



Gujarat Research Society's  
**Hansraj Jivandas College of Education**  
(Autonomous, NAAC Re-Accredited: A+)  
(Government Aided, Affiliated to University of Mumbai)

**PROSPECTUS 2024-2025**



Dr. Madhuri Shah Campus, R.K. Mission Marg,  
Khar [West], Mumbai-400052  
Phone: 022-26044641 Fax: 022-26041192  
E-mail: [hjcollege@rediffmail.com](mailto:hjcollege@rediffmail.com)  
Website: [www.hjce.in](http://www.hjce.in)

## VISION

- **Empower** to sow the seeds of knowledge
- **Emerge** to nurture the innate potentialities
- **Evolve** to blossom into an integrated personality
- **Encompass** to pledge to the global society

## MISSION

Total transformation of student teachers to bring harmony through:

- **Commitment** to cultivate competencies and capacity building
- **Translating** inclusion and core values into practice.
- **Fostering** research attitude

## **ABOUT THE COLLEGE**

Gujarat Research Society [GRS] established in 1936, founded Hansraj Jivandas College of Education [HJCE] in 1969 and thus made a major foray into the sphere of Teacher Training. HJCE was a culmination of the vision of Dr. Madhuri Shah, a nationally and internationally acclaimed academician & Ex- Chairperson of UGC.

Hansraj Jivandas College of Education, established in 1969, is affiliated to the University of Mumbai and is covered under UGC's 2f and 12B provisions for grant. It offers training to future teachers and administrators with emphasis on creative teaching, research and harmonious blend of modern technology with Indian values and culture. Progressive in its outlook, it strives to encompass the new trends in the field of education as well as demands of modern society to create teachers of global standards. The college has been re-accredited by NAAC with 'A+' Grade and granted Autonomous status in 2019. The College ranked 16<sup>th</sup> in Maharashtra and 46<sup>th</sup> among All India Autonomous Colleges by Education World Ranking 2024.

The college is a proud recipient of the prestigious 'One District One Green Champion' Award by Mahatma Gandhi National Council for Rural Education (MGNCRE), Union Ministry of Education, under Swachhta Action Plan 2020-21. The college was recognized as a Social Entrepreneurship, Swachhata and Rural Engagement Cell (SES-REC) Institution. The college has received the honour of being a recognized Vocational Education Nai Talim Experiential Learning (VENTEL) institution. The college has received an award of 'Best Social initiative' at Bavishya Bharat- National Award Festival for Social Work for Colleges in 2022.

For more than five decades since its inception, the college has acquired a prominent position in Teacher Education and Research. The institution was built brick by brick with the perseverance and commitment of its mentors, patrons, well-wishers, and staff of the past and current times to model it as a premier institution of Mumbai.

### ***Grant of Autonomy***

In January 2019, the UGC granted Autonomy to the college making it one of the 68 Autonomous colleges of Maharashtra to be granted the status. Hansraj Jivandas College of Education is the first college of Education in Mumbai to obtain Autonomy. Autonomy has empowered the college with academic freedom to frame its own curriculum, evaluate students and start its own value-based courses, while it continues to be affiliated to University of Mumbai.

### ***College Ethos***

The college has been fortunate to always have leaders with a vision and a dedicated faculty with a robust work ethic, to steer it towards growth and excellence. While being rooted in Indian culture, the college has a progressive outlook and a vibrant aura that is reflected in all its curricular and co-curricular activities. The college espouses a spirit of professionalism embellished with compassion and dynamism.

Employing innovative practices for teaching, mentoring, organizing brainstorming sessions before and after college examinations, providing detailed guidance and feedback by the teachers and the head of the institution for practice teaching as well as overall performance in the B.Ed. program, grooming students for participating in intra and intercollegiate competitions, training in ICT and other soft skills and optimally using the resources; all this is accomplished with a lot of gusto and ardour in the college. As a result, the college is rated as one of the best colleges of Education in Mumbai, that has a legacy of producing toppers at the University and quality teachers to serve society, every year.

## **I] LIST OF PROGRAMS OF STUDY AND COURSES OFFERED**

- 1. Bachelor of Education (B.Ed.)**
- 2. Early Childhood Care & Education (ECCE)**
- 3. Ph.D.**

### **1. BACHELOR OF EDUCATION (B.Ed.) PROGRAM**

#### **BROAD OUTLINES OF THE SYLLABUS SPECIFIED BY THE INSTITUTION**

The B.Ed. program is a two-year Choice Based Credit Course comprising four semesters. Before attaining the Autonomous status, the B.Ed. program followed the University prescribed syllabus and norms. After being conferred the Autonomous status, the college has made constructive modifications in the syllabus, in order to align with the trends and developments in education as well as the tenets emphasized by the National Education Policy 2020.

The curriculum of the B.Ed. Program is based on the Learning Outcomes, as envisaged in the UGC Quality Mandate, which is an endeavour towards fostering quality higher education. The Learning Outcomes-Based Curriculum Framework (LOCF) works towards a more holistic experience for the students, while focusing not just on knowledge delivery in higher education but

also on the application of knowledge through field and laboratory work. The college also emphasizes on application of knowledge to real life experiences that help students attain various 21<sup>st</sup> century skills like critical thinking, problem-solving, analytic reasoning, cognitive skills, self-directed learning etc.

The Program Outcomes of the B.Ed. Course are as follows:

PO1: To acquire Disciplinary Knowledge.

PO2: To develop Teaching Competence.

PO3: To develop Thinking Skills.

PO4: To develop Communication Skills.

PO5: To develop Research Skills.

PO6: To develop Digital Literacy, Wellness.

PO7: To develop Life Skills.

PO8: To Community Engagement.

PO9: To develop Cooperation & Team Work.

PO10: To develop Inclusive Mind set.

The college offers add-on Skill-based courses beyond the B.Ed. Program in order to enhance global competencies in students such as Cooperative Learning Strategies, Human Rights Education, E-Learning, SWAYAM: Online course offered by Ministry of Education, Research Methodology, Learning Disabilities, Cyber Security, Public Speaking and Communication Skill courses, Yoga and Well Being and Understanding the Self.

Other particulars of the Program conducted in the college are as follows;

- ✓ TEACHING HOURS: The timings for teaching-learning are 11:00 a.m. to 5:00 p.m. and during internships, it is as per the school timings.

#### **SYLLABUS DETAILS:**

- ✓ THEORY, PRACTICUM SESSIONS AND OTHER ASSIGNMENTS: Refer to the B.Ed. programme syllabus, click the link- <https://hjce.in/wp-content/uploads/2024/08/Autonomy-Syllabus-2024.pdf>

### ADMISSION DETAILS:

The college follows the regulations as laid down in the Centralized Admission Process specified by the State Government.

- ✓ ELIGIBILITY CRITERIA, EDUCATIONAL QUALIFICATIONS, MINIMUM AND MAXIMUM AGE LIMIT AND PROCESS OF SELECTION :

Refer to the link provided <https://cetcell.mahacet.org/wp-content/uploads/2023/12/B.Ed-CET-2024-IB.pdf>

### FEE STRUCTURE:

Details of the fee components, deposits and other charges payable by the students admitted, and the other terms and conditions of such payments are as prescribed by the State Government

- ✓ RULES/REGULATIONS FOR IMPOSITION AND COLLECTION OF ANY FINES

The college charges a fine of Rs. 100/ for the issuance of duplicate ID. The college does not charge any other fine besides the above.

- ✓ Percentage of tuition fee and other charges refundable in case of withdrawal from institution before completion of course or program of study and the time within and the manner in which such refund shall be made to that student; Refer to the link provided

<https://bedcap24.mahacet.org/Public/Notifications?NotificationCategoryID=7>

### DETAILS OF THE PRINCIPAL AND TEACHING FACULTY

Sr. No.	Name	Designation	Educational Qualification	Type of appointment (Regular/visiting /guest)	Teaching experience
1	Prof. (Dr.) Geeta Shetty	Principal	Ph.D. (Education), M.Phil. (Education), M.Ed., M.A., B.Sc., PGDME, PGDHRM	Regular	32 years
2	Prof. (Dr.) Usha Borkar	Professor	Ph.D. (Education), MAPC, M.Ed.	Regular	26 Years
3	Prof. (Dr.)Vaishali Sawant	Professor	Ph.D. (Education), M.Ed., M.Sc. (Chemistry)	Regular	25 years
4	Prof. (Dr.) Karuna Sinha	Professor	Ph.D. (Education), M.A, M.Ed.	Regular	23 years
5	Prof. (Dr.) Shrima Banerjee	Professor	Ph.D. (Education), M.Sc., M.Ed., MAPC, PGDHE	Regular	19 years

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Educational Qualification</b>	<b>Type of appointment (Regular/visiting /guest)</b>	<b>Teaching experience</b>
6	Dr. Archana Katgeri	Associate Professor	Ph.D. (Education), MAPC, M.Ed., B.Sc. (Microbiology), B.Sc. (B.M. Tech)	Regular	18 years
7	Dr. Pallavi Talekar	Associate Professor	Ph.D. (Education), M.Phil. (Education), M.A., M.Ed.	Regular	18 years

## **2. DIPLOMA IN EARLY CHILDHOOD CARE AND EDUCATION (ECCE)**

### **BROAD OUTLINES OF THE SYLLABUS SPECIFIED BY THE INSTITUTION**

The ECCED is designed to provide opportunities for students to extend as well as deepen their knowledge and understanding of Early Childhood Care and Education. The curriculum of one year programme comprises the following components: Core Courses, Elective Courses, and Field Based Experiences.

The ECCE Diploma Programme is designed to develop attitude, skill and knowledge in the student teachers. The curriculum of 1-year ECCE Diploma programme comprises the following components:

#### **Part A: Theory component**

- Core Courses

#### **Part B: Practicum component**

- Ability Enrichment Courses
- Project - based Courses

**Part A: Theory component Core courses:** There are six core courses which are to be studied by a student in one year

- Core Course 1: Principles of Early Childhood Care and Education
- Core Course 2: Psychology of Child Development
- Core Course 3: Planning Early Childhood Care and Education Curriculum
- Core Course 4: Health, Hygiene, Nutrition & Child-care

- Core Course 5: ICT Enabled Early Childhood Education
- Core Course 6: Innovative Practices & Emerging Trends in Early Childhood and Care Education

**Ability Enrichment Course:** There are two courses, one in each semester. The prime focus is to enhance skill besides the content

- Developing Pre-school Learning Resources
- Entrepreneurship in ECCE

**Project-based Courses:** There are two courses, one to be studied in each semester. The prime focus is to enhance teacher competencies through school-based and field-based experiences. The components of the course are:

- Project- based Course 1
- Project- based Course 2

### **Internship**

Field experiences are an integral part of the early childhood programme. The learners are required to undertake internships in schools, ECCE centres and NGOs for a total of 8 weeks spread out over two semesters.

### **OTHER ASSIGNMENTS**

#### **A) Internal Assessment – 50% - 50 marks in each core course**

##### 1. For Theory Courses

<b>Sr. No.</b>	<b>Particulars</b>	<b>Marks</b>
1	Self-learning Evaluation	10 marks
2	Two assignments (20 marks each) based on the curriculum (to be assessed by the teacher concerned)	40 Marks

#### **Semester End Examination:**

It is defined as the examination of the learners based on performance in the semester-end theory / written examinations.

Semester End Examination - 50 % - 50 marks in each core course

## PRACTICAL SESSIONS

### Project- based Course 1

Sr. No	Activity	Marks
1	Content Analysis	25
2	Readiness journal	25
3	Community Work in NGOs/ ECCE Centres	25
4	Internship	50
5	Cultural Education Project	25

### Project- based Course 2

Sr. No	Activity	Marks
1	Lessons and Internship in Pre-schools	100
2	Worksheets and Digital Tools for Pre-schools	25
3	Creative Resources for ECCE	25

### ELIGIBILITY CRITERIA:

#### Candidates desirous of seeking admission must fulfil the following eligibility conditions:

Candidates with H.S.C/ Equivalent qualification having minimum 45% marks or graduates of any discipline with 40% marks. The candidates will be selected by the selection committee based on their performance at the Interview. Candidates will be selected on the joint performance of their academic background, and the interview. Candidates with genuine interest in teaching children, aptitude and personality will be preferred. The Diploma Programme will be conducted in the English medium only.

### PROCESS OF SELECTION

The candidates will be selected by the selection committee on the basis of Interview. Candidates will be selected on the joint performance of their academic background, and the interview. Frequency of Admissions will be Annually- the admissions for the forthcoming year may be commenced by December of every year.

## DETAILS OF THE TEACHING FACULTY

Sr. No.	Name	Designation	Educational Qualification	Type of appointment (Regular/visiting/guest)	Teaching experience
1	Prof. (Dr.) Vaishali Sawant	Professor	Ph.D. (Education), M.Ed., M.Sc.	Guest	25 years
2	Prof. (Dr.) Karuna Sinha	Professor	Ph.D. (Education), M.A, M.Ed.	Guest	23 years
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5	Dr. Pallavi Talekar	Associate Professor	Ph.D. (Education), M.Phil. (Education) M.A., M.Ed.	Guest	18 years
6.	Prof. (Dr.) Usha Borkar	Professor	Ph.D. (Education), MAPC, M.Ed.	COORDINATOR	26 Years
7	Ms. Melita			Guest	5 years

### 3. DOCTOR OF PHILOSOPHY (Ph. D.)

Research & Development Cell (R & D Cell) of H J College is a vibrant, dynamic unit of the College and is actively involved in research and related activities. Presently all the six faculty and the principal are approved guides with 18 students pursuing Ph.D. from the centre and the University Committee has recommended an intake of 45 students.

#### Ph.D. Guides of the Institute:

1. Prof. (Dr.) Geeta Shetty
2. Prof. (Dr.) Usha Borkar
3. Prof. (Dr.) Vaishali Sawant
4. Prof. (Dr.) Karuna Sinha
5. Prof. (Dr.) Shrima Banerjee
6. Dr. Archana Katgeri
7. Dr. Pallavi Talekar

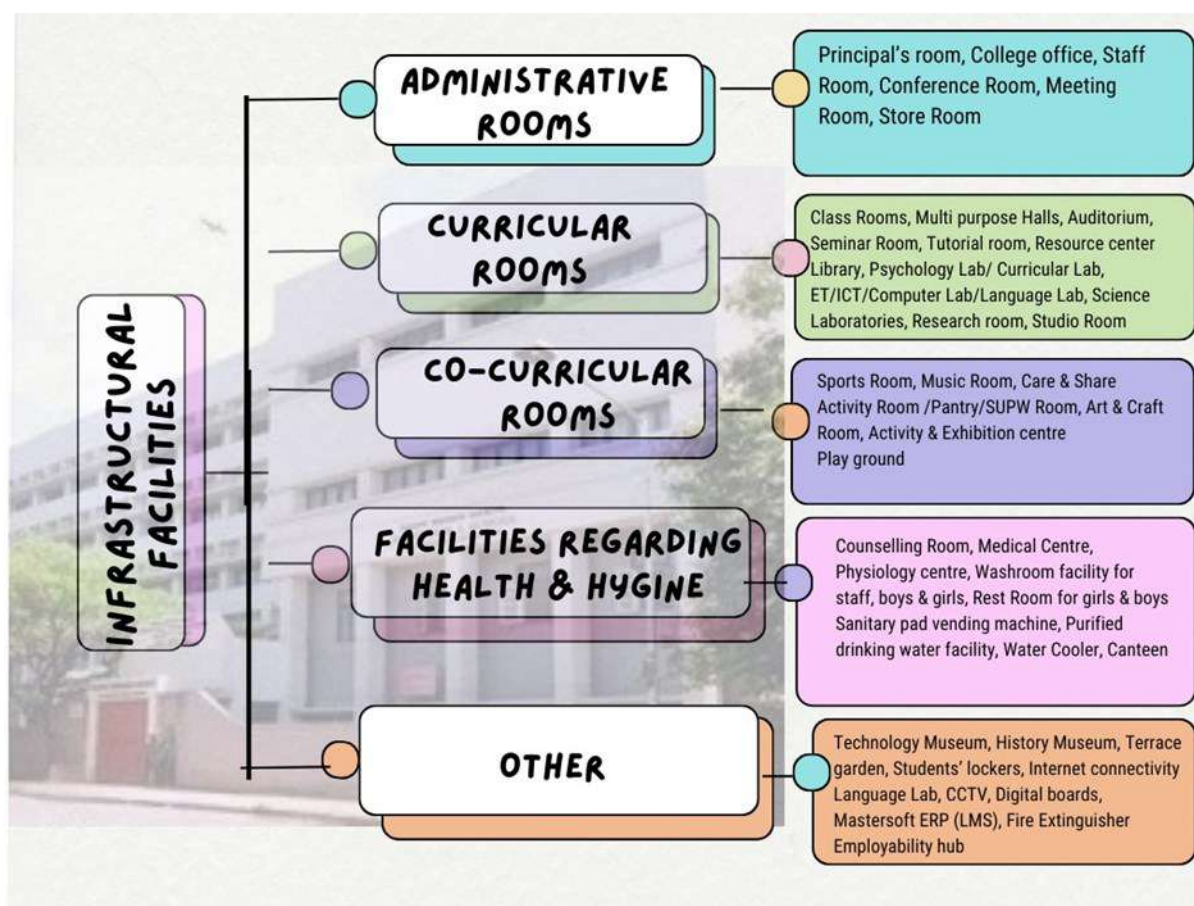
For Details of Eligibility, Application and Registration for Ph.D. kindly visit the tab ‘Ph.D.’ on the college website:

<https://hjce.in/research/ph-d-research-center/>

## III] FEATURES OF THE COLLEGE

### 1. INFRASTRUCTURE OF THE COLLEGE:

The institution has the requisite infrastructure for an effective teaching-learning process, co-curricular and extra-curricular activities as per the NCTE Regulations 2014. Besides fulfilling the requirements of the NCTE, the college has enhanced the available learning spaces by installing modern gadgets, devices and other state of the art facilities. The excellent infrastructure of the college is used optimally for the benefit of the students. The following figure is the diagrammatic representation of the college infrastructure:



Some of the features of the college infrastructure are as follows:

#### *Well-equipped classrooms, multipurpose rooms and wifi enabled campus:*

All the rooms are well-ventilated and illuminated. All the classrooms and multipurpose rooms are equipped with adequate furniture, computers, LCD projector, wifi/internet connectivity, and interactive digital boards keeping in mind the changes in the education system. The college has wifi enabled campus. To support blended learning mode, more electric points are provided in each classroom. The rooms are arranged in such a manner so that it can be utilized for different

programmes and activities.

***ET/ICT/Computer Lab/Language Lab:***

The college computer lab prepares future teachers with 21<sup>st</sup> century skills by conducting varied computer courses such as mandatory ability based ‘Critical Understanding of ICT’, and an Add-on Credit course titled ‘Designing Educational E content’. The institution is Wi-Fi enabled and has a well-equipped Computer Laboratory. Classrooms are equipped with LCD projectors and Smart Boards to facilitate the use of technology for the delivery of lectures. Through extra classes, students are taught basic or advanced computer applications according to their needs such as word processing, spreadsheet, website designing, image editing as well as audio and video editing to help them infuse technology in their practice teaching lessons.

***Knowledge Resource Center (Library):***

The library is a learner’s delight with a varied and vast collection of books in print as well as digital form such as textbooks, journals, research reports, CDs, e-books, and e-journals as well as Computer Aided Instruction (CAI) packages of students of the previous batches on CDs for reference.

The students are provided a book bank facility for the whole academic year and access to e-books and e-journals through the N- LIST database with individual user IDs and passwords for reference. New additions and old books for general reading are exhibited to make students aware of the wide collection of the library and develop a love for reading.

***Psychology Laboratory:***

The Psychology Laboratory has all the necessary equipment, tests, and tools, as prescribed in the NCTE norms 2014, to conduct the experiments in Psychology. Psychological tests are available for Ph.D. students enrolled at HJCE Ph.D. Center, teachers and student-teachers for conducting research.

***Resource Center:***

The college has a well-equipped resource center that houses teaching aids such as maps, globes, models, charts, flipcharts, science laboratory apparatus, and geometrical instruments essential for the effective teaching of English, History, Geography, Economics, Science and Mathematics.

***Sports Room & Music Room:***

For the overall development of the personality of students, the college promotes participation in sports and music. The Music Room which has many musical instruments is utilized for training student-teachers for assembly and other programmes. The sports room is equipped with indoor and outdoor sports equipment and they are fully utilized during competitions of indoor and outdoor games. The college conducts an Annual Sports’ Meet, during which the resources of the Sports’ Room are optimally utilized.

***Language Laboratory:***

The Language Laboratory helps students acquire proficiency in English language by providing excellent models to listen, imitate and practice. It facilitates individual tutoring by the staff members as well as self-learning by the students. At the end of the course there is certification for

language proficiency.

***Research and Development Cell:***

The college is also a recognized Ph.D. Center having a number of recognized guides from the college and having permanent affiliation with the University of Mumbai. The Research and Development Cell of the college is well equipped with a collection of books, National and International journals, Thesis, Dissertations, Staff Research Reports and Online database for reference. Student teachers conduct Action Research as part of the B.Ed. program; apart from that they are encouraged and guided to present research papers at National and International conferences and participate in research competitions.

***The Entrepreneurship, Employability and Career Hub:***

The Entrepreneurship, Employability and Career Hub established in the college under RUSA conducts a variety of Certificate programmes to develop 21<sup>st</sup> century skills in the student community that can help them find more employability opportunities in various areas like Python Programming for Data Analytics, Creating Social Media Post, Startup Creations and online income formula. The programmes are conducted in collaboration with Skill Development and Vocational Training Institutes of India, Devlearn Technologies, iNurture Incubations etc.

***Counselling Cell:***

The college extends counseling services on the premises in collaboration with Disha Counselling Centre. An in-house counsellor is available twice a week and students avail of this facility.

***Studio Room:***

The college boasts of a studio room that has recording software and equipment installed in it. The Studio room is utilized by the teaching faculty to record lectures as well as by students to prepare innovative educational reels.

***Laboratory:***

The Science Laboratories- I & II possess all the science equipment that are required for conducting experiments. Special sessions are organized in these laboratories to train student teachers in the handling of the equipment in the classroom. The Laboratory method and Lecture-Cum-Demonstration Method are oriented to, by the subject teachers to teach Science subject in schools after which practice sessions for the students are conducted in the Science laboratory.

***Art and Craft room:***

The sessions regarding teaching aid preparation and craft workshops are organized in the Art and Craft Room. The materials prepared by the student-teachers in these sessions is stored in the same room.

***Activity and Exhibition Gallery:***

Materials and learning resources prepared by students during various workshops and sessions are exhibited in the Activity and Exhibition Gallery.

***Terrace garden:***

The terrace of the college is utilized aesthetically by maintaining a small garden. Students

participate in the gardening sessions and tend to the terrace garden. The plants nurtured in the garden by the student-teachers are utilized in the 'Gift a Plant Activity'.

***Playground:***

The playground is used for games and sports activities. The student council organizes an Annual Sports' Meet on the playground and a variety of sporting events are conducted for the same.

***Pantry/SUPW Room/ Care and Share Room:***

The pantry of the college is utilized in various ways such as - care and share activities like demonstration for candle making, cake and pastry making, preparations during food festivals; for handling refreshments; etc.

***Museums:***

The Historical artifacts are displayed in the History Museum. Old technological equipment like camera, audio system, printer etc. owned by the college are displayed in the technology museum.

***Common rooms:***

The common rooms for girls and boys provide resting places for girls and boys respectively along with the water closet facility. It also has locker facilities, that can be availed by the students.

## **2. CURRICULAR ACTIVITIES**

***School Based Internship:***

Internship is the essence of the entire B.Ed. Programme. The college, with a lot of meticulous planning conducts an intense school-based internship over the two years of the B.Ed. program. The internship is conducted in various prestigious schools of Mumbai like Jasudben M. L. School, Jamnabai Narsee School, Utpal Sanghavi Global School, Arya Vidya Mandir Group of Schools, C. P. Goenka International School, Rajhans Vidyalaya, Parle Tilak Vidyalaya, etc. that are affiliated to different boards of education namely, Maharashtra State Board, ICSE, CBSE and IGCSE Boards. The Internship activity thus provides a wide range of exposure and experience to the student teachers.

***Community Work:***

Student teachers are made socially responsible by extending their services to inmates of various community centers, public hospitals and NGOs by espousing economic, social and environmental causes to work towards a more equitable and inclusive society.

***Workshop and Seminars:***

To empower our student teachers with knowledge, skills and attitudes that would build their capacities so that they emerge as competent teachers and global citizens, the college arranges for workshops and lectures of various experts on different topics. The in-house faculty of the college conducts workshops and talks for the cognitive, social, emotional and moral development of student teachers.

### ***Subject Clubs:***

The college has several academic clubs that promote holistic learning in the student teachers. Going beyond the content is encouraged by the club activities. Language, Mathematics, Social Studies, Environmental and Science Clubs of the college conduct various activities for student teachers through projects, articles display on special days, resource material exhibitions, and content enrichment programmes.

### ***Educational Visits:***

Educational visits to prominent educational institutions such as IIT Bombay, Nehru Planetarium, Discovery of India Exposition (Nehru Centre), Nehru Science Centre, BNHS, etc. are embedded into the program. Similarly, visits to eco and nature trails form an integral part of the course.

## **3. ADD ON COURSES**

The college offers one Add-on course in each semester to all student teachers. Each add-on course is of 2 credits. The following Add on courses are offered by the college:

Semester I- Basics of Language Proficiency

Semester II- Designing Educational E-Content

Semester III- Early Childhood Care and Education

Semester IV- Yoga and Well Being

## **4. CO-CURRICULAR ACTIVITIES**

The college has a functional Student Council that actively collaborate with the teachers to organize various activities. Elections are held every year to constitute the Student Council which nurtures leadership qualities and team spirit in the student teachers. The Student Council organizes activities such as Debate, Quiz, Elocution and Extempore Speaking, Singing and Poster making competitions, Sports Day and Celebration of festivals like Navaratri, Diwali, Holi, Ganapati, Eid and Christmas, National Days such as Independence Day and Republic Day and special days such as Teacher's Day, Marathi Bhasha Diwas and Reading Inspiration Day. Besides this, the student body is involved in the process of participative decision making along with the teachers on important issues.

### ***Speak well Club and Language Lab:***

Students with weak communication skills are coached and provided with a lot of practice in communicating specifically in the classroom situation. They are also groomed in their pronunciation and stress, classroom etiquette, providing instructions, framing interactive questions, conducting discussions while using teaching aids, etc. This infuses a lot of confidence in them to face the class and improve their competency during practice teaching.

### ***Intercollegiate/School Competitions:***

Student teachers are motivated and groomed to participate in intercollegiate competitions

organized by various Degree and B.Ed. Colleges and they always bring home many awards and prizes.

Every year the college organizes 'Dr. Madhuri Shah Memorial Intercollegiate Essay Writing Competition' for B.Ed. students and 'Smt. Kallolini Hazrat Memorial Creative Mind Fest: Inter School Poetry Writing and Poster Making Competition' in the memory of our founder and President respectively.

### ***Yoga for Wellbeing:***

Yoga, a spiritual science of self-realization, is promoted in the college for the physical and psychological well-being of the student teachers. Various Yoga programs are conducted in the college to help the student teachers fight depression, anxiety, enhance concentration, calm, the mind etc.

### ***Care and Share:***

A unique feature of the college is 'Care and Share' in which the students share their special talent or skill with their fellow classmates. Engaging in these activities that are recreational as well as educational, equips them with entrepreneurial skills. To name a few skills shared by our students- decorative Candle, Coaster, flower, Puppet, Soft toys and Paper bag making, Glass and Mandala painting, Culinary art, Pottery, Gardening, Tie and dye, stitching and also investing in Stocks and Financial planning, product content writing, Use of Social media, blogging and graphology.

### ***Gardening:***

It is a policy of the college to gift plants instead of a bouquet of flowers to resource persons and dignitaries, when they visit the college. These are normally plants that have been nurtured by students, in the 'green space' on the college terrace. The college has registered with Green Army as part of the Tree Plantation drive 'Vanamahotsav' and does its bit for the cause of tree plantations every year.

### ***Sports and Games:***

The college possesses varied sports equipment and organizes activities that develop physical and mental fitness besides promoting healthy sportsmanship spirit among the student teachers.

### ***Music:***

Student teachers are encouraged to play musical instruments possessed by the college during the morning assembly and other occasions. Enhancing their musical abilities develops their aesthetic sensibilities and perceptual sensitivity.

### ***Picnics and Excursions:***

Meaningful breaks are taken like appreciation of good cinema, picnics, excursions, visits to art and cultural festivals to enhance aesthetic sensibilities and celebrate life generally.

### ***Lifelong Learning and Extension:***

The institution organizes various outreach programs to reach out to the unreached sections of the society and equip the student teachers towards working for a more equitable and inclusive society. The activities organized as part of Department of Life Long Learning and Extension (DLLE) are

related to various spheres of the community like economic, social and environmental aspects in order to reach out to the unreached sections of the society.

***Mahatma Gandhi National Council for Rural Education (MGNCRE MHRD, Government of India):***

The college collaborates with Mahatma Gandhi National Council for Rural Education (MGNCRE), Department of Higher Education, Ministry of Education, Government of India with an objective of promoting Social Entrepreneurship among Higher Education Institutions. A variety of activities are conducted by the SES REC to promote rural entrepreneurship and social entrepreneurship skills among the student teachers.

***Green Club:***

The Green Club of HJCE is established to facilitate Youth engagement and Water Stewardship (YEWS) among the students as per MoU signed between Department of Higher & Technical Education, Government of Maharashtra with UNICEF. The aim of Green Club is to empower students to participate and take up meaningful environmental activities, so as to ensure effective implementation and act as a platform to develop sustainable lifestyles, knowledge and leadership skills. Green Club focuses to work towards the ecofriendly environment in the college and the community by effective use of resources including water conservation, efficient use of energy, Biodiversity conservation and facilitating youth in taking up activities to combat and face climate change globally, nationally, and at the local level. The participation of members is recognized at different stages by giving badges during the tenure and to be awarded with a certificate for participation after the completion of two years. The student body consists of one President, one Vice President, one Campaign Coordinator and one Documentation Coordinator. HJCE Green Club primarily focuses on coordinating with youth of our college to support ecofriendly practices and projects within colleges and communities as extension services. The college follows the directives / guidelines issued by the State secretariat for the smooth functioning of Green Club and College Administration.

## **5. MONITORING, MOTIVATING, SUPPORTING AND NURTURING ACTIVITIES**

***Code of Conduct:***

The college has a prescribed code of conduct for students, teachers, administrators and other staff. For Details on the Code of conduct visit <https://hjce.in/code-of-conduct/>

***Awards Instituted by the College:***

The college has instituted various awards that recognize at the end of the B.Ed. program, the achievements of the student teachers in Practice Teaching, performance at Semester End Examinations and participation in the college activities. The smallest contribution and achievements are acknowledged; to name a few awards- Cent Percent Attendance, Social Sensitivity, Committed Teacher, Academic Excellence, Teacher par Excellence, besides others, and the most coveted award - Miss/Mr. H. J.

***Placement Cell:***

The College Placement Cell ensures that Schools and Junior Colleges affiliated to the National

and International Boards, from within and outside Mumbai as well as from abroad are invited for the campus interviews, and 90 % of the student teachers get appointed in renowned schools even before the final semester end examinations are over.

***Women Development Cell:***

The college has an active Women Development Cell that has the Internal Complaints Committee that looks into the gender-related issues and problems. The cell ensures the empowerment of women by conducting talks, seminars, conferences, workshops and other activities that tackle issues related with the awareness of various rights, safety, cyber-security, mental and physical well-being of women. On International Women's Day it conducts a rally in the neighbourhood to spread awareness about women empowerment among the community.

***Grievance Redressal Cell:***

The college Grievance Redressal cell addresses the personal and academic grievances of the students.

***Guidance and Counselling Cell / College Mental Health Center:***

An active counselling cell on the campus has tied up with 'Disha- Child, Adolescent and Adult Counselling Center', and established the College Mental Health Center that provides its services for student teachers and their family. The Counselling sessions cover the following:

- ✓ Career Counselling and Vocational Guidance
- ✓ Counselling for Academic Difficulties
- ✓ Counselling for Personal Problems

***Student Welfare:***

The college has instituted a fund called the 'Student Welfare Fund' in which student teachers and staff voluntarily donate for the benefit of needy students.

***Anti-Ragging Committee:***

Ragging is banned by the Supreme Court of India and in order to prevent such kind of activity on the campus, an Anti-Ragging Committee has been formed in the college to look into the issue of ragging. Students are made to fill a mandatory undertaking form that is issued by the government; they are also oriented regarding the same.

***Internal Complaints Committee:***

In view of 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013', the college has constituted an Internal Complaints Committee. All individuals must follow this policy and shall coordinate for effective implementation of this policy.

***Collaborations:***

The college has collaborations with National and International agencies like: IIT Bombay, Indira Gandhi National Open University (IGNOU), Tata Institute of Social Sciences (TISS), University Grants Commission (UGC), Indian Council of Social Science Research (ICSSR), National Human

Rights Commission (NHRC), National Assessment and Accreditation Council (NAAC), IDOL, University of Mumbai, SNDT Women's University, Khar Police Station, Bhabha Atomic Research Center (BARC) and Disha-Child, Adolescent, Adult Counseling Center in order to expand and strengthen its extension and research activities.

The college has entered a Memorandum of Understanding (MOU) with TISS that helps both the institutions to benefit through the alliance.

The college struck a successful and sustainable partnership with the Bombay Community Public Trust and participated in the 'BCPT- English E Teach', project as a socially conscious effort to provide online quality education to children from economically weaker segments of society.

The college has entered a Memorandum of Understanding (MOU) with Samskriti Foundation.

#### ***Kshitij-Alumni Association:***

The college alumni are gainfully employed as lecturers of colleges and universities and teachers and principals of schools and colleges within the country as well as abroad. As part of the activities of Kshitij, the alumni visit the college as resource persons, experts and guest faculty as well as special guests for the various seminars and conferences organized by the college.

#### ***Parent-Teacher Association:***

The Parent-Teacher Association organizes the Parent- Teacher meet, where teachers discuss with the parents the academic progress of their wards, observed behaviour in the classroom as well as during varied college activities, their interaction with teachers, classmates etc.

#### ***Scholarship:***

The College provides scholarships to different sections of students such as reserved category, open category, economically backward as laid down by the Government of Maharashtra under the Maha DBT portal.

Announcement of the scheme and selection procedure:

MahaDBT ( <https://mahadbtt.maharashtra.gov.in/> ) is opened for online application in the month of August / September.

The online applications are verified at two levels: (i) By the Institute where the student is studying. (ii) By the respective department

MahaDBT schemes for which students can apply:

A) Social Justice and Special Assistance Department:

[Post-Matric Tuition Fee and Examination Fee \(Freeship\)](#)

[Government of India Post-Matric Scholarship](#)

B) Directorate of Higher Education –

[Rajarshi Chhatrapati Shahu Maharaj Shikshan Shulkh Shishyavrutti Scheme](#)

[Education Concession to the Children of Ex-Servicemen](#)

### Education Concession to the Children Freedom Fighter

C) OBC, SEBC, VJNT & SBC Welfare Department –

- [Tuition Fees and Examination Fees to VJNT Students](#)
- [Tuition Fees and Examination Fees to OBC Students](#)
- [Tuition Fees and Examination Fees to SBC Students](#)
- [Post Matric Scholarship to VJNT Students](#)
- [Post Matric Scholarship to OBC Students](#)
- [Post Matric Scholarship to SBC Students](#)

D) Minority Development Department –

[State Minority Scholarship Part II \(DHE\)](#)

E) Tribal Development Department:

[Tuition Fee & Exam Fee for Tribal Students \( Freeship\)](#)

F) Free Higher Education for Girls :

### ***IIT Spoken Tutorials***

The college promotes participation of student teachers in learning activities such as MOODLE-Learning Management System, Libreoffice etc. conducted by IIT-Spoken Tutorials. The student teachers are awarded Certificates of Participation, at the end of the programme.

### ***Career Katta***

(Career and Entrepreneurship Counselling, Skill Development, Internships, Placement, etc.) Maharashtra and in coordination with Maharashtra Information Technology Support Centre.

Career Katta is an initiative of the Department of Higher and Technical Education, Govt of Maharashtra. The college conducts various activities to guide students about Career, Competitive Examinations (UPSC, MPSC, Banking, SSB, SSC, Police, LIC, etc.), Entrepreneurship, Skill Development; Credit Earnings under new CBCS and NEP Curriculum Framework, Internship and Placement Opportunities, etc.

Eligibility to Join:

Any student admitted for any regular course in the college or college alumni referred by College Coordinator.

Registration Fees:

One Time Rs. 365 for Three-year degree period (Rs. 0.36 per day), which will be reimbursed in the form of subsidy on examination charges of CBCS. It includes free access to all the activities, courses, State Level Competitive Exams, etc.

How to Register:

Download the MITSC application from Google Play Store and pay fees using any online payment mode College Code: 33762

Contact:

For more details visit college webpage [www.hjce.in](http://www.hjce.in) or contact Coordinator or Career Katta Helpline 7507652555



### **IMPORTANT INSTRUCTIONS**

- 1.A student must always carry his/her I-Card which must be produced if demanded by college authority.
- 2.The medium of Language of Examination and Practices Lesson is ENGLISH only.
- 3.Punctuality is valued and expected at all times.
- 4.All rights of action pertaining to attendance and discipline shall rest with the Principal only
- 5.The college follows 'Zero Tolerance Policy' towards ragging. Students will not indulge in any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, religion origins, linguistic identity, place of birth, place of residence or economic background. Students are expected to fill up anti-ragging undertaking at the beginning of the year in the following website: <https://antiragging.in>

### **NOTE:**

All Students are required to fill the Enrolment form after the admission in this college on following website: <http://mum.digitaluniversity.ac> (Pre-Admission online Registration Menu)