

FROM THE DESK OF THE CHAIRMAN

Education is a tool which a society provides to young generation in order to enable adulthood and become capable of taking up family and national responsibilities effectively. The process of education was there since the beginning of civilization of the man kind in one or the other form and will remain there forever as long as human being exists in the universe. However, approaches, contents, methods, and style may keep on changing to meet the need of an era.

Today India is marching towards 21st century giving boost to educational training to enable India's skilled professionals to compete successfully globally. However in spite of significant development a lot more has to various categories of people because there exists a yawning gap between the demand and supply of professionally competent people in this country.

In order to meet ever increasing demand of trained and qualified teaching professionals KAWA has come into existence to meet the needs and aspirations of candidates who are interested to establish themselves in the field of education.

The young and promising students of our country are most welcome to the *kawa college*; we have dedicated ourselves to carve their career in such a befitting manner so as to enable them to successfully cope with the emerging challenges of future.

M.S. Katoch

Chairman

FROM THE DESK OF PRINCIPAL

Ancient Indian education had always given importance to value components .The teachers possessed some beliefs, ideals and values, these influenced the child. In the process of modernization of education, system lost its role of ethical values and moral values. But the teachers should make their efforts to reconstruct the education system, in such a way that the moral character of the society is preserved. If the teacher performs his role with dedication, he shall be automatically responsible for the effective implementation of value education.

I am glad to know that KAWA COLLEGE OF EDUCATION has made notable progress over years to emerge as a model role for sister institution in the region. I would like to compliment to the members of the faculty and students for trailing a blazing path and offer my best wishes for their future success!

INRODUCTION

A component State of Indian of Union, Jammu and Kashmir, lying to the North , is abound in its unique features in all the three units –Jammu , Kashmir and Ladakh is on the highest peak of the world dominated by budhistic philosophy and culture.

Jammu and Kashmir is not only known as the land of Sufis and saints but it has remained a centre of education and excellence since times. Heun Tsaing and Fahi –Yan from china visited this state to study ‘Buddhist and Sanskrit texts.

Jammu is a city of temples combined with religious and social fervor. The tourists from all over the country as well as from abroad come to this state to attain solace. Lacs of devotees pour in from all over the country to the holy shrine of Shri Mata Vaishno Devi. Now, Jammu has become an advanced centre of academic excellence and education is promoted under the aegis of University of Jammu. This University has affiliated degree and professional colleges. It has made tremendous progress in the educational sphere and the impetus is given to privatization of education in Jammu and Kashmir State.

KAWA College of Education is a newly established one and is being run under the aegis of “**Kawa Educational &Welfare Society**” which is recognized by the Govt. of Jammu and Kashmir and affiliated to the University of Jammu.

KAWA College of Education has been established in view of the social, political and economic development of the country as a whole and especially the Northern States of Himachal Pradesh, Uttar Pradesh, Uttaranchal, Rajasthan, Haryana, Punjab and Jammu and Kashmir. It has aimed at reconstruction and reformation of preparing band of teacher for schools keeping in view the needs of the society for the 21st century.

The prime function of the college is to prepare young budding for the bachelor of education. Knowledge and Wisdom will flow in the form of holy water through the portals of this college, which would play a pragmatic role for the would be teachers in developing their country i.e. India. This college is situated in the beautiful and attractive surroundings in the outskirts of Jammu –which is famous City of Temples and is flourishing by the blessings of Shri Mata Vaishno Devi. Taking into consideration the spread of education through colleges it can well be said that Jammu is a city of colleges of education. This college has been established keeping in view the following objectives:

- i. To shape and build new educated society.
- ii. To generate a new environment of unity and integrity among various segments of society crossing the barriers of religion, creed and linguistics.
- iii. To transfuse a new learning environment in the area of professional education.
- iv. To develop academic excellence among the students.
- v. To cultivate higher values of life.
- vi. To promote philanthropic activities by the KAWA Educational and Welfare Society.

ABOUT COLLEGE

KAWA College of Education established in the year 2003 is run and managed by a State Govt. Registered Society under the name and style “Kawa Educational & Welfare Society” college has been established with the solemn objective of catering the educational needs of aspirants. College believes in imparting quality education with the help of latest techniques, well qualified, experienced and dedicated faculty members by taking pains to ensure that students are getting proper education and guidance. Further, college also strives towards an all round development of students concentrating not only towards the academic but also towards co-curricular activities etc.

LOCATION

KAWA College of Education is located at patoli (Gurha Brahmana) Akhnoor Road, Jammu. It is about 8kms from Bus Stand 10 kms from Railway Station easily approachable by city local buses. The college campus is spread over a land measuring 1.5acres, in eco-friendly surrounding.

INFRASTRUCTURE

KAWA COLLEGE have multitude of buildings like teaching block, girls, hostel, mess, canteen, etc. college has sufficient infrastructure with spacious class rooms , computer laboratory , an educational technology cell –cum audio visual room etc.

1. College Library-Cum Reading Room

College has a spacious library equipped with books, journals periodical and leading National / Local Newspapers. There are more than 2000 books concerning education with number of reference books, encyclopedias helpful to the students.

2. Girls Hostel

The college has a well furnished girl’s hostel within the campus having sufficient capacity to accommodate girls and is equipped with all facilities. The hostel is managed by a trained lady warden. The hostel has girls common room equipped with indoor games.

3. Computer Laboratory

The college has well developed computer laboratory having latest version computers, scanners, printers and other accessories. The college also has trained laboratory instructors /trainers.

4. Conference Hall

College has a spacious conference hall fully equipped with most sophisticated instruments for projection. It is proposed to organize educational shows, guest lectures, interaction sessions , seminars , workshop , etc

Student Cultural Committee

A part the academic affairs the college has constituted a cultural committee to give exposure to the students a type of work culture by organizing cultural activities.

Co-curricular Activities

For the overall development of the students college organizes various types of extra curricular activities:

1. Sports Meet

Every year college organizes sports meet for the students.

2. Annual Day Function

To add to the achievements every year the annual edition of magazine christened as “Kawa Samay” is published. The worthwhile attention is that the contents of the magazine are the resourceful contribution of students exhibiting and giving vent to their creative talents of writing, thinking, analyzing and articulating skills.

Transport Faculty

College provides transport facility to the students. College has its own vehicles for the facility, that both locals and non-locals students from outside areas of Jammu can avail this facility.

Communication and Personal development Lectures

In order to make student bold, fluent in effective communication college organises communication and personal development classes at regular intervals.

Students Feed Back

Management / Principal of the college takes regular feedback from students regarding their problems faculty and other related problem etc., try to solve their problems on top priority.

Internal Examination

In order to check the performance of our students institute conducts regular class tests etc.



ADVISORY COMMITTEE

1	Sh. M.S. Katoch	Chairman (Kawa Group)
2	Dr. G.D. Sharma	Former Secretary U.G.C.
3	Prof. N.S. Gupta	Retd.) HOD Department of Management Studies University of Jammu
4	Sh. Paritar Singh	Retd. Distt & Session Judge.

ADMISSION PROCEDURE

The process of admission to B.ED course

1. The University of Jammu as per the eligibility criteria, laid down in the information brochure cum-admission form issued by the University.
2. The University of Jammu has its Central Admission Committee which selects the candidates for different Non- Government Colleges of Education.

Submission of application forms seeking admission in B.ED. Course.

- i. The University conducts counseling of the applicants who apply for seeking admission to B.ED. Course.
 - ii. The schedule pertaining to counseling is issued by the University of Jammu for Local/non Local candidates separately in the local / non –local news papers.
 - iii. The counseling is held first of all for local candidates who apply in pursuance of advertisement for admission to B.ED. Course in Non – Govt. colleges of Education affiliated to the University of Jammu.
 - iv. Similarly the University of Jammu issues separate notification for holding counseling for Non-Local candidates belonging to different states of the country. The candidates are called for counseling as per the merit.
 - v. If any candidate remains absent for counseling, it is presumed, that the rights of the candidate for seeking admission are forfeited.
 - vi. The candidate has to produce Migration Certificate, in original, within two weeks after seeking admission to B.ED. Course in the college.
 - vii. The candidate, who has passed MA/M.Sc./M.Com from other University or has passed Higher Examination from other university, has to produce Migration certificate along with original degree in order to determine qualification and right to admission in B.ED. Course.
 - viii. Any candidate who fails to produce the original provisional certificate in time will not be registered with the University of Jammu and his /her admission will be cancelled by the university.
 - ix. The candidate will not be allowed to appear in any other examination during the B.Ed. course in this regard the candidate has to produce an affidavit pledging that he /she will not appear in any examination.
3. After getting admission slip from the University, the candidates report to the college allotted to them. They have to register their names according to the norms laid down by the college.

4. The college provides Registration form which is to be filled by the candidates , The following documents are required to be enclosed with the registration form along with 6 copies of the latest passport size photograph both male and female candidates.
 - (a) B.A./B.Sc./B.Com Degree along with the mark sheet.
 - (b) M.A. / M.Sc./M.Com Degree along with the mark sheet.
 - (c) Character Certificate duly attested by the Principal of the college where the candidates persuade B.A. /B.Sc. /B.Com or M.A. /M.Sc. /M.Com Degree.
 - (d) N.S.S. Certificate duly attested by the Doctor.
 - (e) Health Certificate duly attested by the Doctor.

Admission Rules for Non Local Candidates

1. The candidates who passed B.A. / M.Sc./B.Com examination from other universities has to deposit original degree or provisional certificate of the university along with the original marks Card.
2. The candidate who passed M.A./B.Sc /M.Com examination from other universities has to produce original degree or provisional certificate of the university along with marks card.
3. The candidate has to produce migration certificate in original within two weeks after seeking admission to B.ED course in the college.
4. The candidate who fails to produce these certificates in time will not be registered with the University of Jammu and his /her admission can be cancelled at any time.

COLLEGE RULES

1. **Discipline:** The Discipline is the watch word in the college and the candidates who seek admission in this college have to maintain discipline. If any student makes an attempt to violate the discipline of the college, he /she will be punished by the disciplinary committee of the college which consists of the following.
 - a) Chairman
 - b) Principal
 - c) One Senior Lecturer

GENERAL INSTRUCTIONS


1. **Medical Leave:** No medical leave is allowed even on the basis of production of medical certificate.
2. **Class attendance:** Class attendance is compulsory and all the students have to secure minimum 75% attendance which is the eligibility condition to appear in the B.ED annual examination.

3. Absentees: No student is allowed to remain absent without leave. Any student who remains away from the college, he/she will be dealt with as per college rules.
4. No Political indulgence of the student in any form is allowed within or outside the college.
5. No students can do any full time /part time job during the course.
6. The college timings will be strictly observed by all the students.
7. No student will go home without seeking prior permission from the principal / incharge.
8. No student can pluck flowers and spread dirt in the college.
9. The college uniform is compulsory for both male and female students and they have to wear it thrice a week.
10. Every Saturday will be observed as campus cleanliness day.

EXAMINATION REQUIREMENT

Regular B.ED course run by the University of Jammu in the affiliated college of education is of two academic sessions only.

The following eligibilities are essential for appearing in the final examination.

1. Attendance: Minimum 75% attendance is required. The principal of the college has to submit a certificate to the University of Jammu to this effect about all the students of the college.
 2. Internal Assessment Test and Assignment : Only those students are eligible who appear in and get a pass in both the internal assessment tests and submit one assignment of each subject
 3. Micro and Macro Teaching: All the students are required to complete their micro and macro practice of teaching. The students will go to the schools for practice of teaching to deliver required number of lessons.
 4. Final practice of teaching: The University of Jammu will conduct the final practice of teaching of those students who have completed their micro & macro practice of teaching.
 5. The Annual Examination for the degree of B.ED is held in July-August every year at the centers constituted and notified by the University of Jammu.
 6. Bi-annual / supplementary examination is held in Feb./ March every year.
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LIBRARY

The college library functions as the heart of the institution. It is one of the indications of the educational standards along with physical facilities and the faculty. KAWA College of education has voluminous material relating to professional B.ED course. In the library there are encyclopedias, dictionaries, professional reference books, text books, periodicals, newspapers etc. This college has a spacious and comfortable library. About 60 students can sit and study at the same time. It has been proposed that the readers will be getting self facility and they will draw the books from shelves fixed on the walls. After the proper use of the books, the student will on their own keep back the books in the shelves.

LIBRARY RULES

1. Silence should be observed strictly by the readers.
2. No outsider is allowed to enter in the library without the prior permission of the principal / Librarian.
3. The holder of the library card is entitled to draw any two books of any subject from the library at a time.
4. The books will be issued to the students for one week. Fine of Rs. 2/- per day will be charged on each book kept overtime by the students.
5. The reference books / journals / Magazines will not be issued even for overnight to any night.
6. The students are advised strictly not to deface any newspaper, book magazine and journals. They are also suggested not to write anything on books, study tables or chairs. If any student is detected doing so, he will be fined accordingly.
7. All the students will pay an amount of Rs. 500/- as library security which will be refunded after the declaration of the final result.

All the students have to follow the rules, otherwise they will face the consequences.

LIBRARY CUM IDENTITY CARD

Library card will be available from the office. All the students have to carry identity cards with them during college hours. They have to produce the library card to the librarian at the time of borrowing books to make the entry of the book. After completion of the course these cards are to be returned to the office by the students. In case, this card is lost, a duplicate card will be issued to the student on payment of Rs. 50/-

NATIONAL SERVICE SCHEME UNIT

The college is having an N.S.S. Unit which is working under an N.S.S. programme officer N.S.S. Volunteers have to participate in different programmes organized by the college.

MORAL AND CULTURAL DEVELOPMENT PROGRAMMES

The KAWA College of Education lays special stress on continuous moral and cultural development. In this regard cultural programmes for value oriented education are held frequently. Personal and moral upliftment is an integral part of professional education. To pursue this objective various guests lectures are arranged for the benefit of the students.

ENVIRONMENT UNIT

An environment unit also works in this college. The main task of this unit is saving the Mother Earth from pollution and degradation of environment. Different experts of ecology and environment are co-opted by the management of the college. The students of the college are sent to collect information and work for maintaining ecological balance in the areas which require urgent collection

UNIFORM

All the B.ED students will wear the prescribed college uniform on the days proposed by the management. The college will provide the uniform to both male and female students on payment.

The prescribed uniform is as under:

1	Female Students	<ul style="list-style-type: none">• Suit• Blazer (Matching Colour)
2	Male Students	<ul style="list-style-type: none">• Shirt• Trouser• Blazer (Matching

HOSTEL RULES

Hostel facilities for female students have been provided by the college management. The girl's hostel is located within the campus

Hostel is equipped with modern equipment which includes fully ventilated rooms, cots, good dining hall with appropriate crockery and utensils etc.

It is advisable that the non-local female students should stay in the hostel so that they could study seriously. A form of admission in the hostel is available with the warden which is to filled by the hostler. The rent charges for the hostel are fixed by the university Authorities. There will be separate charges for the meals.

The following rules and regulations framed by the Management Committee are strictly followed by the hostellers.

1. Cleanliness of the hostel rooms and campus be maintained.
2. Toilets and bathrooms to be used fairly. Any blockade can cause serious trouble in inmates.
3. No relatives of the inmates shall be allowed to stay in the hostel even for one night.
4. No inmates shall be allowed to stay overnight to his /her guardian without prior permission of the hostel /warden /principal.
5. No outside phone calls will be entertained after 9.30p.m. except from the parents /close relations whose identity is recorded in the hostel register.
6. Inmates shall seek proper permission for leaving the hostel from warden /principal when they go to their homes. They will also inform the warden / principal on phone about their safe arrival.
7. Any kind of uncultured behaviors on the part of hostlers will not be tolerated and the parents will be informed about it.
8. The meals will be served as per the following timings:

1	<i>Breakfast</i>	<i>8.15a.m. to 9.45 a.m.</i>
2	<i>Lunch</i>	<i>1.40 p.m. to 2.10p.m.</i>
3	<i>Evening Tea</i>	<i>4.30p.m. to 5.00 p.m.</i>
4	<i>Dinner</i>	<i>8.00p.m. to 8.30p.m.</i>

It is hereby, notified for the information of all concerned that the Vice- Chancellor, in anticipation of the approval of the Academic Council, is pleased to authorize the adoption of the following Course Structure B.Ed Programme .the course structure shall have two components as Under:-

a) Theory (1550 marks)

b) Practical (700 marks)

Semester - wise distribution of theory and internal practical component:

SEMESTER	THEORY	TITLE	MARKS	PRACTICAL	MARKS
1	Course No.101	Education in Indian Perspective	100	Course No. INT-1	50
	Course No.102	Childhood and adolescence education	100		
	Course No.103	Language Competence and Communication skills	100		
	Course No.104	Educational Planning and Management	100		
	Course No.105	Inclusive Education	100		
TOTAL			500		50
SEMESTER	THEORY	TITLE	MARKS	PRACTICAL	MARKS
2	Course No.201	Philosophical And Sociological Bases of Education	100	Course No. INT-2	50
	Course No.202	Teaching, Learning and Evaluation	100		
	Course No.203	Educational Technology and ICT	100		
	Course No.204	Methodology of teaching language-I (Teaching of English, Teaching of Sanskrit, Teaching of Dogri, Teaching of Punjabi, Teaching of Urdu, Teaching of Hindi)	100		
	Course No.205	Methodology of teaching Subject –I (Teaching of Social Science Teaching of Physical Science Teaching of Biological Science Teaching of Mathematics Teaching of Commerce Teaching of Performing Art Teaching of visual Art Teaching of Health & Physical Education	100		

		Teaching of Computer Education, Teaching of Home Science)			
	Course No.206	Action Research	50		
TOTAL			550		50
SEMESTER	THEORY	TITLE	MARKS	PRACTICAL	MARKS
3	Course No.301	Methodology of teaching language II (Teaching of English, Teaching of Sanskrit, Teaching of Dogri, Teaching of Punjabi, Teaching of Urdu, Teaching of Hindi)	100	School Interaction Course No. INT-3	Routine Work 50
	Course No.302	Methodology of teaching Subject –II (Teaching of Social Science Teaching of Physical Science Teaching of Biological Science Teaching of Mathematics Teaching of Commerce Teaching of Performing Art Teaching of visual Art Teaching of Health & Physical Education Teaching of Computer Education, Teaching of Home Science)	100		Teaching Practice TPI(A) 100
	Course No.303	Environmental Education & Disaster Management	100		Teaching Practice TPI(B) 100
TOTAL			300		250
SEMESTER	THEORY	TITLE	MARKS	PRACTICAL	MARKS
4	Course No.401		100	Course No. INT-3	Routine Work 50
	Course No.402		100		Teaching Practice TPI(A) 100
					Teac

					hing Practi ce TPI(B)	100
					Project Work	100
TOTAL			200			350
Grand Total			1550			700

