



MINERVA

COLLEGE OF EDUCATION

PROSPECTUS
2022-2023



MINERVA COLLEGE OF EDUCATION

The Society

Minerva Educational Society, a premier charitable society, came into existence on 7th of July, 2006 and was registered under Societies Act XXI of 1860 under Registration No. 251 on 12-10-2006 with its headquarters at VPO Baggi, District Mandi (H.P.) – 175027. The society aims at to set up institutions of excellence promoting qualitative improvement in educational process, producing qualified and well-disciplined teachers to the nation.

The following, among others, are the chief aims and objectives of the society:

1. To work for extending qualitative education in the region.
2. To promote social consciousness among the students and public.
3. To develop scientific understanding, preserve Himalayan culture and environment.
4. To provide uniform and moral education.
5. To work for socio-economic development of the region.
6. To work for woman-empowerment.

The College

Minerva College of Education, named after ***Roman goddess of wisdom, Minerva***, was started under the aegis of Minerva Educational Society in August 2007, and has been successful in imparting qualitative education to the students of B.Ed. The MCE's ideology is to nurture and groom students with ethical code of conduct with a passion to educate them with best educating techniques and carving every student into a responsible citizen. The college is located at VPO Baggi, District Mandi, Himachal Pradesh-175027, in the lap of nature, amidst lush green fields and trees in a noise free atmosphere in pollution free zone. The campus is connected to a major road having good conveyance and communication facilities to the nearest towns. The nearest bus stop, Baggi, is a popular bus-stop of the area from where buses to the nearest towns – Mandi (20 kms.), Sunder Nagar (11 kms.), and Ner Chowk 7 kms.) – are available after every five to ten minutes throughout the day. The ***National***



Highway-21 is about 5 K.M. from the campus. The college has parking facilities for vehicles on the campus. Fresh drinking water WITH RO + UV system is available in the college at all times and in all weathers. Post Office with all major facilities, Primary Health Centre, Punjab National Bank, are situated at a distance of about 100 to 120 meters from the college. The **Beas-Satlej canal**, which is an attraction for all the people around the world, flows right in front of the college. The famous **Hateshwari Temple**, having legendary history of **Pandavas** pertaining to the era of **Mahabhart**, is about 3 K.M. from the college. The famous **Ballh Valley**, in whose eastern border the college is situated, is a gateway to the popular tourist places of Himachal Pradesh – **Kullu, Manali, Manikaran and Rohtang Pass**.

VISION

The vision of Minerva College of Education is to excel and evolve into the best quality centric institution.

MISSION

- The mission of MCE is to impart education to the community including the development of rural areas.
- Along with academic activities, the MCE gives special attention to the curricular and extra-curricular activities to promote creative talent among students.
- The MCE specially efforts to make its students competent for global competition. Students are motivated and supported to exhibit their creative talent among students.
- Laying emphasis on quality of education through deliberate practice, discipline and continuous learning.
- Continuously build capacity and capability to shape and adapt to the changing trends in the educational landscape.
- Aiming at to create a strong foundation to the “knowledge capital” of learning.

Courses

Presently the college offers **Bachelor of Education (B. Ed.)** course having TWO units comprising of **100 seats** of Arts, Science and Commerce faculty. The programme is affiliated to Himachal Pradesh University, Shimla and recognized by the National Council for Teacher Education. **The duration of the course is two academic years.**

Besides, the college also aims to start Elementary Teachers Training programme as and when the recognition is sought from the National Council for Teacher Education.

Admission Procedure

Admission to the B. Ed. Course is made strictly in accordance with the norms prescribed by Himachal Pradesh University and the NCTE. The candidates are required to apply directly to the University/college within the stipulated time after the advertisements in the newspapers as per the procedure adopted by the University from time to time. The subsequent counseling based on the percentage of marks secured in entrance test is the only basis of admission to the course. The eligibility for applying to the course will be as per Himachal Pradesh University / NCTE norms.

The candidates are required to fill up the admission forms of the college and to submit the same along with the copies of all essential certificates as follow at the time of the admission:

1. Attested copy of Matriculation certificate
2. Attested copy of 10 +2 certificate
3. Attested copy of B.A./B.Com./B.Sc./M.A./M.Sc./M.Com. certificate
4. Character certificate from the institution last attended
5. Copy of SC/ST or other reserved category, if any
6. Bonafide/domicile certificate
7. Two passport size photographs.

Admission forms complete in all respects and duly supported by the relevant documents alongwith prescribed admission fee are to be submitted in the college office as per the dates notified to the candidates by the University/college.

Minimum Eligibility for B.Ed. Course

- A) A Bachelor's degree/Master's degree (Medical, Non-Medical or Arts) with at least 50% marks (45% in case of S.C., S.T. and Ex-Serviceman Categories) from a recognized University established by law in India.
- B) Any other condition prescribed by HPU/NCTE from time to time besides subject combinations at graduation level.

Courses of Study

Examination and courses for the Degree of Bachelor of Education will be according to the syllabus laid down by the Himachal Pradesh University, Shimla.

A candidate is required to take following courses in B.Ed. programme (through regular mode):

Sr. No.	Course code	Name of the course	Total Marks
<u>B.Ed. First Semester</u>			
1	Paper I	Childhood and Development Years	100
2	Paper II	Contemporary India and Education	100
3	Paper III	Language Across the Curriculum	50
4	Paper IV	Understanding Disciplines and subjects	50
5	Paper V	Text Reading and Reflections	50
Total Marks in First Semester			350
<u>B.Ed. Second Semester</u>			
1	Paper VI	Learning and Teaching	100
2	Paper VII	Assessment for Learning	100
3	Paper VIII	Drama and Art in Education	50
Candidates are Required to choose any two of the following subjects in second semester in accordance with the subjects studied at graduation level.			
4	Paper IX-A	Pedagogy of school subjects (Part-1)	
	(i)	Teaching of Physical sciences	50
	(ii)	Teaching of Life sciences	50
	(iii)	Teaching of Mathematics	50
	(iv)	Teaching of Social sciences	50
	(v)	Teaching of Commerce	50
	(vi)	Teaching of English	50
	(vii)	Teaching of Hindi	50
	(viii)	Teaching of Sanskrit	50
5	Paper X	Practice Teaching (4 Weeks Duration)	Grading (on four points letter Grades) will be done on the basis of reports submitted by the students.
Total Marks in Second Semester			350

B.Ed. Third Semester

Candidate will continue with same two Teaching subjects in Third Semester which they have opted in the second semester

1	Paper IX-B	Pedagogy of school subjects (Part-II)	
	(i)	Teaching of Physical sciences	50
	(ii)	Teaching of Life sciences	50
	(iii)	Teaching of Mathematics	50
	(iv)	Teaching of Social sciences	50
	(v)	Teaching of Commerce	50
	(vi)	Teaching of English	50
	(vii)	Teaching of Hindi	50
	(viii)	Teaching of Sanskrit	50
	School Internship/Practice Teaching		
2	Paper XI-A	Skill in Teaching (School subject-I)	125
3	Paper XI-B	Skill in Teaching (School subject-II)	125
Total Marks in Third Semester			350

B.Ed. Fourth Semester

1	Paper XII	Knowledge and curriculum	100
2	Paper XIII	Gender, School and Society	50
3	Paper XIV	Inclusive School	50
4	Paper XV	ICT in Teaching-Learning process	50
5	Paper XVI	Understanding the self	50
Candidates are Required to choose any one of the following optional subjects in fourth Semester			
6	Paper XVII	Health and Physical Education	50
7	Paper XVIII	Vocational and work Education	50
8	Paper XIX	Education for Peace	50
9	Paper XX	Guidance and Counseling	50
Total Marks in Fourth Semester			350
Grand Total Marks for B.Ed. Course			1400

FEE STRUCTURE FOR THE SESSION 2022-24

(As per Notification No. EDN-H (8)A(1) Pvt. B.Ed. College (Fee Structure)/2016

(As per Notification No. EDN-II (6)/A(1) Pw. B.Ed. College (Fee Structure)/2018					
Sr. No.		Particular of the Item	Fee for two year B.Ed. Course (Rs.)		
			1 st year	2 nd year	Total
I		Tuition Fee	42,000/-	42,000/-	84,000/-
II		Annual Charges:			
1		Admission Fee	1100/-	-----	Rs. 1100/-
2		Re-admission Fee	-----	-----	-----
3		Continuation Fee	-----	140/-	140/-
4		Building Fund	-----	-----	-----
5		Repair and Replacement of Furniture and Books	275/-	275/-	550/-
6		House Examination Fee	200/-	200/-	400/-
7		Magazine Fund	40/-	40/-	80/-
8		Identity Card	30/-	30/-	60/-
9		Medical Fund	40/-	40/-	80/-
10		Student Aid Fund	140/-	140/-	280/-
11		Electricity & Water Charges	80/-	80/-	160/-
12		College Badge	60/-	-----	60/-
13		Society Fund	30/-	30/-	60/-
14		Sports Fee	60/-	60/-	120/-
15		Cultural Activities Fund	60/-	60/-	120/-
		Total	2,115/-	1,095/-	3,210/-
III	Monthly Charges	Per Month w.e.f. 2019 for 2 years course	1 st year	2 nd year	Total
1	Amalgamated Fund	90/-	1080/-	1080/-	2,160/-
2	Lib. & Reading Material	60/	720/	720/	1,440/
3	Practical for Sc. & other Subjects	75/	900/	900/	1,800/
4	Other Student Activities	75/-	900/-	900/-	1,800/-
5	Computer Fee	150/-	1,800/-	1,800/-	3,600/-
	Total	460/-	5,400/-	5,400/-	10,800/-
	Grand Total (I, II &III) Annual		49,510/-	48,490/-	98,000/-
IV	Library Security Refundable after Session	1,000/- (One time for the course)			
V	University Charges	The levy charges@7%on tuition fee will be charged by the HPU as per existing rules of HPU			

	Examination Fee @Rs. 1400/- per Semester
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Note: (a) Fees and Funds once deposited shall not be refunded in any case.

(b) An amount of Rs.200/- will be deducted as alumni fee at the time of the refund of library security.

(c) The fees and funds are subject to change as per the notification issued by the state Govt. /H.P. University from time to time.

UNIFORM

The college has its own specified uniform which is compulsory during training.

MORNING ASSEMBLY

A morning assembly will be conducted every day for fifteen minutes and the presence of every student is a must.

COLLEGE MAGAZINE

To inspire the students for creative writing the college publishes its magazine “*MINERVA*”. The students can contribute their articles in it.

SEMINARS, EXTENSIVE LECTURES AND MEETINGS

Weekly Seminars and Tutorial group meetings will be held for an informal discussion on topic related with the curriculum. Noted educationists, scholars and professionals will be invited to address the students and teachers on different subjects. Once in a week the staff and the students will get together where they can have opportunity to give informative talks on education, religion and morality. Presence of all students and members of the college is compulsory. Absentee students will be fined.

SPORTS AND GAMES

The college has intensive facility for indoor and outdoor games and sports. The college has two playgrounds within the campus to organize different sports and games.

HOSTELS

The college has arrangements of rented hostels comfortable and safe, at comparatively much lower cost, best of the available standards, separately for boys and girls with hygienic and nutritional catering facility. Adequate recreational facilities are provided in the hostels. Round the clock availability of electricity, water, medical aid, telephone and conveyance facilities have been ensured for the boarders. **Minimum 20 boarders are essential to make the hostels functional.**

CANTEEN

The college has a canteen on the campus to serve snacks and meals to students and guests.

TOURS AND CULTURAL ACTIVITIES

Study visits, cultural programmes, etc. are in full measure.

SCHOLARSHIPS

Scholarships are granted for meritorious students as per the national and state scholarship programmes of the government.



TEACHING LEARNING RESOURCES

The college has established five Resource centers technically well equipped having suitable and latest teaching aids, equipments and audio-visual support system backed by the state-of-the-art technology with internet connectivity and language learning facilities for the use of both teacher educators and student teachers as per the NCTE norms.

1. INFORMATION COMMUNICATION TECHNOLOGY (I.C.T.) RESOURCE CENTRE
2. SCIENCE AND MATHS. EDUCATION RESOURCE CENTRE (SMERC)
3. PSYCHOLOGY RESOURCE CENTRE (SRC)
4. HEALTH AND PHYSICAL EDUCATION RESOURCE CENTRE (HPERC)
5. ARTS AND CRAFT RESOURCE CENTRE (ACRC)

FACULTY

The teaching faculty remains the greatest resource at Minerva College. The institution has well qualified teaching faculty with relevant practical exposure and good teaching skills. Students always find them friendly and easily accessible.

LIBRARY

The institution has well stacked library with a wide collection of books and journals in the fields of Education, Social Sciences, Literature, Languages, Commerce, and other related fields. Keeping in view the interest of the readers, general books for updating students' general knowledge are also procured.



CODE OF CONDUCT

The college expects its scholars to maintain the code laid down for student and to develop a habit of discipline during their stay in the college. This will ultimately shape them into responsible and useful citizens.

1. The college lays special emphasis on the maintenance of discipline and necessary decorum in and outside the class rooms. A disciplinary committee is formed for this purpose.
2. Students are expected to be courteous and polite in their dealing with one another and with the employees of the college.
3. Proper respect should be given to the teachers and their instructions should be carried out strictly.
4. Perfect silence should be maintained in the classes, in the reading room and in the verandahs so that none is disturbed in studies and the atmosphere prevailing in the college remains academic.
5. Movements from one class to another should be orderly. At the end of a period, the incoming students should wait outside till the class room has been completely vacated.
6. The students should understand that the college property is an asset of the nation and as such its maintenance is as much their duty as that of the administration. Therefore, let not any one disfigure or damage the furniture or deface the wall with pen, pencil or chalk marks.
7. In a vacant period, students are advised to utilize their time in the study of magazines, journals and newspaper in the reading room.
8. Students should inculcate the queue habit when they go to see the Principal, to pay dues in the office, to get books issued from the library, etc.

9. During their stay in the college, girl students are advised not to make use of excessive ornaments, cosmetics, etc.
10. The students found guilty of infringement to above rules of conducts and discipline shall be liable to heavy punishment in the form of fine, withdrawal of concessions and stipends, or even expulsion from the college, depending on the seriousness of the offence.
11. Toilets, bath rooms for boys and girls are separate. These must be used as such.
12. Boys and girls are not allowed to go out of the premises during college hours, if found guilty will be fined/expelled from the college.

GENERAL RULES

1. All the students are required to attend at least 180 teaching days of the session. Students failing to fulfill this condition shall not be eligible for the University examination.
2. If a student absents himself/herself from any of the house tests held by the college for the purpose of internal assessment or if he/she fails, the Principal shall have the authority to withhold his/her name from university examination.
3. At any time during the course of training the Principal may at his discretion remove the name of a student from the college rolls if he/she fails to make progress in studies or has been found guilty of misconduct.
4. A student who wishes to withdraw from the college must do so formally in writing and his/her application should be countersigned by his/her father/guardian.
5. Participation in co-curricular activities and games is compulsory for all students.
6. No student is allowed to accept any kind of employment during the course of training.
7. If students do not stay in college hostels, the management/college will not take any type of responsibility for private accommodation.
8. Rules regarding discipline, payment of fees, grant of leave and use of library must be strictly followed.
9. Principal has the power and discretion to impose or remit fine.
10. During the training period, no student shall attend or take part in any anti-government, anti-college or any other subversive activity.
11. Political and unauthorized meetings, demonstrations of all kinds, sale and distribution of books, pamphlets, posters in the college premises are strictly prohibited. Defaulters will be punished.
12. Misconduct shall be severely dealt with and may result in rustication or expulsion. A student may be called upon to withdraw from the college if in the Principal's opinion his/her conduct is not conducive to his/ her well-being and detrimental to the interest of the college.
13. All breaches of college discipline and long absence without leave shall be punishable to the extent of expulsion.
14. Student is required to keep with him/her the identity card available from the college library and should show the same on demand.

15. Since the college work is regulated mostly through notices put on the notice boards, students must look up the notice boards at least two times, once on the commencement of the day and later before their departure from the college. Ignorance about a notice shall not be entertained as an excuse for non compliance.
16. Smoking, drug, alcohol etc. are strictly prohibited in the college and hostel premises.

LIBRARY RULES

1. The library books may be retained by the students upto a period of 2 weeks after which they must be returned or got re-issued, the latter depending on the discretion of the Librarian. A fine of Rs. One rupee per volume per day is charged for the books kept for more than two weeks after the date of issue.
2. If a book at the time of returning to Librarian is found defected or damaged in any way, the last borrower will be required to deposit its price as damage.
3. Leave from the college does not imply exemption from the return of Library books. The books may be returned to the Library by post under registered cover, if necessary.
4. The students are expected to observe perfect silence in the Library and are expected not to disturb others in any way.
5. Non-transferable Library-cum-Identity Cards are issued to all the students and books can be issued only on these cards. Students must get the Identity cards within a month after paying their dues of admission after which no card will be issued. Two copies of passport size photographs should be handed over to the Librarian. Loss of the card should be immediately reported to the Librarian who will issue duplicate card on payment of Rs. 25.
6. The number of books that can be issued at a time is two.
7. Students responsibility is not over until the books are shown as returned on the library card. They are advised to be very careful in getting the signature of the Librarian on their cards while returning books.
8. Books borrowed from the Library must be returned to the Librarian and must on no account be passed on to other.
9. Books reserved for the members of staff and Reference books, current periodicals will not be issued except for consultation within the library.
10. Copies of syllabi are available in the library.

LEAVE RULES

1. If a student remains absent without leave for more than 6 days continuously, his/her name will be struck off the college rolls. However, he/she may seek re-admission by applying to the Principal. The Principal has the discretion to impose fine for that purpose. This will not be ordinarily allowed unless the Principal is fully satisfied that the circumstances leading to the absence without leave of the student concerned were beyond his/her control and the absence was justifiable.
2. Leave from the college upto one day will be granted by the Tutor. Leave for more than one day will be granted by the Principal on the recommendation of the Tutor. An application for leave shall not be entertained unless it is submitted properly. Ordinarily, no leave is granted during the training period.
3. Those who absent themselves without leave will have to pay a special fine of Rs.10 per day or as amended from time to time.
4. Leave on account of illness must be accompanied by medical certificate.

HOUSE EXAMINATIONS

1. Two compulsory House Tests, in addition to the monthly tests, will be held during the whole year.
2. Absentees will be fined Rs. 200/- for every paper.
3. If a student absents himself/herself from any of the House Tests held by the college for purpose of internal assessment or fails in the house tests, the Principal shall have the authority to withhold or withdraw his/her name from the University examination.
4. Students must extend full to the supervisory staff. Any student found guilty of using unfair means during the examinations will be punished according to the seriousness of the offence.
5. Although progress reports embodying the results of the House Examinations are forwarded to the parents/guardians by the College office, it is the responsibility of every student to bring his/her result to the notice of his/her parents/guardians.

TEACHING PRACTICE

- During the 2nd semester of the course, practice teaching (School Internship Program-I) shall be of one month. It will include study of maintenance of various school records (e.g. CCE records, admission- withdrawal registers, attendance records and stock registers etc.).
- The candidate will prepare twenty observational lessons (10 in each teaching subject) during School Internship Program-I.
- In the beginning of 3rd semester of the course, every student shall have to prepare 20 simulated teaching lessons (10 in each teaching subject).
- During the 3rd semester of the course, practice teaching (School Internship Program-II) shall be of four month (16 weeks).
- Every student shall have to deliver 100 lessons (50 in each teaching subject).In addition; the student teacher will have to observe 60 observational lessons (30 in each teaching subject) of their peer student teachers in the concerned teaching subject.
- He /she should behave in a civilized manner with all the members of the school adopted for teaching practice.
- He/she can teach only two lessons in a day.
- He/she shall get the lesson plan approved by the subject teacher.
- He/she in the capacity of pupil-teacher shall not punish his/her students in or outside the class.
- He/she should use own material (chalk, study material, teaching aids etc.) during teaching practice.

CALENDER OF ACTIVITIES

The session will begin as and when counseling and admission procedure is completed by the University.

- **General Orientation and Induction Session:** On the first day of the opening of the session.
- **Competitive and Participatory Activities:**

Educational Quizes, Seminars, Chart and Model Making, Debate and Declamation, Mehendi and Rangoli, Salad and Food Preservation, Flower Arrangements, Sports, Patriotic Songs, Envelop Making, campus Beautification, slogan writing, Snow Ball etc.

- **Celebration of Teacher's Day:**

5th September

- **Seminars on Current Affairs.**
- **Orientation Programme on writing Micro and Macro Lesson Plans.**
- **Preparation of teaching aids:** Charts, Models etc.
- **Exposure to Educational Gadgets and Psychological Tests.**
- SUPW Activities, First Aid, Physical Education, Library Organisation, Educational Handbook and Internal Assessment Examination.
- House Tests: On completion of 75% of the syllabus (once in each semester).
- Micro teaching Sessions: During 2nd semester.
- Simulation Teaching: In the beginning of 3rd semester.
- Educational Tour: during winter season.
- Semester Theory Examination: Month of June and December every year (Tentatively).
- Macro-Teaching (Final Teaching Practice in schools): In the end of 3rd semester (December tentatively).

Note:

Any activity/programme can be added or deleted as per the latest directions of H.P. University and /or NCTE.

ACADEMIC CALENDER

August

- Welcome and Interaction.
- Allotment of Houses, Time Table, Issue of Identity Cards.
- Briefing about rules and regulations of the Institution.
- Beginning of regular teaching and other academic activities.
- School Internship Program-II for 3rd Semester students starts.

September

- Celebration of Teachers' Day
- Inter-house co-curricular competitions – Rangoli, Mehendi, Quiz etc.
- Sports meet – Badminton, T.T., Volley Ball, Athletics etc.
- One Day Excursion
- Seminars.

October

- Guest lectures by eminent Educationists, subject experts.
- Social Service Camp.
- Seminars.

November

- Workshop on Teaching Aids.
- Micro-teaching.

December

- Micro – teaching continues.
- House examinations
- Winter vacation from the last week of the month.
- Educational Tour during vacation.

January

- Regular teaching from 3rd week of the month.
- Extension Lectures.

February

- Regular Teaching.
- Simulation Programme.
- Workshop on Lesson Planning.

March

- Regular Teaching.
- Guest Lectures.
- House Tests.
- Yoga Camp.

April

- Remedial Teaching and Team Teaching.
- Annual Examination (subject to University Notification)

May

- Annual Examination Continues.

- School Internship Program-I for Second Semester Students starts.

CONTACT US

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*Ragging is a cognizable offence.
As per the directive of Hon'ble Supreme Court, Ragging is a punishable offence.
Any student found indulging in ragging will be liable for punishment.
Ragging is strictly prohibited.*