

Prospectus
for
B.Ed.

From the Principal's Desk

R.T.C. B.Ed. College is one of the pioneer teacher training institutions of Ranchi, Jharkhand. Founded in 2008, it has emerged as a centre of excellence for the development of innovative techniques and skills in teaching training. The college offers two different teacher training courses one at primary (D.El.Ed.) and the other at secondary (B.Ed.) level.

Today teacher education means much more than merely acquiring knowledge about teaching skills. It is building character with commitment for the teaching profession. It is empowering trainees with good leadership qualities. The academic culture of the institution provides scope for the student trainees to re-discover themselves with the latest professional skills. The academic discipline of the institution would create a strong foundation to march ahead and achieve the educational objectives for a stronger and brighter India. Moreover the cherished motto of the institution is to contribute physically fit, mentally sound, emotionally balanced, and spiritually high teaching fraternity.

To adapt with the latest global academic scenario, there is regular up gradation in academic and curriculum transaction modes. Innovative measures initiated and adopted by the management, steps taken by the college administration, the committed contribution of the teaching and non-teaching staff and over whelming response and enthusiastic participation of the students has always been accelerating the dynamism of the college and placing it in the frontage. By taking admission in this institution, you are entering in to an arena of opportunities and achievements.

I am proud of being the Principal of such a wonderful institution dedicated to the cause of noble profession as teaching. Let us all give our best and make this institution a holy place of training through your diligence, devotion and dedication. I heartily welcome you to a splendid organization of training and learning. My best wishes to one and all with warm and sincere regards.

Important Information on sale of application, submission, counseling and admission

<i>Sl. No.</i>	<i>Information</i>	<i>Date/s</i>
<i>1</i>	Date of issue of application form	06 th April to 06 th May, 2017
<i>2</i>	Last date for submission of the application form	09 th May, 2017
<i>3</i>	Display of merit list/s	13 th May, 2017
<i>4</i>	Date of Certificate verification and admission	15 th & 20 th May, 2017
<i>5</i>	Commencement of classes	06 th July, 2017

Management

R.T.C. B.Ed. College, P.H.E.D., Buti, Ranchi – 834009 (Jharkhand) is established and managed by the Gramvasi Alpasankhyak Vidyavardhini Samiti, a charitable society for human welfare, under the Act 21, 1860, with the registration number, 191/1978-79, and 355/2006-2007, dated on 07-11-2006.

Recognition

1. R.T.C. B.Ed. College is recognized by the National Council for Teacher Education (NCTE) Bhubaneswar vide letter no. ERC/7-83.6(1) 13/2008/102098 (13), dated 28-02-2008.
2. ER/76.2(II).30/APE00780/B.Ed./2014/27824, dated 14.11.2014
3. ERC/NCTE/APE00780/B.Ed. (Revised Order)/2015/23683, dated 31/05/2015
4. NCTE, reference letter No. F.No.ER/176.2(ii).30/APE00780/B.Ed./2014/27824, dated 14.11.2014

Affiliation

1. R.T.C. B.Ed. College is affiliated to Ranchi University, Ranchi – 834010 (Jharkhand), vide letter number G.E. / 769-70, dated 12-08-2008.
2. D.El.Ed. Course is affiliated to Jharkhand Academic Council (JAC), Ranchi Vide Letter No. JAC/PTT/8014/13/SE04/513/14, dated 26/09/2014

Aim of the College

The primary aim of R.T.C. B.Ed. College is to produce qualified teachers with high caliber and commitment to teaching profession. It is striving to offer the training program encompassing all the spheres of personality of the teachers with nationalistic ideals. RTC stands for ***Reactivating the Time Honored Character***.

Location

The college is situated in a beautiful and natural setting, at a distance of about two kilometers from Shivajee Chowk, Buti, Ranchi, and is well connected by roadways and railways. It is seven kilometers away from the Ranchi Railway Station.

Eligibility for Admission into B.Ed. Program

- (a) Candidates with at least 50% marks either in the Bachelor's Degree and/ or in the Master's Degree in Sciences / Social Science / Humanities
or
Bachelor's in Engineering or Technology with specialization in Science and Mathematics with 55% marks or any other qualification equivalent there to be are eligible for admission.
- (b) As per the rules of the Central / State Government the reservation and relaxation for SC/ST/OBC/PWD candidates is applicable. Such candidates with 45% of marks are eligible to apply.
- (c) Selection for admission will be made on merit basis.

How to apply for admission

- (a) Application forms can be received from the college at the office counter on payment of Rs. 500 in cash.
- (b) It can also be obtained by post by sending a ***demand draft*** of the requisite amount in favour of R.T.C. B.Ed. College, payable at SBI, Ranchi and a self addressed big sized envelope.
- (c) The intending candidates must duly fill in the application form and submit it in the office along with ***self attested copies of all the relevant documents within the time and date.***

Relevant Documents to be submitted along with the application form

1. Xerox copy of the sale receipt of the application form
2. Xerox copy of the Matric/ICSE/CBSE pass certificate
3. Xerox copies of all the mark sheets and certificates from matriculation to post graduation level as applicable
4. Xerox copy of the Caste / Physically Challenged Certificate (for ST/SC/OBC/PWD candidates) from the competent authority, where applicable and necessary
5. Xerox copy of the Certificate/s of co-curricular activities like NCC/Sports, if any
6. Xerox copy of the Fitness Certificate from a registered Medical Practitioner (for female candidates only) stating that the candidate is fit to attend all theory and practical classes and remain present and complete the course without any disruptions. No exemption from regular attendance will be allowed on any ground.
7. Xerox copy of the Residential/ Domicile Certificate from the competent authority
8. Completely filled in application form in ***original*** with all the relevant documents should be submitted by the candidate in person in the office during college hours within the stipulated time and date. No kind of delay will be entertained in this regard.

At the time of admission

It may be ***noted*** that all the ***original*** certificates along with the following must be produced by the candidate for verification and admission.

1. Original Marks Sheets of all the examinations
2. College Leaving Certificate
3. Registration Number of the last passed out University Study
4. Migration Certificate (for other than Ranchi University candidates)
5. Caste / Physically Challenged Certificates where applicable (for SC/ST/BC/OBC/PWD candidates only)
6. Physical Fitness Certificate
7. Residential/Domicile Certificate
8. NCC/Sports Certificate/s, if any
9. Four copies of recent stamp sized color photographs, with name on the back side
10. Bank Draft in favour of R.T.C. B.Ed. College payable at S.B.I. Ranchi.

Duration of Course

The B.Ed. programme is of two academic years, which can be completed in a maximum of three years from the date of admission.

Working Days

- There shall be at least 200 working days each year exclusive of the period of examination.
- The physical presence of the candidates in the institution is necessary to ensure their availability for advice, guidance, dialogue and consultation as when required.

Morning Assembly

Morning assembly starts with *Sarva Dharma Prarthana* followed with pledge for the students, motivational thought, NEWS, and National Anthem.

Intake

- Only 100 students will be admitted in one academic year.
- Reservation policy of the Govt. of Jharkhand will be adopted for admission.

Medium of Instruction

- The medium of instruction will be Hindi and English.

Examinations

- Examinations are conducted either in Hindi or English except language subjects
- Every student must appear in all the internal examinations. No reexamination will be conducted except under genuine medical conditions. **Internal marks are added** based on the score of the college examinations, training program activities and assessment of assignments / records.

College Uniform (For Male students)

- a) Black Pant, White Full Shirt, and Black Tie
- b) Black Shoes, and Black Socks
- c) Blazer (in winter)

College Uniform (For Female students)

- a) Pink Sari with Pink Blouse (high neck with long (3/4th) sleeves)
- b) Black Canvass Shoes and Black Socks
- c) Blazer (in winter)

Library

The College library is rich with more than 8,000 books. The students are expected to observe and maintain *silence* in the library and follow the library rules. The students have ample opportunity to use the library.

Hostel

Hostel facility for boys and girls is separately available with good accommodation, on payment basis.

Laboratory

The Institution provides well equipped laboratory facilities in Science, Psychology, Educational Technology and Language for the students.

The selection of the Pedagogical Subjects (Methods of Teaching) as per norms

Every candidate is expected to select two methods based on the subjects studied at the Bachelor's Degree or Master's Degree in the form of Hons. / Subsidiary subject. The candidates may select any two of the following pedagogical subjects as Methods of Teaching that are offered at the graduation level. They are English / Hindi / Sanskrit / Urdu / Tribal Regional Languages / History / Geography / Civics / Life Sciences / Physical Sciences / Home Sciences / Mathematics / Commerce / Economics.

Rules and Regulations

1. A candidate admitted into B.Ed. Course must maintain the ethos of commitment to this noble teaching profession.
2. The candidate is expected to respect the college discipline and the rules framed for the purpose. This college is reputed for excellent teaching and strict discipline. It looks after proper maintenance of discipline and leaves no scope for ragging / other in- disciplinary activities within the college campus. Anybody found guilty of such activities will be punished from cancellation of admission to expulsion from the institution. An undertaking has to be signed by the student and his/her guardian assuring that they the candidate will not indulge in any kind of indisciplinary activities or behavior.
3. The students should attend the college in complete uniform with well groomed personality.
4. The students should bring the necessary writing materials required for the day.
5. The students must attend the morning prayers daily and should never be late to the college.
6. According to Ranchi University and NCTE norms a trainee must attend 80% of all the theory classes (Course work) and 90% of all the practical classes (training work). However, it is hoped that the students give 100% attendance in practical training work and more than 90% of attendance in theoretical course work, so that they build absolute confidence in themselves and in the training program
7. It may be noted that no permission for leave will be granted without a valid or genuine reason during the training programme. Prior permission is required from the Principal (or Professor in charge) under such circumstances.
8. Every candidate shall have to undergo practice teaching and internship of **five** full months (20 weeks) in a cooperating school as "Teaching Practice and School Internship".
9. No other commitments, such as competitive examination, computer course, private tuition, other University Examinations should be undertaken during the regular college duration.
10. Every student is expected to make the best use of the library and the laboratories.
11. The students should not hesitate to seek help from the professors during training.

12. If a candidate desires to drop out from the course before the commencement of classes, he/she will receive refund of fee except application and admission fee. ***After the commencement of classes there will be no refund of any kind of fee.***
13. Every student must wholeheartedly participate in all the academic, cultural and sport activities of the college. They should always be ready to learn more and be proactive for innovative initiatives of the college.
14. The students are expected to take proper care of the college property.
15. Every student is a member of the GAVS society and RTC family.
16. The students should not hesitate to contact the Class Teacher or the Principal for any academic issue.

Final practical lesson examinations

All the students should bear in mind the following during the final practical lesson examination

- Maintain the Dress Code
- Carry your College Identity Card
- Know the name and place of your cooperating School; class and section; and date and time of your final practical lesson
- Reach the venue of final practical examination at least one hour before
- Prepare two (02) sets of Lesson Plans in each method for submission
- Sign on the lesson plan
- Ensure that the supervisor also signs the lesson plan journal
- Use relevant teaching aids / models and study them well
- Use hooks to hang the charts
- Use a pointer to indicate and focus the points on the chart
- Carry classroom accessories (chalk, duster, roll up board, hooks)
- Maintain good classroom interaction
- Underline the topic of discussion
- Give clear instructions to the students to write the significant points of the lesson
- Supervise the running notes of the students
- Use appropriate approach, method, technique and skills
- Raise pin pointed questions
- Limit to your class duration, without encroaching others' class time
- Ensure that you rub the chalk board before you leave the class

Course Completion Certificate (CCC) for appearing in the Examination

1. Every candidate shall produce a ***Course Completion Certificate (CCC)*** from the Principal for the B.Ed. Examination for the purpose of :

- a) Good Conduct
- b) Having satisfactorily completed the courses by
 - i) Attending 80% lecturers in theory (including optional subjects)
 - ii) Attending 90% classes in practical work
 - iii) Completion of requisite number of microteaching lessons, practice teaching lessons, school internship, observation lessons and criticism lessons as per NCTE norms.

2. *In addition to the above, the candidates, who fail to fulfill the attendance norm or completion of the academic course work like submission of assignments / projects / records will not be permitted to appear in the University Examination.*
3. If any kind of fee is pending

Declaration of Results and Awards

Candidates will be awarded **Class** based on the total marks in theory examinations of the first and the second years as well as the practical examinations, lesson plan records, assignments, project works.

<i>Class and Result</i>	<i>Percentage of Marks</i>
First Class with Distinction	75% and above
First Class	60% and above but less than 75%
Second Class	45% and above but less than 60%
Minimum pass marks in theory papers	45%
Minimum pass marks in practical papers	45%
Minimum pass marks in practical / project / records	45%

Break up of marks for passing an examination

Table 1

Details	Grand Total	University Examination	Pass Marks	Sessional Marks	Pass Marks	Aggregate
Theory Courses 1, 2, 3, 8, 9	100	80	35	20	10	45
Theory Courses 4, 5, 6, 7a, 7b, 10	50	40	18	10	05	23
Practical Course 11 & EPC 1 to 4	50	40	18	10	05	23

Table 2

Details of Practical Examination	Grand Total	Pass Percentage
7a & 7b Final practical lessons	50 + 50	45
School Internship	150	45

Table 3

Courses	University Examination Marks	Pass mark	Sessional / Internal marks	Pass mark	Aggregate marks	Pass mark
1, 2, 3, 8, 9	$80 * 5 = 400$	35	$20 * 5 = 100$	10	500	45/100
4, 5, 6, 7a, 7b, 10, 11, EPC 1 to 4	$40 * 11 = 440$	18	$10 * 11 = 110$	05	550	23/50
Internship and practice teaching	$150 + 50 + 50$				250	45%

Total	1090		210		1300 (650 + 650)	45%
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Note: The student must pass separately in Sessional, University Examination and in Aggregate.

Grace marks up 05 marks in any one of the theory papers are given to complete the course to pass the paper or improve class from 2nd to 1st class only. The candidates securing less than 45% shall be declared to have failed in the examination. The sessional marks will remain the same for further attempts.

Eligibility for promotion

1. To get promotion from 1st year to 2nd year, the student should pass at least in ***four*** papers out of the ***seven*** theory papers (Course 1 to 7a)
2. A student not promoted to the 2nd year course will have to appear in all the papers in the subsequent examination up to a maximum of three attempts



R.T.C. B.Ed. College
(Additional D.El.Ed. Course)
 P. H. E. D., Buti, Ranchi - 834 009

Estd. 2008

Form No.

Application Form for admission into B.Ed. Course

(Candidate should fill in the form in his/her own handwriting)

Name of the candidate (in capital letters)

Name in Hindi

Father's name

Mother's name

Complete address: H.No. PO PS

Dist State Pin Code

Contact No. (1) (2)

Date of Birth (as per Matric Board Certificate).....

Date of Birth in words

Nationality

Category (Attach certificate wherever necessary)

Gender: Male / Female **Marital Status:** Single / Married

Educational qualifications

Examination	Year of passing	Board / University	Subjects offered	Marks obtained (out of)	%	For office use
						Cross verified and found correct (Yes/No)
Matriculation						
IA/ISc/Icom/+2						
BA/BSc/Bcom						
MA/MSc/MCom						
Others						

1. Main (Hons.) Subject at Degree level
2. Subsidiary Subjects at Degree level (1)
- (2)

Extra Curricular activities

Participated in	Level of participation (State/National)	Certificate with grade	Certifying authority
NCC/NSS			
Sports/cultural activities			

Date:

Place:

Full signature of the candidate

For office use only

Category

Percentage of marks at graduation level

Main (Hons.) Subject

Subsidiary subjects

a.

b.

Application form accepted / rejected (Reason for rejection))

Name / Signature of the verifying officer with date**Signature of the office superintendent****Signature of the Principal****सर्वधर्म प्रार्थना**

ॐ तत् सत् श्री नारायण तू
 पुरुषोत्तम गुरु तू
 सिद्ध बुद्ध तू स्कंद विनायक
 सविता पावक तू

ब्रह्म मज्जद तू यहव शक्ति
 तू
 ईशु पिता प्रभू तू
 रुद्र विष्णु तू राम कृष्ण तू
 रहीम ताओ तू

ॐ तत् सत्.....

वसुदेव गौ विश्वरूप तू
 चिदानंद हरि तू
 अद्वितीय तू अकाल निर्भय
 आत्मलिंग शिव तू

ॐ तत् सत्

Educational needs to be managed in the atmosphere of utmost intellectual rigor, seriousness of purpose and at the same time of freedom essential for innovation and creativity while far reaching changes will have to be incorporated in the quality and range of education. The process of introducing discipline to the system will have to be started and now in what exists. The country has placed boundaries thus in the educational system. The people have a right to expect concrete results. The first task is to make it work. All teachers should teach and students study.

National Policy on Education 1986 & 1992
Part VII: "Making the System work"