

# Prospectus

**M.Ed. Course (2 Years)**

**(For Male only)**

**Session: 2015-2017**



**RAMAKRISHNA MISSION SIKSHANAMANDIRA**

(A NCTE Recognized Autonomous Residential Post-Graduate College under the University of Calcutta)

**COLLEGE OF TEACHER EDUCATION (CTE)**

**SWAMI VIVEKANANDA CENTRE FOR MULTIDISCIPLINARY RESEARCH IN  
EDUCATIONAL STUDIES (SVMRCES)**

**BELUR MATH, HOWRAH – 711202**

## THE COLLEGE

### **Location:**

The Sikshanamandira is situated in the midst of a peaceful and beautiful campus in the proximity of the sacred precincts of Belur Math, Howrah, West Bengal. The site is at a distance of about one furlong to the west of the river Ganga and about two furlongs to the east of the Grand Trunk Road, which is linked to the Howrah Station and the Dunlop Bridge by regular bus service. It is easily accessible by two local rail stations (Belur Math & Belur stations) and by the regular ferry service on the Hooghly River.

### **Vision:**

Sikshanamandira aspire to be a pioneer teacher education institution actualizing Swami Vivekananda's educational vision by making competent and committed teachers and teacher educators and also to be a research institute that continuously responds to changing social needs through the discovery, development and application of knowledge.

### **Mission:**

1. To develop modern teachers equipped with a universal outlook having scientific tools and techniques of teacher education and yet, are rooted in Indian cultural, moral and spiritual values.
2. To facilitate of autonomous researches in the area of teacher education and dissemination of that knowledge;
3. To support discovery and development of knowledge through M.Phil., Ph. D. and other Diploma Programmes and post-doctoral scholars;
4. To study interdisciplinary and multi-disciplinary approaches in academic and research areas;
5. To make partnership with national and international institutions.

### **Goals and Objectives:**

1. To develop curriculums reflecting modern outlook together with Indian cultural and spiritual values.
2. To develop new academic programmes and revised/modernise current programmes to keep pace with the changing socio-economic-cultural-moral scenario.
3. To promote and conduct educational researches, and experimentation of innovative ideas and practices.
4. To create ICT infrastructure that is supportive of academic and administrative needs.
5. To conduct in-service and pre-service teacher education programmes to upgrade teaching efficiency of prospective teachers.
6. To develop and exhibit learning- teaching materials and ICT materials.
7. To promote computer competency for students, faculty and staff.
8. To provide consultancy, guidance and counselling services.
9. To increase awareness of student support services, policies and campus events among students.
10. To support & encourage staff for personal academic growth.
11. To promote healthy practices such as community services, extension activities, co-curricular activities, projects for the benefit of the society.
12. To maintain a useful, integrated and user-friendly management information system.

13. To promote communication, cooperation and shared decision making among administrative and academic departments.
14. To ensure and sustain the institutional values and standards to highest level.

### **Values:**

1. Truth – in the pursuit, generation, dissemination, and application of knowledge.
2. Freedom – of thought and expression
3. Respect – for diversity and the dignity of the individual
4. Responsibility – as towards of the environment and citizens of the world.
5. Excellence – in intellectual, personal, and operational endeavours.
6. Integrity – in character and knowledge.
7. Innovation – in thinking and application.

### **The College: at a glance:**

- Established in 1958 by Srimat Swami Vimuktanandaji Maharaj (one of the architects for actualizing the educational vision as was envisaged by Swami Vivekananda), as a Residential Teachers' Training College for male students sponsored by the Govt. of West Bengal and affiliated to the University of Calcutta.
- Recognized by the National Council for Teacher Education (as per the NCTE Regulations, 2014 the present intake capacity for the B.Ed. course is 100 for a year) in the year 2002-03.
- Declared as a College of Teacher Education (CTE) by the Ministry of Human Resource Development, Govt. of India in the year 2001.
- Accredited by the National Assessment and Accreditation Council (NAAC) in 2007 with 'A' grade.
- Upgraded into a post graduate College by the NCTE (as per the NCTE Regulations, 2014 the present intake capacity for the M.Ed. course is 50 for a year) in the year 2008.
- On the recommendations of the University Grants Commission, the University of Calcutta conferred the status of an Autonomous College in favour of this institution in 2008.
- M.Phil. Programme in Education was initiated in the year 2012-13.
- Post-graduation Diploma in Guidance and Counselling Course started in the year 2013.
- Recognized as a Study Centre of Netaji Subhas Open University for conducting ODL B.Ed. (with 200 students) in 2013.
- Recognized as a Study Centre of West Bengal Board of Primary Education for conducting ODL D.El.Ed. (with 100 students) in 2013.
- Initiated Swami Vivekananda Centre for Multidisciplinary Research in Educational Studies (SVCRES) a Research Wing under the University of Calcutta in 2014.

□ Re-Accredited by the National Assessment and Accreditation Council (NAAC) in 2015 with an 'A' grade.

### **Eligibility Criteria for Admission in M.Ed. Course:**

Candidates with at least 50% marks in Masters Degree (with 3 years Honours Course) and at least 55% marks in B.Ed. are eligible to apply for admission to the programme. There shall be relaxation of marks for candidates belonging to SC and ST.

### **Admission Policy and Process:**

Ramakrishna Mission Sikshanamandira adheres strictly to the norms given by the NCTE regarding admission. Some necessary information as regards the admission 2014-15 are as follows:

- 1. Last date of submission of Filled in Form: 01.07.2015 (Wednesday) (through online)**
- 2. Publication of List for Short Written Test and Interview: 02.07.2015 (Wednesday - through website)**
- 3. Date of Short Written Test (MCQ= 50 Marks) and Interview (10 Marks): 03.07.2015 (Friday) at 10.30 a.m.**
- 4. Date of publication of Final list of selected candidates (through website): 04.07.2015 (Saturday)**
- 5. Date of Admission: 7<sup>th</sup> & 8<sup>th</sup> July, 2015**
- 6. Date of Admission from the Waiting List: 9<sup>th</sup> July, 2015**

**N.B. -Reservation policy (on total intake capacity i.e., 50 seats) = SC-22%, ST-6%, PH-3%. Deputed Candidates (who hold substantive posts only) will be given preference. No traveling allowance is admissible. Candidates must produce at the time of interview their original certificates, mark sheets, certificates of co-curricular activities, the school final certificate for the evidence of age, migration certificate and medical certificate by registered medical practitioner. No correspondence regarding interview and admission will be entertained. Deputed candidates (Govt. or Govt. Aided Colleges) will be given special preference. Final Merit List will be prepared on the basis of the following:**

Madhyamik Pariksha	05
Higher Secondary	05
Graduation (Hons.)	20
Post-Graduation	20
B. Ed.	10
M. Phil.	05
Ph. D.	10
NET/SET	05
Written Test	10
Interview	10
<b>TOTAL SCORE</b>	<b>100</b>

## Subject Group, Subjects & Seats per Subject:

(Seats will be automatically allotted to the other subjects under same subject group if remained vacant due to unavailability of students)

<u>Subject Group</u>	<u>Subjects</u>	<u>Seats</u>
Language Group	Bengali	
	English	5
	Sanskrit	
	Others	5
		5
	<b>Total Seat Capacity of Language Group</b>	<b>2</b>
		<b>17</b>
Science Group	Life Science	5
	Physical Science	
	Others	5
		1
	<b>Total Seat Capacity of Science Group</b>	<b>11</b>
Mathematics Group	Mathematics & Computer	6
	<b>Total Seat Capacity of Mathematics Group</b>	<b>6</b>
Social Science Group	History	5
	Geography	5
	Others	6
	<b>Total Seat Capacity on Social Science Group</b>	<b>16</b>
	<b>Overall Total Seat Capacity</b>	<b>50</b>

**Fees Structure:**  
**Annual Fees & Charges for College:**

<b>1<sup>st</sup> Year</b>			
	<b>Particulars</b>	<b>Amount (Rs.)</b>	<b>Amount (Rs.)</b>
	<b><u>Annual Fees &amp; Charges:</u></b>		
	<b>Course Fee</b>	<b>3,000</b>	
	<b>Tuition Fee</b>	<b>2,400</b>	
	<b>General Laboratory Fee</b>	<b>1,000</b>	
	<b>Library Fee</b>	<b>300</b>	
	<b>Practice Teaching Fee</b>	<b><u>300</u></b>	<b>7,000</b>
	<b><u>Annual Session Charges:</u></b>		
	<b>Maintenance of Building</b>	<b>2,000</b>	
	<b>Repair of Furniture &amp; Equipments</b>	<b>400</b>	
	<b>Maintenance of Computers</b>	<b>600</b>	
	<b>Telephone &amp; Internet Charges</b>	<b>1,000</b>	
	<b>Electricity &amp; Water Supply</b>	<b>2,000</b>	
	<b>Postage</b>	<b>250</b>	
	<b>Generator Maintenance</b>	<b>200</b>	
	<b>Examination</b>	<b>100</b>	
	<b>Educational Trips (Local)</b>	<b>150</b>	
	<b>Magazine</b>	<b>300</b>	
	<b>Games &amp; Sports</b>	<b>200</b>	
	<b>Drama &amp; Social</b>	<b>100</b>	
	<b>Gymnasium</b>	<b>100</b>	
	<b>Cultural Function</b>	<b>200</b>	
	<b>Ceremonials</b>	<b>100</b>	
	<b>News Paper &amp; Periodicals</b>	<b>100</b>	
	<b>College Diary &amp; Identity Cards</b>	<b>100</b>	
	<b>Educational Excursion</b>	<b>500</b>	
	<b>Method Practicals</b>	<b><u>500</u></b>	<b><u>8,900</u></b>
	<b>Total amount payable at the time of 1st Year Admission:</b>		<b>15,900</b>

<b>2<sup>nd</sup> Year</b>			
	<b>Particulars</b>	<b>Amount (Rs.)</b>	<b>Amount (Rs.)</b>
	<b><u>Annual Fees &amp; Charges:</u></b>		
	<b>Course Fee</b>	<b>3,000</b>	
	<b>Tuition Fee</b>	<b>2,400</b>	
	<b>General Laboratory Fee</b>	<b>1,000</b>	
	<b>Library Fee</b>	<b>300</b>	
	<b>Practice Teaching Fee</b>	<b><u>300</u></b>	<b>7,000</b>
	<b><u>Annual Session Charges:</u></b>		
	<b>Maintenance of Building</b>	<b>2,000</b>	
	<b>Repair of Furniture &amp; Equipments</b>	<b>400</b>	
	<b>Maintenance of Computers</b>	<b>600</b>	
	<b>Telephone &amp; Internet Charges</b>	<b>1,000</b>	
	<b>Electricity &amp; Water Supply</b>	<b>2,000</b>	
	<b>Postage</b>	<b>250</b>	
	<b>Generator Maintenance</b>	<b>200</b>	
	<b>Examination</b>	<b>100</b>	
	<b>Educational Trips (Local)</b>	<b>150</b>	
	<b>Magazine</b>	<b>300</b>	
	<b>Games &amp; Sports</b>	<b>200</b>	
	<b>Drama &amp; Social</b>	<b>100</b>	
	<b>Gymnasium</b>	<b>100</b>	
	<b>Cultural Function</b>	<b>200</b>	
	<b>Ceremonials</b>	<b>100</b>	
	<b>News Paper &amp; Periodicals</b>	<b>100</b>	
	<b>College Diary &amp; Identity Cards</b>	<b>100</b>	
	<b>Educational Excursion</b>	<b>500</b>	
	<b>Method Practicals</b>	<b><u>500</u></b>	<b><u>8,900</u></b>
	<b>Total amount payable at the time of 2nd Year Admission:</b>		<b>15,900</b>

## Annual Hostel Charges:

<b>1st Year</b>			
	<b>Particulars</b>	<b>Amount (Rs.)</b>	<b>Amount (Rs.)</b>
	<b><u>Fees &amp; Deposits:</u></b>		
	<b>Mess Deposit</b>	<b>1,500</b>	
	<b>Mess Advance</b>	<b>2,000</b>	
	<b>Hostel Admission Fee</b>	<b>200</b>	
	<b>Medical Fee</b>	<b>150</b>	
	<b>Vidyarthibrata</b>	<b>400</b>	
	<b>Saraswati Puja</b>	<b>250</b>	
	<b>Session Charges</b>	<b><u>3,600</u></b>	<b>8,100</b>
	<b><u>Maintenance Charges:</u></b>		
	<b>Building</b>	<b>1,500</b>	
	<b>Furniture &amp; Fixtures</b>	<b>300</b>	
	<b>Fan</b>	<b>200</b>	
	<b>Utensils</b>	<b><u>200</u></b>	<b>2,200</b>
	<b><u>Establishment Charges:</u></b>		
	<b>Telephone</b>	<b>100</b>	
	<b>Electricity &amp; Water Supply</b>	<b>3,500</b>	
	<b>Generator</b>	<b>200</b>	
	<b>Sanitation</b>	<b><u>200</u></b>	<b>4,000</b>
	<b>Total amount payable at the time of 1st Year Admission:</b>		<b>14,300</b>

<b>2nd Year</b>			
	<b>Particulars</b>	<b>Amount (Rs.)</b>	<b>Amount (Rs.)</b>
	<b><u>Fees &amp; Deposits:</u></b>		
	<b>Hostel Admission Fee</b>	<b>200</b>	
	<b>Medical Fee</b>	<b>150</b>	
	<b>Vidyarthibrata</b>	<b>400</b>	
	<b>Saraswati Puja</b>	<b>250</b>	
	<b>Session Charges</b>	<b><u>3,600</u></b>	<b>4,600</b>



	<b><u>Maintenance Charges:</u></b>		
	<b>Building</b>	<b>1,500</b>	
	<b>Furniture &amp; Fixtures</b>	<b>300</b>	
	<b>Fan</b>	<b>200</b>	
	<b>Utensils</b>	<b><u>100</u></b>	<b>2,100</b>
	<b><u>Establishment Charges:</u></b>		
	<b>Telephone</b>	<b>200</b>	
	<b>Electricity &amp; Water Supply</b>	<b>3,500</b>	
	<b>Generator</b>	<b>200</b>	
	<b>Sanitation</b>	<b><u>200</u></b>	<b>4,100</b>
	<b>Total amount payable at the time of 2nd Year Admission:</b>		<b>10,800</b>

**Total amount payable (College + Hostel) at the time of 1st Year Admission = Rs. 30,200/-**

**Total amount payable (College + Hostel) at the time of 1st Year Admission = Rs. 26,700/-**

Candidates are asked to bring this amount on the day of their admission.

All charges are not refundable. If a candidate withdraws after being admitted or his name is struck off for any reason before beginning of the session, he will get back 50% of the Mess Deposit and the whole amount of deposits for Computer Awareness course and Spoken English course only. If anyone withdraws after the session begins, the whole of his admission charges will be forfeited.

### **Schedule of Training:**

The course of training begins on the second working day of July, Every trainee should therefore join the college positively on that day, failing which his name will be struck off. No separate letter will be sent to them in this respect.

### **Attendance:**

Attendance at daily prayers, lectures, tutorials, practice teaching, college examinations, college celebrations, co-curricular activities etc. is compulsory. No trainee of the college will be allowed to accept any employment, private tuition etc. or appear for any other examination, during the period training. Candidates who have any examination due will not be admitted.

## HOSTEL

### General Information:

As the Sikshanamandira is a residential institution, its hostel plays an important part in its training programme. The college and the hostel form a single unit, though both function autonomously. Therefore, it goes without saying that the trainees should abide by not only the rules and discipline of the College, but also those of the hostel. Discipline in day-to-day life helps to bring forth one's latent potential in a systematic manner. Not only that, it promotes healthy relation between the teachers, the taught and the management, and teaches the trainees to live a healthy community life, thereby making them imbibe a spirit of service and mutual co-operation, which is essential in the pursuit of knowledge.

- 1) The Hostel Superintendent looks the conduct and discipline of the trainees. He will report any breach of discipline to the Principal.
- 2) Trainees have to join the hostel on the day of new session begins. Each boarder will be supplied with a bedstead and a table. Boarders must bring their own bedding (including bed sheet, bedcover, table-cloth and mosquito curtain).
- 3) The allotment of seats will be made by the Hostel Superintendent.
- 4) Medical care is available to the trainees in the hostel itself.
- 5) Rules are subject to additions and alterations.

### General Rules:

- 1) Every trainee is expected to adhere to the daily routine of study, work and prayer.
- 2) They should take active part in co-curricular activities.
- 3) Regularity and punctuality are expected in their day to day activities.
- 4) They will have to manage their personal work by themselves.
- 5) Any meeting or assembly in the Hostel premises will require the formal approval of the Superintendent.
- 6) Trainees should scrupulously avoid any kind of political activity in the campus.

### Attendance and Leave:

- 1) Attendance in the morning and evening prayer is compulsory,
- 2) Trainees should attend prayer in dhoti and *chaddar*.
- 3) All are expected to be neatly dressed while in the prayer hall, and maintain its sanctity.

- 4) Absenting oneself from the class while being present in the hostel without specific permission from the Principal will be considered a serious irregularity.
- 5) It is absolutely necessary for every trainee to be present on the first day of the new session and on the re-opening day of the college after a vacation.
- 6) All intended absence, short or long should be recorded clearly in the Leave Register with Superintendent, including the address of the trainee during the leave period.
- 7) A trainee has to get verbal permission of the Superintendent to go outside the campus for a period exceeding two hours. All leave permission should be sought during the period fixed by him. Absence after dusk is not allowed, unless specially permitted.
- 8) No trainee is permitted to remain in the Hostel during vacation.
- 9) A formal application to the Principal through the Superintendent should be made for any absence from an examination. Such absence without prior permission of the Principal is not allowed.
- 10) Attendance in prayer, community work, lectures, tutorial, teaching practice and demonstration classed etc. is compulsory. Absence without permission will result in stringent disciplinary measures.
- 11) Trainees must participate in all cultural and religious functions arranged under the guidance of the Superintendent.

### **Residence Rules:**

- 1) Allotment of rooms and seats are made at the discretion of the Superintendent. Seats must at the discretion of the Superintendent. Seats must not be changed or furniture removed or changed without the permission of the Superintendent.
- 2) Trainees must keep their rooms neat and tidy and their belongings decently arranged. They are to wash their own utensils after each meal and tiffin.
- 3) The inmates of a room are collectively held responsible for all fittings and furniture in their respective rooms. Any damage other than wear and tear will be chargeable to inmates collectively.
- 4) When the inmates leave the room they should switch off the lights.
- 5) Latrines and urinals are to be flushed every time after use.
- 6) a) Indoor games are allowed only in the College Games Room. They must not be played in the Hostel.  
b) Playing cards or any games involving gambling etc. are strictly prohibited.
- 7) Newspapers, periodicals etc. should not be brought outside the Reading Room.

- 8) Silence must be maintained in the Reading Room.
- 9) One must not light candles or any kind of lamp in his room except when the electricity is not available.
- 10) Trainees are not allowed to use radios and tape-recorders.
- 11) Trainees should put on dhoti or pants. Lungis or pyajamas should be avoided outside one's own room. No clothing should be dried on the Hostel windows.
- 12) Trainees must observe strict discipline and silence during study hour and prayer.
- 13) Trainees are not permitted to use either the College or the Hostel telephones. There is an arrangement for receiving incoming calls for the trainees and this fact should be intimated by them to the callers.
- 14) Nails or screws or hooks should not be fixed in the walls of the Hostel building, as this would damage the walls.
- 15) Nobody can claim to stay in the Hostel as a matter of right after the end of the session i.e. July 1 to June 30. Permission to any ex-student to stay in the Hostel during the examination period after the session, will be given entirely at the discretion of the Hostel Managing Committee.
- 16) On occasion of celebrations trainees shall wear Dhoti (White), Punjabi (White) and Chaddar (White).

### **Mess Rules:**

- 1) Two trainees from each wing according to roll number will form the Food Committee every month and the Food Monitors will be elected by them to look after mess arrangements. The Superintendent will be the ex-officio Chairman of the Food Committee, which prepares in advance a day-to-day menu and this should not be changed except under special circumstances.
- 2) Food charges are to be equally shared by the boarders.
- 3) Complaint against the kitchen or Hostel staff should be made to the Superintendent and in no case they are to be dealt by the trainees themselves. The kitchen staff will not to take orders from the trainees to run errands etc.
- 4) No special diet to be arranged, unless prescribed by the medical officer/doctor in consultation with the Superintendent.
- 5) Eating is allowed only in the dining hall. No meal or tiffin shall be served or brought into the rooms except when one is bedridden.
- 6) The time of meal and tiffin will be communicated by the ringing of bells. All boarders must come in time. Meals or tiffin cannot be provided to the late comers.

## **Medical facilities:**

- 1) Trainees will get free medical advice from the qualified doctor of the Hostel. They are to pay for medicines.
- 2) Trainees suffering from infectious or contagious disease are not allowed to stay in the Hostel.

## **Visitors:**

- 1) No visitors should be taken inside the room at any time.
- 2) Friends, acquaintances or guests of the trainees will in no case be entertained in the Hostel.
- 3) Visitors may be received in the Visitors“ Room during specific hours fixed by the Superintendent.
- 4) No vendors or sales man are allowed to enter the Hostel.
- 5) Trainees are hereby informed that the College Office will not receive on their behalf any of their personal remittances in this regard.

## **Disciplinary Action Regarding Violations of Rules:**

Violation of these rules will be taken serious notice of and will result in disciplinary measures up to, and not excluding, expulsion from the hostel and the college.

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