

**Waymade College of Education (WMCE)**  
**CVM University Vallabh Vidyanagar, Gujarat.**  
**About the Programme (B.Ed./M.Ed.)**

**Course Description:** This two years course is designed to help students build upon their teaching capabilities with the teaching skills required for teaching-learning process including but not restricting to developing soft skills, leadership, motivation, values, attitude, interest, ability, language, skills as such communication, inter personal and intrapersonal, cultural affinity, application of technology in education, teaching aids and commitment. The course is structured, supplemented and flavoured with the cultural understanding. It includes field based practice teaching programme which includes Block Teaching (only for B.Ed.), Off-Campus (only for B.Ed.) and Internship. This course helps students develop the teaching skills needed for a job with emphasis on reading, analytical and strategic thinking, higher order thinking, discussion and oral presentation along with stress on socio-cultural setting.

**Instructional Mode:** Most of the course for this programme may be conducted through lectures, demonstration, discussion, cultural activities, community activities, expert sessions, in-class activities, practicals, student presentations, excursions, and lab activities. The instructors may use case studies, lectures, storytelling, PPT, explanations, problem solving, handouts, current events, experiences, demonstration and discussion as per the structure of the course but only subject to the limitations of human resources, environment and the time.

**Expectations from Students:** The students/participants are expected to utilize the resources such as class materials, course instructor, and relevant publications to complete all assignments timely, present relevant points clearly and typed in a well-organized manner. The work should be free from spelling and grammatical errors. Oral assignments (presentations) should be presented in a clear and concise manner, be relevant, and have effective visual aids in addition to eye contact, appropriate gestures, audible and modulated delivery.

**Code of Conduct:** Code of conduct means the academic and professional conduct required by the participants. WMCE practices a policy of equality and does not discriminate on the basis of caste, class, religion, gender or nationality. The college attaches utmost importance to proper ethical behavior and honesty in all segments of academic work, violation of which can result in severe punitive action/s including suspension/ dismissal of the student from the college.

1. It is compulsory to attend classes. At least 80% attendance is mandatory.
2. The programme comprises of classroom training. Hence, trainee teachers will not be permitted to make any personal travel plans outside Vidyanagar during the course except in the case of approved internship. In case they want to go out of Vidyanagar, they should seek written prior approval from coordinator/principal
3. Trainee teachers are restricted not to go outside WMCE campus during the college working hours of the working days on motorbike or any other personal vehicle. This is to avoid mishap on the highway. **In the event of going out on their own, the college/faculty/university or any of its authorities will not be held responsible for any accident/mishap caused to the trainee teacher/participant/student enrolled at WMCE.**

**Waymade College of Education (WMCE)**

**CVM University Vallabh Vidyanagar, Gujarat.**

4. Trainee teachers being the brand ambassador of their culture, college/university and the college/university authorities shall maintain the dignity of all potential prospects associated with the B.Ed. and M.Ed. programme whether the office bearers of university, college, schools and/or the mentors and students of the practice teaching schools. Trainee teachers shall strongly adhere to the code of conduct and thus maintain their dignity.
5. The trainee teacher/participants/students are supposed to ensure academic integrity, have a responsibility to maintain both the academic and professional integrity, and to meet the highest standards of academic and professional conduct.
6. Trainee teachers/participants/students must also make equitable contributions to both the quality and quantity of work performed on assignments/practicum/co-curricular activity/group projects.
7. Trainee teachers/participants/students are expected to dress and behave in a fashion conducive to an institution of higher learning.
8. Cell phones are to be put on 'silent' mode and calls are not to be placed or answered during class. The use of laptops and other devices are to be restricted to research and study pertinent to the current class.
9. All or any action as such attention diverting activities that causes inconvenience, giving false declarations, spreading rumors, distributing or displaying the same through hard or soft copies, internet, mobile, social media networks or any other method/s, either within the campus or anywhere else, causing damage to the college's property in any manner, disclosing the confidentiality of the data obtained for educational purposes from various sources and inviting/meeting strangers or unauthorised person(s) inside the campus without an explicit permission is/are strictly prohibited.
10. This class is expected to be interactive, however, WMCE policy requires that all conversations be conducted in English in the classrooms (for all respective courses else than teaching Hindi/Gujarati/Sanskrit method subjects).
11. Leaving the class room for any non-emergency should be limited to scheduled break times.
12. No student shall be permitted to leave the campus without permission of the concerned respective authorities failing which shall be treated as violation of academic and professional conduct.
13. WMCE offers complete flexibility to the trainee teachers to select the internship school/college on their own in their locality or their place of choice subject to the completion and fulfillment of the internship requirements at that school/college as per the college rules. Such trainee teachers are supposed to give complete details as asked by the internship coordinator/B.Ed./M.Ed. coordinator/head of the institute well in advance. However, upon request of the trainee teachers, WMCE can facilitate internship in a limited way, if any, as per the programme requirement and if agreed upon well in advance. In this respect, any direct or indirect influence or negotiation of the /trainee teachers/students/participants or his/her well-wishers with any

**Waymade College of Education (WMCE)**  
**CVM University Vallabh Vidyanagar, Gujarat.**

individual/college/organisation not associated directly with the course shall be treated as serious violation of academic and professional conduct.

14. Teacher trainees need to ensure their safety and security all the time especially during the off-campus and internship. In good faith, WMCE may arrange the schools/colleges for off-campus and internship to the trainee teachers however the responsibility of the safety and security of the trainee teachers shall be completely of the respective trainee teacher only. For any unwanted happening or incident during co-curricular activities, sports, community services, off-campus, internship etc. the responsibility will remain only of the trainee teacher and thus the college, the college authorities, office bearers, teachers or the university and university authorities shall not be held responsible for the same. However, the college may extend the support as required subject to the limitations of the available resources.
15. At any point of time, for likely or unlikely events throughout the course, the trainee teachers shall communicate directly only to WMCE/WMCE officials.
16. Academic and/or professional misconduct is subject to disciplinary action including course failure or dismissal.

**Involvement:** Involvement includes participation and attendance of the participants. Participation includes signing name on the attendance sheet; being on time to class and returning from breaks on time; sharing experiences; describing how you applied the recent course concepts; Sharing another resource you have used; Providing relevant input to in-class discussions and complete participation in the in-class activities; Participating equitably on team projects; Submitting individual assignment(s) before due date; and observe the specific guidelines of each faculty member.

**Attendance Policy**

1. All students must maintain regular and punctual attendance. Students are required to attend all class sessions and events, weekly exams, mid-term and final examinations, and other important events as applicable. The college expects every student to put up 100% attendance in each semester.
2. The attendance being a key to development of the trainee teacher, 10% weightage of the total internal marks is allocated for the same for each course of the programme.
3. Absence without leave will be considered a serious breach of discipline. A student may avail leave of absence with a prior permission in case of sickness. Before submitting a leave application, the student is strongly advised to contact his/her respective course faculty/instructor to ensure that he/she does not miss any quizzes or assessment during the leave period. The college and/or faculty/instructor will not be responsible for any student losing any segment of evaluation on account of his/her leave.
4. Any absence from a class in the course will affect the student's course grade as per the evaluation rubrics. Additionally, unexcused absences will result in a written warning from the office.
5. The attendance less than 80% of any trainee/student of the college will turn the trainee/student ineligible to appear for the internal and external end semester exams.

**Waymade College of Education (WMCE)**  
**CVM University Vallabh Vidyanagar, Gujarat.**

**Feedback:** The instructor will return assignments with verbal/written feedback to students.

**Evaluation:** The college follows a system of continuous evaluation through multiple evaluation methods to monitor students' academic performance. The aim of evaluation exercise is to measure enhancement in student's knowledge, skills, and application ability, identified as the intended learning outcomes. As illustrated and discussed in their respective courses, the course instructors assess students' understanding of concepts, theories, practices, applications and decision making abilities. Students are normally evaluated through following components:

1. Quizzes/Tests/Exercises/Practicals/Library/Assignments/Tutorials
2. Attendance / Class Participation
3. Presentation and viva voce
4. End-term Examination (college and university)
5. Any other parameter/s for assessment, not specified above

### **Grading System**

The evaluation of student performance in each course consists of internal as well as end-term components. The respective Faculty/Instructor of the course will inform students of the evaluation pattern before the beginning of each course. To pass this course, participants must complete all of the assignments, and achieve a minimum of *50 percent* on overall evaluation as well in each of internal and external exams. The weightage of the evaluation components is as follows:

#### **External Evaluation Rubrics**

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|---|-----|
| 1. Internal   | 30% |
| 2. External (University Exams) (Theory and practical) | 70% |

The internal and external evaluation rubrics, weightage and criteria are as per the syllabus copy and school internship booklet.

**Course Outline Modification:** While every attempt has been made to prepare this curriculum as per the need of the time, schools, students and society, it is the Dean/principals purview to make any changes as may be deemed necessary in order to meet the learning outcomes of the course. The prospects will be notified of any change in reasonably advance in time before the implementation of the changes.

# Waymade College of Education, CVM University

## SELF-DECLARATION AND UNDERTAKING

FOR

### CODE OF CONDUCT

**Bachelor of Education/ Master of Education (WMCE)**

**2024-26**

In accordance with the **undertaking** given by the trainee teachers at the time of submitting nomination for the B.Ed./M.Ed programme conducted at WMCE, having sought the admission the code of conduct automatically applies to each trainee teacher/student at Waymade College of Education. With the agreement to strictly adhere the following code of conduct and having read the details of *About the programme*, I give the following self-declaration and undertaking.

Respected Sir,

I the undersigned have sought admission in the B.Ed./M.Ed. programme for the Academic year 2022-2024. Being admitted in the regular course, I shall remain regular at the college. Presently, I am not working anywhere and shall not work anywhere during the course. As per NCTE Norms (December-2014) for the teacher education programme, I am supposed to undergo the off-campus and/or internship programme as per the schedule of the course programme whereby I will have to carry out a set of prescribed activities as per the course design. I am well explained/oriented about each prescribed activities that I have to undertake during the off-campus and/or internship.

Having preference for my off-campus and/or internship programme, in any case, the least set of conditions necessary for me to follow during the off-campus and/or internship programme are as follows

1. I will attend the school during the above mentioned tenure for full time and will participate in all the activities of the school i.e. Prayer assembly, regular classroom teaching, project work, curricular, co-curricular & extra-curricular activities etc.
2. The school/college/faculty/university or its office bearers will not remain responsible for any personal house-hold or undesirous happenings during the off-campus and/or internship programme.
3. I will communicate my work during the programme to my both the mentors at school and college.
4. The tuition fees for the 3<sup>rd</sup> semester shall be paid by me in advance to avoid any inconvenience on either side. I won't be able to change my third school subject, once opted and selected by me. I shall ensure to come to the college to fill up the external examination form on time.
5. I will always help the school teachers and school students to grow professionally and academically.

## Waymade College of Education, CVM University

6. I will not undertake any activity without prior permission of the concerned teachers or the principal.
7. I will not give any kind of physical or mental punishment to the school students during the internship programme. In such cases, neither school nor college is responsible for any legal actions.
8. It's my responsibility to communicate on regular basis to the college mentor and organize a fortnight meeting in person or as per the mentors convenience to track the progress of my work and share the reflective experiences.

I promise to follow all the rules and regulations prescribed by the school and the college for the off-campus and/or internship programme. If I don't oblige them strictly then college is having all the rights to take necessary actions for my misbehavior.

Further, I hereby declare that I have read the details about code of conduct for WMCE trainee teachers under *About the Programme* and I give this undertaking to acknowledge my responsibility for any happenings during the course, whether at college, off-campus and/or internship programme. I also declare that I am not working anywhere and shall not work anywhere during the B.Ed./M.Ed. programme period. I shall attend the college regularly. I accept all the rules and regulations of the college as well shall adhere to the prescribed code of conduct and thus declare my agreement to follow and abide by them. In case of my failure to adhere to the college code of conduct and/or absence in the college, or hiding any relevant details, I shall be responsible for the same and the college can take the disciplinary action which may lead even to the dismissal of my candidature as the B.Ed./M.Ed. trainee/student at this training college.

Date: DD/MM/YYYY

Place: WMCE, Vallabh Vidyanagar

Name & Signature of the Trainee Teacher