

RULES AND REGULATIONS

All the rules and regulations, hereinafter, specified should be read as a whole for the purpose of interpretation.

1. The Bachelor of Education (B.Ed) is a professional course that prepares teachers for Secondary Schools.
2. **Duration:** The B.Ed programme shall be of a duration of two academic years (four semesters) which can be completed in a maximum of three years from the date of admission to the programme.

2.1 Working Days :

- a. There shall be at least 100 working days in each semester exclusive of the period of examinations and admissions.
- b. The institution shall work for a minimum of 36 hours in a week (six workings days), during which physical presence in the institution of all the faculty is necessary for instruction, advice, guidance, dialogue and consultation as and when required.
- c. The minimum attendance of student-teachers shall have to be 80% for theory and 90% for practicum and school internship.

3. Admission Procedure :

A candidate for admission into two year B.Ed. programme has to qualify at the B.Ed. Common Entrance Test (Ed.CET) conducted by APSCHE, Government of Andhra Pradesh for the respective academic year. The candidates will be admitted strictly in accordance with the rank secured at the entrance examination, keeping in view the rules and regulations in force in respect of the statutory reservation of seats to different categories.

4. Working Hours / Instructional Hours

- a. The working hours of the institution / college shall be
 - i. Forenoon Session: 9.30 am. to 1.15 pm.
 - ii. Afternoon Session: 2.00 pm. to 4.30 pm.
- b. The College of Education should not run B.Ed. Programme on shift system basis and the working hours of the college should be minimum of 6 hours in a day. Any deviation from this rule may lead to dis-affiliation by the respective University and withdrawal of recognition by the State Government and NCTE



5. Selection of Methods of Teaching

- a. Every candidate is expected to select two methods of teaching under B.Ed. programme.
- b. Method -I shall be based on the group subjects, the candidate has studied in Degree course (eligibility qualification) and also in the subject in which the candidate appeared at the entrance test. If Method-I is English, the second methodology subject should be offered in any subject relating to their group subjects/ subjects studied at Intermediate/ +2
- c. Method -II also shall be based on the group subjects in the qualifying examination and will be allotted by the institute/ college where the candidate is admitted. In case of BCA, BBM, B.Tech candidates, the selection of methodology subject shall be based on their Intermediate study as per EdCET norms. However, candidates who have studied restructured courses may be allowed to opt the second methodology close to the subjects studied in the qualifying examination or a language.

Note:

- i. No candidate is allowed to select two language methods
- ii. Candidate may select one Language and one Non-language methodology or two Non-language methodologies.

6. General Rules for Examination

- a. All Examinations of the College shall be held at College of the as notified by the concerned College.
- b. A candidate who fails to present himself for the examination due to any reason whatsoever, including shortage of attendance, or one who fails in the examination, shall not be entitled to claim refund of the whole or part of the examination fee or ask for the transfer of the same for a subsequent examination or examinations.
- c. A candidate who has been allowed to appear at the examination of the College once, but has not been able to appear or has failed to pass the examination may be permitted to appear for the same examination again without putting in any further attendance.

d. A candidate after she has been declared successful in an examination shall be awarded a degree stating the year of the examination, the



- subjects in which she was examined and the division / grade in which she was placed.
- e. No candidate shall be allowed to put in attendance for or appear at two examinations at the same time. This rule does not apply to the examination for part-time Diploma or Certificate Courses offered by the University.
 - f. However, the candidate has to complete the course within four years. Otherwise she has to seek fresh admission notwithstanding the fact that new subjects might have been introduced.
 - g. Whenever a course or a scheme of examination in a University changes, one more examination in the following year shall be conducted according to the old syllabus/ regulations. Candidates not availing themselves of this chance or failing at this examination shall take the examination thereafter according to the changed syllabus/ regulations.
 - h. Instruction in various subjects shall be provided by the College of Education as per the scheme of instruction and syllabi prescribed.
 - i. The programme of instruction, examination and vacation shall be notified by the College.
 - j. The medium of instruction shall be English.
 - k. College examinations shall be held as prescribed in the scheme of the examination.
 - l. The course of study shall consist of class Lectures, Tutorials, Seminars, Teaching Practice, Project work, Record work, School Internship, etc.
 - m. The College examination in the theory courses will be a written examination. Besides the written examination there will be practical examinations in the two methods of teaching studied by the candidate.
 - n. Principal of the College of education should depute their teachers for examination work as and when required by the College. Examination work assigned by the University is part of duty of every teacher educator. Any kind of avoidance / negligence of examination duty shall be treated as violation of the Code of Conduct.



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7. Rules of Attendance

- a. The degree of Bachelor of Education shall be conferred on a candidate who, after getting admission into the B.Ed. course as specified above, has pursued a "Regular course of study" as herein prescribed and fulfilled the conditions laid-down for the attendance of students and passed the prescribed examination both in theory and practical.
- b. The Minimum attendance of student-teachers shall have to be 80% for all course work and 90% for practicum and School Internship. In special cases deficiency of attendance not exceeding 10% may be condoned by the Principal, based on medical certificate by an authorized medical officer. A monthly consolidated attendance statement will be displayed on the college notice board on 5th of every month and the same may be sent every month.
- c. Students who are continuously absent for ten days or more, a notice will be served stating that she has to forfeit her seat, if she fail to report to the college immediately.
- d. If any candidate likes to seek readmission in the subsequent academic year she should put in minimum of 40% attendance. Otherwise such candidate should appear at the subsequent entrance exam and seek admission. Any request for readmission will be considered in the subsequent academic year only.
- e. The students who do not have adequate attendance will not be considered for the award of any scholarship or any kind of financial aid by the college or any other government or quasi government agency or any awards and rewards from the college.
- f. Attendance shall be reckoned from the date of admission to the last instruction day as per the almanac.

8. Improvement of Division / Grade

A candidate is permitted to appear for improvement only once i.e. in the immediate following examination. The candidate who is desirous to improve the class/ grade should appear at all the theory courses. No provision for improvement in practicals.




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9. Appearance and Reappearance for the Examination

- a. Candidates who have put in the required attendance both in Theory and Practicals and those who have completed practical work and submitted records specified in the curriculum alone are eligible to appear for theory and practical examinations of B.Ed course. No candidate without the completion of teaching practice and school internship, projects and practical record work will be allowed for final university level theory/ practical examinations.
- b. The Principal of the College of Education shall not allow any candidate to appear for the final theory examination if their practical work as prescribed is not satisfactory or is incomplete at the time of filling the application for examination. Such candidates should seek fresh admission or readmission in the subsequent year to complete their practical work.
- c. A candidate who fails in the theory part of the examination may be allowed to reappear either in the concerned theory course(s) in which she failed or in all the theory courses, at any subsequent examination without putting in further attendance, provided she does not change the subjects originally studied by her.
- d. In case of teaching practice-cum-internship and other practical projects / records are not satisfactorily completed, the candidate will be permitted to appear for the final examination only after completing such practical work after seeking admission to B.Ed. as a casual student and producing thereafter, certificates of satisfactory work in the required areas.
- e. Attendance at N.C.C. / N.S.S. Camps or inter-collegiate or Inter University or Inter-state or National or International matches or Debates, youth festivals or educational excursions if they form the part of the curriculum, or attendance at such other inter-university, inter-college activities, as approved by the university, will not be treated as absence. However, the aggregate of such absence should not exceed four weeks in the entire course of two years or four semesters.

10. Teaching Faculty as Mentors

It is envisaged to continue the practice of the concept of mentorship¹ in the College of Education. Each lecturer in the College will act as a mentor.



They will be entrusted the responsibility of Mentorship, and will be responsible for monitoring the overall progress of the student teacher i.e., attendance, preparation of projects, teaching practice-cum-Internship and his overall participation in the programme. Each mentor will be allotted minimum of 7-8 student teachers from each batch and she will take care of her progress and participation in the B.Ed. Programme. Each mentor, besides providing overall guidance, is also responsible for resolving of any problems faced by the students. Mentor will authenticate the reports prepared by student-teachers and the conduct of various projects of the B.Ed. Programme.

11. Guidelines for school Head Masters / Head Mistresses

The Head Masters / Head Mistresses of Practicing/Cooperating Schools are expected to:

- a. Maintain the attendance of student teachers both for the forenoon and afternoon sessions in the school.
- b. Give strict instructions to supervisor teachers to follow the instructions given by the teacher educators and monitor the classroom performance of the student teachers. Instruct the supervisor teachers to also record their observations in the lesson plan records of the student teachers.
- c. Instruct all the student teachers to stay in the school from morning first bell to evening last bell, during the school internship
- d. Instruct the student teachers to participate in the School Assembly and to also present different value added activities in the assembly sessions.
- e. Assign any activity to the student teachers related to clean and green programme, eco-club, conducting science fairs, exhibitions, festivals, debates, elocution, quiz, cultural and literary programmes, decoration activities, remedial classes, parent-teacher meetings, field trips, excursions, etc.
- f. Sign on the records / project reports carried out by the student teachers during their stay in the school.

12. Transitory Provisions

Whenever a course or scheme of instruction is changed in a particular year, two more examinations immediately following thereafter shall be



conducted with the old syllabus / regulations. Candidates not appearing at the examinations or failing in them shall take the examination subsequently according to the changed Syllabus / Regulations.

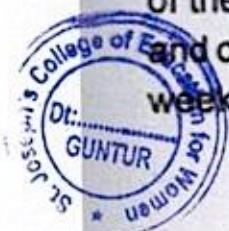
13. Malpractices

- i) The Principal shall refer the cases of malpractices in internal assessment tests and year end examinations, to a Malpractice Enquiry Committee, constituted by her for the purpose. The Principal shall take necessary action, against the erring students basing on the recommendations of the committee.
- ii) Any action on the part of a candidate at any examination trying to get undue advantage in the performance at examinations or trying to help another, or device the same through unfair means is punishable. The involvement of the staff, who are in charge of conducting exams, valuing exam papers and preparing / keeping records and documents relating to the examinations in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned at the examinations shall be viewed seriously and recommended for award of appropriate punishment after thorough enquiry.

14. Instructions to the Students on Discipline

The development of one's personality, done in the right manner, is a challenging and rewarding task for every individual, particularly for a teacher in the making, who has the task of moulding the personalities of many students in the future. This task is very rewarding and brings success and satisfaction proportionate to the attempt. St. Joseph's College of Education spares no efforts in moulding the personalities of the prospective teachers. All round development of the student teachers is kept in the fore front and they are given the knowledge and values which are productive and effective. So we aim at promoting discipline which is very necessary and important to build one's character and personality.

Each student is exposed to an atmosphere of discipline everywhere, classrooms, playground, library etc. All the students need to follow the timings of the College and be punctual and regular to the College and its curricular and co-curricular activities. They should participate regularly in the assembly, weekly ethics classes, annual retreats and so on.



They need to submit all the assignments on time and prepare for the teachings with suitable teaching aids and other devices. They have to be modest in their speech, behavior, attitude and in relationships. They need to be prompt in participating in all the extension services, joining in the clubs, and college activities.

15. General Matters

- i) The Controller or Examinations shall arrange for the conduct of the Examinations with the Principal as the Chief Superintendent or a nominee.
- ii) The Controller of Examinations shall maintain such stationery and records as are necessary for the conduct of examinations and for recording, storing and retrieving of the marks and other particulars relating to the examinations.
- iii) The Controller or Examinations shall make arrangements for the evaluation of the students' performance and submit the results to the Principal, who in turn shall transmit them to the University for the Award of degrees.
- iv) The Principal shall deal with any academic problem, which is not covered under these rules and regulations, in consultation with the Programme Committee in an appropriate manner, and subsequently such actions shall be placed before the Academic Council for ratification. Any emerging modification of regulation by the Programme Committee approved by the Academic Council earlier shall be reported to the Academic Council for ratification.
- v) "Grievance and Redressal Committee" (General) Constituted by the Principal (other than the committee courses under rule 13.1) shall deal with all grievances pertaining to academic / administrative / disciplinary matters.
- vii) The Principal may advise the Academic Council for the inclusion or deletion of any rule / rules to these Rules and Regulations.

