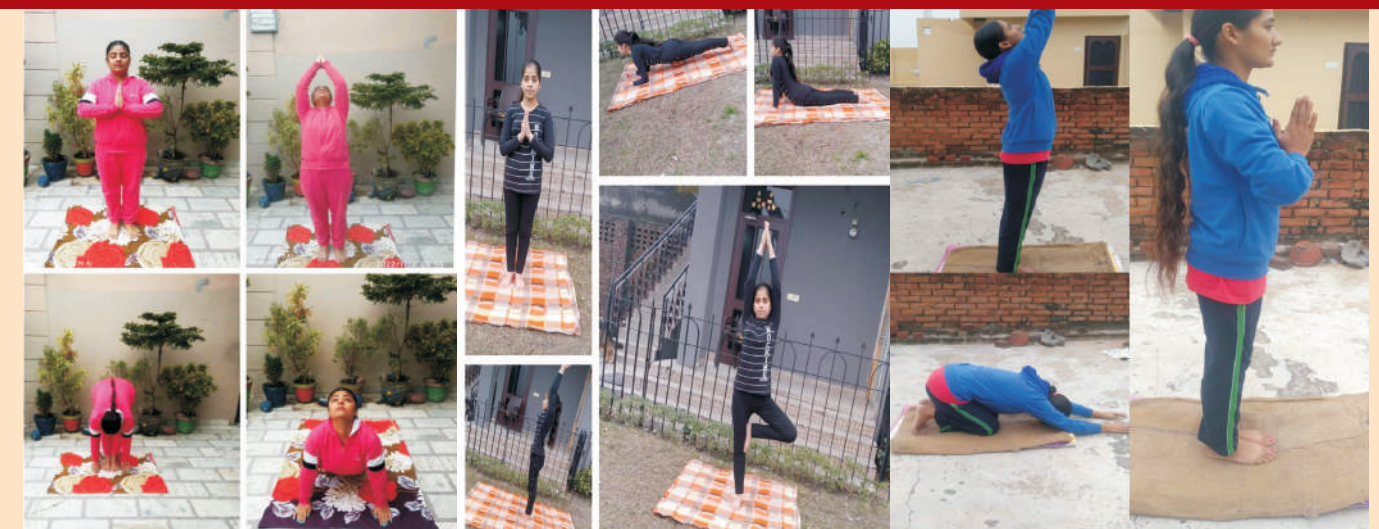
Sh. Dinesh Kumar Sharma
Secretary

GLIMPSES

NATIONAL GIRL CHILD DAY



YOGA DAY CELEBRATION



ACTIVITIES DURING INTERNSHIP



GLIMPSES



Dr. Pawan Kumar Principal
A.S. College of Education, Khanna



Extension Lecture by Insp. Raj Parminder Kaur
(Incharge Women Help Desk, Khanna)



Tree Plantation on World Environment Day



World Bicycle Day



Fun Games at Farewell Party



Mr. & Miss Farewell



Winners of P.U Chandigarh Annual Athletics Meet 2021-22



Extension Lecture by Dr. Harpreet Singh
(Director A.S. Group of Institutions Khanna)

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 teachers.

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

Rabindranath Tagore

Dr. Pawan Kumar
Principal

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 atmosphere 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:

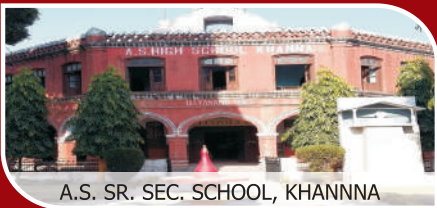
1. **A. S. Sr. Sec. School, Khanna.**
(Affiliated to P.S.E.B. Mohali)
2. **A. S. College, Khanna.**
(A premier Multi- faculty Post-Graduate Co-educational College, NAAC accredited A+ Institution)
3. **A. S. Modern Sr. Sec. School, Khanna.**
(Affiliated to C.B.S.E. New Delhi)
4. **A. S. College for Women, Khanna.**
(A Multi- faculty Post-Graduate Women College)
5. **M.G.C.A.S. Model High School, Khanna.**
(Affiliated to P.S.E.B. Mohali)
6. **A.S.College of Education, Kalal-Majra, Khanna.**
(Affiliated to Panjab University, Chandigarh & Recognized by NRC-NCTE, New Delhi)
7. **A.S. Group of Institution, Khanna**
(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 fifteenth 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 KHANNA TRUST & MANAGEMENT SOCIETY



A.S. SR. SEC. SCHOOL, KHANNA



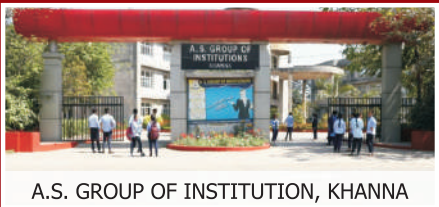
A.S. COLLEGE, KHANNA



A.S. COLLEGE FOR WOMEN, KHANNA



A.S. MODERN SR. SEC. SCHOOL, KHANNA



A.S. GROUP OF INSTITUTION, KHANNA



M.G.C.A.S. MODEL HIGH SCHOOL, KHANNA

ACADEMIC EXCELLENCE IN 1st SEM, Session 2021-22



Arshdeep Kaur
92.44%



Priyanka Sharma
91.33%



Amanpreet Kaur
90.22%

ACADEMIC EXCELLENCE IN 2nd SEM, Session 2021-22



Priyanka Sharma
92.88%



Arshdeep Kaur
92.66%



Amanpreet Kaur
91.33%



Sangeeta Sharma
91.33%



College Editorial Board

- Hostel Facility required

Yes/No
- Bus Facility required

Yes/No

I agree to abide by the rules and regulations of the college and declare that :

- i) I was never disqualified by any university or Board.
- ii) Information given by me in this form is correct to the best of my knowledge and nothing has been concealed.
- iii) If found ineligible for admission by the P.U. at any time during the session, I shall be personally responsible for consequences thereof.
- iv) I have attached attested copies of the following certificates.

1. Matric Certificate

2. B.A./B.Sc./B.Com/B.E Certificate

3. M.A./M.Sc./M.Com Certificate

4. Character Certificate

5. Aadhar Card

6. Residence Certificate

7. Reserved Category Certificate (if applicable)

8. Rural Certificate (if applicable)

9. Zonal/Inter-zonal Youth Festival

10. NCC/NSS

11. Co-Curricular Activities Certificate

12. Four Photographs

Signature of the Father/Guardian

Signature of the Applicant

Date.....

UNDERTAKING

I, hereby undertake in the event of taking admission in the college. If I leave the college after being admitted, I will not claim any refund of fees, either through management or through court of Law.

Date.....

Place.....

Signature of the Applicant

FOR OFFICE USE ONLY

1. Category of Admission
2. Total Marks.....
3. Certificate wanted (if any)

Received Payment

Receipt No.....Date.....

Signature of the Clerk

Signature of the Lecturer
Admit.
Principal

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





ADMISSION FORM B.Ed. 2022-2023

A. S. College of Education

Kalai-Majra, Samrala Road, Khanna-141417

.....	Allotted R.No.....
.....	Quota (Pb./AIQ/MQ).....
.....	Category.....
.....	Caste.....
.....	Aadhar Card No.....
.....	E-mail Id of Student.....
.....	CET Merit.....
.....	B.Ed. Entrance Application No.....
.....	B.Ed. Entrance Test Roll No.....
.....	Rank.....
.....	Rural Quota (Yes/No).....
.....	Rural Weightage.....
.....	Total Percentage.....
.....	Subject Combination.....

Space for
Passport Size
Photograph

..... 1 Name in (Block Letters)

(Candidates are advised to write their names according to their matric certificate)

2 Father's Name.....OccupationIncome per month.....

3 Mother's Name.....Occupation.....Income per month.....

(Married Candidates are advised not to write their Husband Name)

.....Ph 4 (a) Permanent Address.....

b) Correspondence Address.....Ph

.....Prijemno / Unprimljeno.....

.....On the way to the

8. *Enrolled* = 1 if the respondent is currently enrolled in a health plan, 0 otherwise.

(if employed, attach No Objection Certificate from Employing Authority.)

9. Qualification

[illegible]

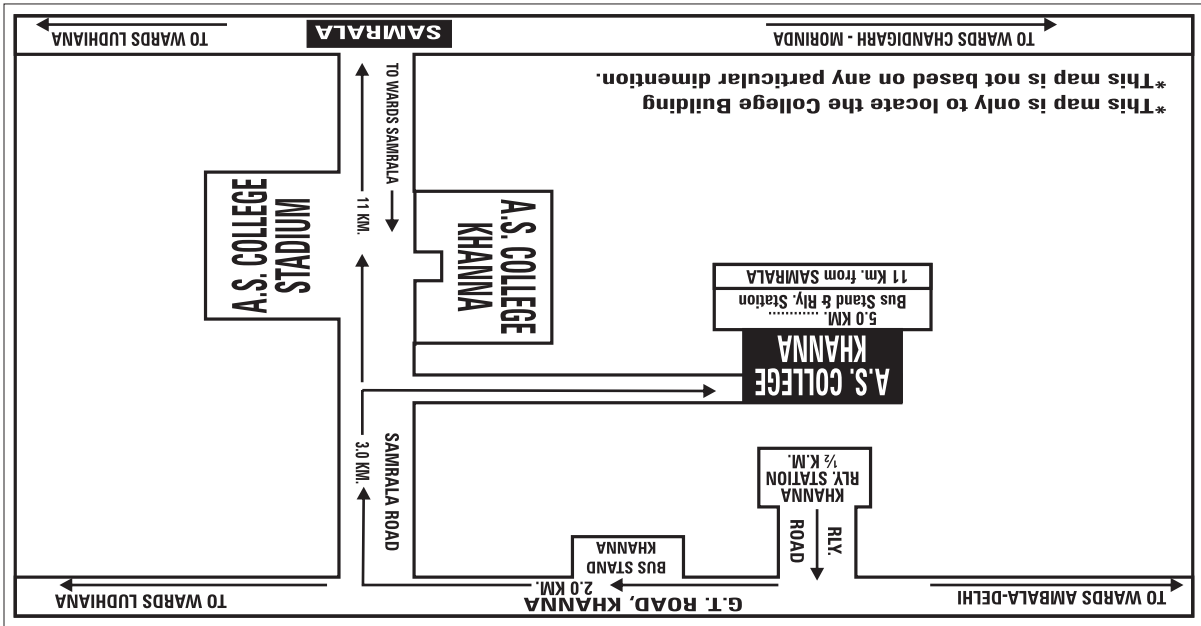
LOCATION AND BUILDING:

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 Khanna Bus Stand.



MAP:



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

- Spacious and airy class-rooms fitted with new furniture.
- Digitalized and well stocked library with latest books, journals and periodicals.
- Modern and well equipped ICT Resource Centre with internet facility.
- Multipurpose Seminar Hall, Psychology Resource Centre, Science & Mathematics Resource Centre, Social Science Resource Centre, Health & Sports Resource Centre , Art & Craft Resource Centre, Language Lab, Educational Technology Lab & Placement Cell.

प्रार्थना



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

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

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

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

Available Subject Combinations

For B.A/ M.A

S.St. - Language	Physical Education - Language
Economics - Language	Pol. Sci. - Language
Economics-Maths	S.St. - Physical Education
Maths - Language	
History - Language	
Computer Edu/Computer-Language	

B.Sc. (Medical)

Science - Language

B.Sc. (Non-Medical)

Science - Language	Science - Maths	Science - Computer
Math - Language		
Computer - Language		

Commerce Graduate (B.Com/B.B.A./B.Com.-LL.B.)

Commerce - Economics Commerce - Language

B.C.A./B.Sc. - I.T. Graduate

Computer Education/Computer Language Computer Education/Computer-Maths

B.A. Honors (Language)

Language (Major) - Language (Minor)

B.E., B.Tech.

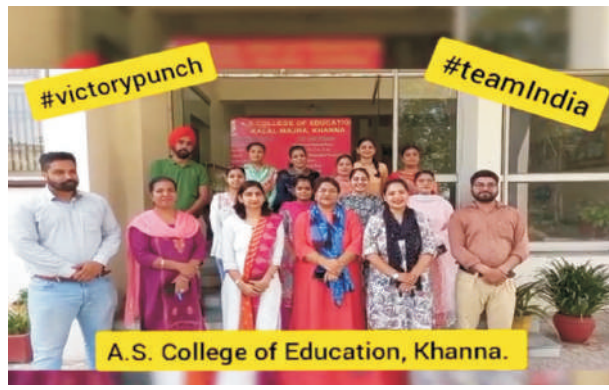
Maths - Language	Science - Language	Computer Education
Science - Maths		/Computer Language
Computer - Maths		
Computer - Science		

Faculty members			
Name	:	Dr. Pawan Kumar	
Designation	:	Principal	
Qualification	:	M.Sc (Maths), M.Ed, M.Phil (Edu.), Ph.D (Edu.)	
Name	:	Dr. Vimal Vidushy	
Designation	:	Assistant Professor in Pedagogy of Social Studies	
Qualification	:	M.A. (Pol. Sci.), M.Ed, UGC-NET (Pol. Sci.), M.Phil (Edu.), Ph.D (Edu.)	
Name	:	Mrs. Harjeet Kaur	
Designation	:	Assistant Professor in Pedagogy of Punjabi	
Qualification	:	M.A. (Pbi. & Eng.), M.Ed, UGC-NET (Edu. and Pbi.), M.Phil (Edu.)	
Name	:	Mrs. Alka Sharma	
Designation	:	Assistant Professor, Perspective in Education	
Qualification	:	M.Sc. (Maths), M.Ed, M.Phil (Maths), UGC-NET (Edu.)	
Name	:	Mrs. Harneet Kaur	
Designation	:	Assistant Professor, Perspective in Education	
Qualification	:	M.A. (Eng.), M.Ed, UGC-NET (Edu.)	
Name	:	Dr. Shilpy Arora	
Designation	:	Assistant Professor in Pedagogy of Social Studies	
Qualification	:	M.A. (Pol. Sci. & Economics), M.Ed, UGC-NET (Edu.), Ph.D (Edu.)	
Name	:	Mr. Hari Krishan	
Designation	:	Assistant Professor, Perspective in Education	
Qualification	:	M.A. (Psychology), M.Sc. (Maths), M.Ed, UGC-NET (Edu.)	
Name	:	Dr. Gurmeet Singh	
Designation	:	Assistant Professor, Perspective in Education	
Qualification	:	M.A. (Eco. & Pbi), M.Ed,UGC-NET (Edu.), Ph.D (Edu.)	
Name	:	Mr. Navpreet Singh	
Designation	:	Assistant Professor in Pedagogy of Maths	
Qualification	:	M.A. (Psychology), M.Sc. (Maths), M.Ed, UGC-NET (Edu.)	

Honorable Members of Management			
President	:	S. Shamender Singh	
Vice-President	:	Sh. Sushil Kumar Sharma	
Gen. Secretary	:	Sh. B.P. Dewett (Adv.)	
Secretary	:	Sh. Dinesh Kumar Sharma (A.S. College of Education, Khanna)	
Secretary	:	Sh. Tajinder Sharma (A.S. College, Khanna)	
Secretary	:	Sh. Amit Verma (Adv.) (A.S. College for Women, Khanna)	
Manager	:	Sh. Sumit Luthra (Adv.) (A.S. Sen. Sec. School, Khanna)	
Secretary	:	Sh. Navdeep Sharma (A.S. Modern Sen. Sec. School, Khanna)	
Secretary	:	Sh. Sanjeev Kumar (M.G.C.A.S. High School, Khanna	
& A.S. Group of Institution, Khanna)			
Member	:	Sh. Vikas Mehta (Internal Auditor & Treasurer)	
Member	:	Sh. Rajiv Rai Mehta (Adv.)	
Member	:	Sh. Rajesh Kumar Dalli	
Member	:	Sh. Sanjeev Dhamija	
Member	:	Sh. Jatinder Devgan	
Member	:	Sh. Ajay Sood	
Member	:	Sh. Rajneesh Bedi	
Member	:	Sh. Karun Arora	
Member	:	Sh. Vijay Diamond	
Member	:	Sh. Manish Bhambri	
Member	:	Sh. Mohit Goyal	



Pledge Taking Ceremony dedicated to Shaheed Bhagat Singh



Best Wishes for the Indian Team Participating in Olympics



Earth Day Celebrated during Pre-Internship



Activities under Ek Bharat Sreshtha Bharat



National Science Day



Activities under Swachh Bharat Abhiyan

Name : Mr. Sohan Lal
Designation : Fine Arts Instructor
Qualification : Master of Fine Arts

Name : Mr. Piyush Kant
Designation : Computer Instructor cum Lab Asst.
Qualification : Bachelor of Computer Science (B.C.A.)

Name : Mr. Amardeep Singh
Designation : Phy.Edu. Instructor
Qualification : M.P.Ed.

Name : Mr. Kamaljit Singh
Designation : B.A., D.Lib, B.Lib (Assistant Librarian)

Supporting Staff :

Name : Mr. Avtar Singh
Designation : Office Assistant Cum Computer Operator

Name : Mr. Raj Kumar Sharma
Designation : Accounts Clerk

RULES & REGULATIONS FOR ADMISSION TO B.Ed. COURSE

For session 2022-23 admission will be through Joint B.Ed. Entrance test conducted by GNDU, Amritsar.

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 admission.

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 and Aadhar Card of Candidate and his/her parents .
3. Domicile certificate .
4. Degree of (B.A, B.Sc, B.Com, Part I,II& III, M.A, M.Sc, M.Com, B.E and any other) along with detail marks certificate.

5. 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 Andeman/ 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.
6. Application should be submitted regarding not to join any other Institution or Part Time Job During the tenure of the B.Ed Course.
7. In case candidate who have passed their 10th & 12th from school situated in rural area of Punjab they will have to submit a certificate issued by Head/ Principal of the school and should be counter signed by District Education officer for schools affiliated to state board and counter signed by Sarpanch of the village for CBSE/ICSE schools.
- MIGRATION RULES**
Candidates from Universities other than Punjab 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 for on week for last date, after one week fine Rs 2000, as per the rules and instructions of Panjab University, Chandigarh.
- MODE OF PAYMENT OF COLLEGE DUES (FEES)**
★ Fee Structure for Session 2022-23 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/her 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

- (i) Distance Education and Life Long Learning (ii) Environmental Education (iii) Health and Physical Education (iv) Human Rights and Peace Education (v) Life Skills Education (vi) E-Education Resource Development (vii) Population Education (viii) School Library and Information Services
- ***Elective Options : (Any two of the following)**
- | | | | | |
|---------|---|----------------|----------------|-------------|
| | | 300 | 100 | 400 |
| Paper | Nomenclature | External Marks | Internal Marks | Total Marks |
| F-4.1 | Gender, School and Society | 40 | 10 | 50 |
| F-4.2 | Guidance and Counseling | 40 | 10 | 50 |
| F-4.3 | Inclusive Education | 40 | 10 | 50 |
| F-4.4 | Understanding the Self | 40 | 10 | 50 |
| F-4.5 | Reading & Reflecting on Text | 40 | 10 | 50 |
| E-4.1 | Elective Option -I*** | 40 | 10 | 50 |
| E-4.2 | Elective Option -I*** | 40 | 10 | 50 |
| EPC-4.1 | Participation in Community Service/Cultural Activities/ Educational Tour / Trip | - | 25 | 25 |
| EPC-4.2 | Communication, Employability and Resource Development Skill | 20 | 5 | 25 |
| | | 300 | 100 | 400 |

Total Marks : 1600

Paper	Nomenclature	External Marks	Internal Marks	Total Marks
	Skill in Teaching Practical	100+100	30+30	260
EPC-3.1	School Internship (16 Weeks)	By School 20+20		40
	Principal/Mentor			
			60	300

SEMESTER -III

SEMESTER -IV

SYLLABUS

Bachelor of Education

SEMESTER-I

Paper	Nomenclature	External Marks	Internal Marks	Total Marks
F-1.1	Philosophical Bases of Education	40	10	50
F-1.2	Growth and Development of the Learner	40	10	50
F-1.3	Techniques of Teaching	40	10	50
F-1.4	Education in Contemporary India	40	10	50
F-1.5	ICT Skill Development	40	10	50
P-1.1	Pedagogy-I*	40	10	50
P-1.2	Pedagogy-II*	40	10	50
EPC-1.1	Teaching through Drama and Music	20	05	25
EPC-1.2	Simple Expressional Competencies	20	05	25
EPC-1.3	Participation in Sports and Yoga	-	25	25
EPC-1.4	Per Internship		25	25
		320	130	450

SEMESTER-II

Paper	Nomenclature	External Marks	Internal Marks	Total Marks
F-2.1	Sociological Bases of Education	40	10	50
F-2.2	Understanding the Learner	40	10	50
F-2.3	Assessment for Learning	40	10	50
F-2.4	Knowledge, Curriculum and Understanding Disciplines	40	10	50
F-2.5	School Management	40	10	50
P-2.1	Pedagogy-I*	40	10	50
P-2.2	Pedagogy-II*	40	10	50
EPC-2.1	Work Experience Programme**	20	05	25
EPC-2.2	ICT Practical	20	05	25
EPC-2.3	Participation in Sports and Yoga	25	-	25
EPC-2.4	Per Internship		25	25
		320	105	450

Committee.

- All dues must be cleared before final examinations.

LEAVE RULES

- Leave for absence from the college should be applied personally by a student on the prescribed form available from the college office.
- 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.

EXAMINATIONS / ATTENDANCE

- Examinations will be held as per Panjab University schedule semester wise.
- Monthly tests in all the subjects will be mandatory for B.Ed. class.
- At least 80% attendance will essential to appear in the examination. Special reward will be given to those with 100% attendance.
- 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 suit with Navy Blue dupatta and day of wearing uniform is Monday, Wednesday and Friday. In winters the color of cardigan for girls is Navy Blue.

FOR BOYS -

Uniform consists of White Shirt and Navy Blue Pent and Navy Blue Turban (optional) and day of wearing uniform is Monday, Wednesday and Friday. In winters the color of cardigan for boys is Navy Blue.

IMPORTANT RULES AND REGULATIONS

- 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 upto 2 days from the Tutor and more than upto 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.

PANJAB UNIVERSITY CHARGES PER ANNUM	
SESSION 2022-23	
FEE APPLICABLE FOR ALL STUDENTS OF AFFILIATED COLLEGES	
Late Admission fee with permission of Vice chancellor	Rs. 3000/-
PUPIN no includes (Registration Fee + Enrollment fee only for 1 st Year Student)	Rs. 400/-
University Continuation fee (Rs 100 per Sem)	Rs. 200/-
Migration fee(For those candidate who have passed the lower examination from other university/course/council)	Rs. 900/-
Cancellation of migration fee	Rs. 700/-
Inter-University migration or duplicate migration certificate	Rs 600/-
P.U Alumni house & scholarship Fund	Rs 30/-
College development council fee	Rs 80/-
Students holiday home fee	Rs 70/-
University Sports fee & university Sports development fee (187+44)	Rs. 231/-
Youth welfare fund	Rs. 90/-
Seats against General category (for foreign students)	US \$ 650
Foreign student welfare funds (Foreign students only)	Rs 700/-
Late fee with permission of Principal	Rs 600/-
NSS Fee	Rs. 20/-
Lease line Internet/digital library (where it is Provided)	Rs. 180/-
Note : Changes can be made as per Panjab University Chandigarh norms.	

NATIONAL UNITY DAY



MORNING ASSEMBLY



- 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 from 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 with INFLIBNET online access 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. 5/- 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.
- 6. 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 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.

VALUE ADDED COURSES :

Value added courses have been started by the college to enhance standard of the students beyond those levels specified in academic curriculum. In order to enhance employability of the students value added course are included in the curriculum.

- i) Certificate course on Teaching Aids
- ii) Physical Health & Life Skill Education.

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.

COMMITTEES 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. | Time Table Committee |
| 2. | College Activity Club |
| 3. | Discipline Committee |
| 4. | Admission Committee |
| 5. | Cultural Committee |
| 6. | NSS Committee |
| 7. | Research Committee |
| 8. | Code of Conduct Committee |
| ● Guidance & Placement cell | |
| ● Alumni cell | |
| ● Legal Aid Cell | |
| ● Internal Quality Assurance cell | |
- | | |
|-----|-------------------------------------|
| 9. | Scholarship Committee |
| 10. | Prevention Caste Based |
| 11. | Discrimination Committee |
| 12. | House Examination Committee |
| 13. | Teaching Practice Committee |
| 14. | Committee Against Sexual Harassment |
- Grievance Redressal Cell
 - Anti ragging Cell
- (Helpline No. Delhi + 91 1124119450)

CELLS



GLIMPSES OF THE COLLEGE



Extension Lecture on Legal Awareness by Mr. Parvinder Singh (Advocate)



Students got various position at SGGs Word University- Fatehgarh Sahib



Dr. K.K. Sharma (Offg. Principal A.S. College, Khanna) addressing the students on Annual Function



Mrs. Sarabjit Kaur addressed student on International Women's Day



Prize Winners of Teaching Aid Competition



Pledge taking ceremony on Constitution Day



A Group Picture of Students during trip of students at Science city, Kapurthala

REMEDIAL TEACHING

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

NATIONAL SERVICE SCHEME

NSS unit of 50 students under Self Financed 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.



NSS Volunteers Donating Essentials at Kusht Ashram Khanna



A visit to special school for children at Khanna



World Environment Day Celebrated by NSS Committee

GUIDANCE AND PLACEMENT CELL

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

- ★ Mock Interview was organized.
- ★ College organizes free coaching for B.Ed Entrance test and Punjab state teacher eligibility test & Central Teacher eligibility test classes for future teachers.
- ★ High rate of placement in renowned schools.



Mock Interview for Pupil Teachers



Dr. Nitika Mahajan
(MD, DM Neurology, IVY Hospital, Khanna)

Note : This booklet is information only and does not constitute in any way a legal document. The information is subject to attention and modification.

SEMINARS

National Seminar on "Implementing National Education Policy 2020 to Transform Higher Education in India" organised on 9th April, 2022.



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.



Workshop on Candle Making by Mrs. Harneet Kaur
Assistant Professor



Workshop by Mrs. Sapna (Certified Fevicryl Teacher)
on How to make teaching Aids

CULTURAL ACTIVITIES

To Develop all round personality of students we provide opportunity to participate in Zonal & Inter-Zonal youth festivals. Our students won many prizes at these levels.

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.

Annual Athletic Meet held on 2nd April, 2022



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, Historionics and Shabad (Bhajan).

HOUSES

The purpose of having 'houses' is to provide opportunities to students for self expression, inculcate leadership qualities, to maintain discipline in the campus 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. Mother Teressa House
2. Guru Rabindranath Tagore House
3. Vikram Sarabhai House
4. Mahatma Gandhi House
5. Radha Krishnan House

Each house functions under the charge of one teacher.

EXTENSION LECTURES

Extension lectures by eminent persons are arranged in various areas of education. These Lecture help the students to develop insight into the subject and get latest information and knowledge about subject areas.



Dr. R.S. Toki
Ex. Associate Prof.
A.S. College, Khanna



Sh. Uma Dutt
Ex. Principal A.S. Sr. Sec.
School Khanna



Mrs. Sarabjit Kaur
Retd. Comp. Instructor
A.S. College, Khanna



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 every year. All places of historical, cultural and educational values are given special emphasis during the trip/tour. Every year our College organised Trips to places like Amritsar, Kurkshetra, Science City, Kapurthala etc.