



Vidya Vikas Education Trust's

# The Lord's Universal College of Education

**Gujarati Linguistic Minority Institution**

(Permanently Unaided | Affiliated to University of Mumbai)

**Approved by NCTE (WRC/APW04136/123493)**

**CAP Admission Code- 2407810712**



UNIVERSITY OF MUMBAI

**Bachelor of Education  
(B.Ed.)**

2 Year Programme

**College Prospectus  
(2025-2026)**

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## Message From Founder



***Shri Sudhir Madhavji Lall***  
*Founder*

Universal Education was founded by the guiding spirit of our patriarch, Shri Sudhir Madhavji Lall, who laid the foundations of Universal Education in 1968 and built it from scratch into one of Mumbai's largest and most reputed private educational institutions. He was a visionary of great ideals but retained a lifestyle of simplicity. He conducted himself with total dignity and impartiality. His values, vision and goals were simple to lead by love, by trust, and by example. During his professional career, Shri Lall championed many causes, but none so fiercely as educational reforms. Unfortunately, he left for heavenly abode on the 1<sup>st</sup> September 2002.

Since then, his son, the Chairman of the institute, Shri Jesus Lall, strengthened Universal Education as well as transformed it and ensured its growth in keeping with his father's dreams.

*“The only person who is educated is the one who has learned how to learn ...and change.”*

*- Carl Rogers*

## Message From Chairman



**Mr. Jesus Lall**  
Chairman

“  
*Education must not  
simply teach work  
but teach life.*”

Dear Students,

You are entering the training phase of your professional life. These two years will prove to be a turning point of your career. Your efforts during your training period will help you to set a strong foundation for your teaching career. We, at Universal Education, are determined to empower you to stay focused in your efforts to achieve your best.

In addition to excellence in academics in the classroom, we are looking at providing hands-on experiences that will help you to consolidate learning. We have put together a package based on the stream and the class you are pursuing.

Our intention is to make our students competent human beings and not merely degree holders. Sports, dance, music and art, and activities of social responsibility should become an integral part of your daily lives.

We believe that participating in various competitions and practicing for the same will keep your interest alive and keep you agile mentally and physically.

We would like to take this opportunity to invite everyone individually, and in groups to approach your Principal for planning these activities and begin early practice sessions. Our team will be ready to offer you required support wherever necessary. We are happy to engage special coaches/trainers for you, should we see serious amounts of dedication and interest in your endeavours. Wishing you every success.

# Philosophy of Universal Education



## Redefining Education and Learning

Universal Education's acclaimed education system – **real** – is an integrated, comprehensive, KG-to-PG educational model. **real** was designed and refined over the past 3 decades. Truly of Universal's educational beliefs, **real** is built on 5 cornerstones of educational excellence:

An intellectually demanding curriculum that combines academic rigour with practical relevance.

Robust learning facilities that are exciting, flexible, healthy, secure and sustainable.

Engaging technology-rich content delivered interactively to make learning come alive.

An efficient administration that delivers smart solutions for student satisfaction and success.

Emphasis on wholesome growth through creativity, values, fitness, cultural literacy & life/career skills.

## Mission Statement

To unearth and unlock potentials, thereby creating leaders capable of lifelong learning and independent thought. To this end, we will do everything in our power to create an educational system that maximizes potential, encourages the use of technology and extends out of the textbook into real life.

## From The Desk of Head of Institution

The Lord's Universal College of Education is fast earning its reputation of being the ICT-enabled Institution that strives to build the capacity in the digital expertise of the Pre-service Teachers as per the expectations of the job market in the present scenario. Teaching staff are experts in the use of online modalities for facilitating learning among students thereby economising the time to cover the vast curriculum in comparatively short span of time schedule. Creating and maintaining e-portfolio, blogs throughout the term for all the courses, off-campus self-learning on the platform of e-Learning Management system (LMS) during Internship, using software to create e-learning resources to practice teaching with no additional cost are some of the highlights of the learning culture of the Institution.

We feel proud of the fact that the institution goes beyond the set curriculum prescribed by the apex bodies and has always pioneered to develop all three domains of the Teacher Personality. The vision of the institution focuses on the quality education that is reflected in our perspective plan which is updated every five years that serves as the guidelines to realise our mission of developing the capacity building in skills and performances compatible to the needs and demands of the clients in the society.

Students are provided with ample opportunities to develop research skills which is one of the indicators on the quality my bench-mark. The library is being fully and meaningfully utilized for referring support literature like magazines, journals for research work in the form of research article reviews, online surveys on social issues, presenting research papers in seminars, etc.

The professional growth of teaching and non-teaching faculty is an essential contributor in the effective training of the students. The institution deputed them to attend and present research papers at National and International seminars

and conferences in reputed educational institutes within and out of Mumbai.

The institute believes in facilitating learning and not in forced delivery of the content to ensure students' involvement. In this direction, the Constructivist approach is freely used in the teaching-learning process and also for students in their practice lessons in schools during internship.

We strongly believe that work speaks better than words which are seen in the end result in terms of students' academic and nonacademic achievements. Last year proved to be successful and satisfying where we received overwhelming responses for the admission for our B.Ed. programme in spite of the fact that we strictly adhere to the rules and norms of our apex bodies of 80% attendance, non-working conditions, etc.

In my tenure as the Head of the Institution, I have experienced the quality bar rising steadily which is reflected in the performance of our students' results in the University Examination. Even our stakeholder institutions welcome them with open arms for their internship. Our campus placements also proves to be a successful event with 80% + students being recruited by reputed Institutions.

We consider ourselves as a LUCE family working together as a team with a strong bond and feeling of belongingness towards the Institution. The team includes not only the staff but also the support system of Universal Education here every subsystem works cohesively towards fulfilling our infrastructural, technical, creative, and academic requirements.

I am grateful to our Hon. Chairperson Shri. Jesus Lall and the entire management team for their wholehearted support.



*Dr. Savita Manchekar*  
Head of the Institution

# About the College

A teacher plays a very significant role towards achieving educational goals. Hence, it was imperative to establish a Teacher Training Institution to create teachers who would be capable of contributing towards achieving the said five cornerstones and hence The Lord's Universal College of Education was established in 2008 as a part of the colossal family of Universal Education.

The chairperson in his message to the newly established institute urged to strive to become the resource centre for other Institutes of Universal Education. The institutes too have the apparition of creating the culture of excellence for the training of pre-service teachers. Research, community service and ICT enabled learning are the pivotal of its curriculum transaction as reflected in our vision and mission statements.

## Vision Statement

Empowering the student-teachers to utilize their full potential to earn the reputation of revved-up performance with the capacity building in Techno-Pedagogical skills, inclusive leadership, and excellence in the field of the teaching profession in order to shape the future generation into entrepreneurs, sensitive human beings, right decision makers, digitally proficient and globally competent citizens.

## Mission Statements

- Capacity building of student teachers in the skills required to facilitate learning by developing higher order thinking and research mindset on the foundation of revised Bloom's Taxonomy in order to develop democratic leadership quality.
- Redesigning the curriculum to make it more integrated and applicable to real-life situations in the dynamic scenario.
- Establishing a Sustainable Development Cell to sensitize student teachers about the green environment and to strike balance between technology and natural surroundings.
- Sensitizing student-teachers about the right attitude, values, and beliefs required to mould young minds and build a respectful connection between the diverse society and selves through effective inclusive classrooms.



# Recognition and Affiliation

## Recognition and Affiliation:

The Institution has the status of being permanently unaided and is recognised by NCTE, approved by Govt. of Maharashtra and affiliated to University of Mumbai and hence the degree awarded is equally valued at par with other aided B.Ed. colleges. The programme is of two year's duration spread out in four semesters with 20 weeks of comprehensive internship in reputed schools and Junior Colleges. The college has fully qualified faculty and has a conducive learning environment where students are empowered to learn using their creativity and innovative ideas.

## Salient features of the curriculum transaction of the college as per the directive principles of vision and mission:

- Digitization of the library
- Capacity building of pre-service teachers to master leadership life skills.
- Strengthen the remedial programs.
- Organize soft skills courses for grooming students for future careers.
- ICT enriched curriculum transaction using internet technology

- WiFi enabled class rooms and computer lab
- Efficient online distance learning set-up developed during COVID-19 situation
- Research-based curricular and co-curricular activities
- Learner centered environment with constructivist approach
- Community outreach activities
- Mentoring and tutoring throughout the programme
- Content enrichment programme on continuous basis to unlock student's potentials,
- Value-based certified courses
- Comprehensive campus placement drive
- Student support programmes for all round development

The institution thus is fast gaining the reputation as a resource centre to share its expertise with other sister institutions and also beyond it. Our Alumni are working in good reputed institutions and are being acclaimed for their good work.

“  
*A small body of determined spirits  
fired by an unquenchable faith in their mission  
can alter the course of history.*”

- Mahatma Gandhi



## Before You Move Ahead

It is essential to make readers who may be our prospective candidates aware of the few significant practices of the college that would prove the authenticity of our claims about quality education. Apart from present prospectus, candidates may avail details from our website: <https://luce.edu.in/> which is updated on a regular basis. The website also serves as the one-point entry for prospective students from registration to viewing various curricular and co-curricular activities being carried out with photographs and also about A to Z information on admission procedure.

### Feedback Mechanism

The feedback system is yet another source to find out about the college in terms of its quality scale. Students' feedback is taken at appropriate time about teachers, administration office, facilities, course conduct and B.Ed. syllabus. Inter-department feedback is also given by fellow teachers. Significant events carried out throughout the term are evaluated by students and also experts to suggest any changes if required.

The principal observes teachers' lectures at regular intervals for staff appraisal along with the interviews held and conducted by the academic head of the Institution. Such a comprehensive feedback mechanism helps the Institution about its standing in the field of Teacher Education and also gives scope to make changes or modification in the existing practices.

The most important quality indicator is Internal Quality Assurance Cell (IQAC) that works tirelessly toward quality improvement in all educational set-ups. The Lord's Universal College of Education peruses its vision of creating the culture of excellence that makes it inevitable to establish the IQAC that strives to achieve goals laid down by UGC, i.e., to develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the college and to promote measures for institutional functions towards quality enhancement through internalization of quality culture and institutionalization of best practices.

The IQAC cell is formulated as per the norms and regulations prescribed by the NAAC. IQAC members meet once in three months and plan for functions like formulating and applying quality benchmarks for academic and administrative activities, providing the support system to help administrative departments to function smoothly and for teachers to facilitate teaching learning process effectively, arrangement of feedback responses from students and other stakeholders on quality related institutional processes, organization of inter- and, intra-institutional workshops, seminars on quality related themes, documentation of the various programmes of the institution leading to quality improvement, etc.

“*Strive for progress, not perfection*”

# B.Ed. Degree Program

The B.Ed. programme has recently been revised with four semesters in a span of two years with effect from 2017. It is now termed as Credit Based Choice System (CBCS). The institution offers B.Ed. programme with following specifications granted by University of Mumbai.

- Degree: B.Ed. (Bachelor of Education)
- Duration: Two academic years with CBCS based grading system comprising four semesters.
- Medium of Instruction: English
- Intake: 100 students (two basic units of 50 students each)
- Eligibility: Graduates, Post graduates with minimum 50% (45% marks for Reserved Class candidates belonging to State of Maharashtra having Caste certificate, Caste validity and Non Creamy layer Certificate) for Maharashtra State candidates and 55% (50% marks for Reserved Class candidates belonging to State of Maharashtra having caste certificate, Caste validity and Non Creamy layer Certificate if applicable (SC, ST, DT/VJ, NT (A), NT (B), NT(C), NT(D), OBC, SBC) for other than Maharashtra State candidates.

Candidates have to clear B.Ed. Common Entrance Test (CET) with English Language Content Test (ELCT) for English medium college conducted by State Common Entrance Test Cell, Government of Maharashtra.

The B.Ed. programme includes choice-based credit courses. It is required that each key term of the programme title is to be understood well for easy comprehension of its details.

## Program

Bachelor of Education is a teacher training program of two years duration having a set of courses that are linked together in an academically meaningful way and ends with the award of a Degree for successful completion of four semesters.

## Course

The term COURSE under the Credit System corresponds to the word SUBJECT used currently. The course corresponds to subjects included in the B.Ed. curriculum for example, Childhood and Growing-up, Knowledge and Curriculum, Pedagogy of School subjects, Learning and Teaching, Assessment for Learning, etc. are some of the courses.

## Module and Unit

A course which is generally an independent entity having its own separate identity, is also often referred to as a 'Module'. A module may be studied in conjunction with other learning modules studied independently. A topic within a course is treated as a Unit. In the B.Ed. curriculum, every course is divided into 8 units. Every 2 units make a module.

## Credit Point

A credit is generally a value used to measure a student's workload in terms of learning time required to complete course units, resulting in

learning outcomes. These learning hours may include a variety of learning activities like reading, reflecting, discussing, attending lectures/counselling sessions, writing assignments, preparing for examinations, etc. Credits are assigned for a single course and always pay attention to how many hours it would take for a learner to complete a single course successfully. By and large a B.Ed. course may be assigned anywhere between 3 and 12 credits where in one credit is construed as corresponding to 12 hours. Credits once gained cannot be lost.

### **Semester System**

The program (Degree Course) of two years duration is divided into four terms of approximately 6-month duration called semester. Every semester will have number of

courses (subjects/papers) that a learner will have to offer. Each course subject will be assigned a certain number of credits. Learners will be assessed continuously during the semester and evaluated at the end of the semester. The results will be declared at the end of every semester. Credits will be earned by the learner on successful completion of the course.

### **Choice Based**

Implies that the learner has the choice to select the subjects that he/she would like to learn within the prescribed time period and the program parameters. B.Ed. programme offers choices in the 2nd school subject and also in the course that includes special fields like Environmental Education, Guidance and Counselling, Action Research, etc.

“  
*Education is the most powerful  
weapon which you can use to  
change the world.*”

- Nelson Mandela

## Curriculum Framework

The B.Ed. Curriculum offers following courses with credit points:

Courses	Credits	External Marks	Internal Marks	Total Marks
<b>SEMESTER 1</b>				
Core Course 1: Childhood and Growing up	6	60	40	100
Core Course 2: Knowledge and Curriculum	6	60	40	100
Interdisciplinary Course 1: Gender, School and Society	6	60	40	100
Ability Course 1: Critical Understanding of ICT	3	-----	50	50
Project Based Course 1	3	-----	50	50
<b>Total</b>	<b>24</b>	<b>180</b>	<b>220</b>	<b>400</b>
<b>SEMESTER 2</b>				
Core Course 3: Learning and Teaching	6	60	40	100
Elective Course 1: Pedagogy of School Subject 1	6	60	40	100
Interdisciplinary Course 2: Educational Management	6	60	40	100
Project Based Course 2	6	-----	100	100
<b>Total</b>	<b>24</b>	<b>180</b>	<b>220</b>	<b>400</b>
<b>SEMESTER 3</b>				
Core Course 4: Assessment for Learning	6	60	40	100
Elective Course 2: Pedagogy of School Subject 2/ Peace Education/ Education for Rural development (Any One)	6	60	40	100
Interdisciplinary Course 3: Language Across the Curriculum	6	60	40	100
Project-based Course 3	12	-----	200	200
<b>Total</b>	<b>30</b>	<b>180</b>	<b>320</b>	<b>500</b>
<b>SEMESTER 4</b>				
Core Course 5: Contemporary India and Education	6	60	40	100
Elective Course 3: Special Field Action Research/ Guidance and Counselling/Environmental Education (Any One)	6	60	40	100
Interdisciplinary Courses 4: Creating an Inclusive School	6	60	40	100
Ability Course 2: Reading and Reflecting on Texts	3	-----	50	50
Project Based Course 4	9	-----	150	150
Any one Audit Course (Understanding the Self, Drama and Art in Education) will be opted by student in Semester 1 and certified in Semester 4	3	-----	-----	-----
<b>Total Credits</b>	<b>33</b>	<b>180</b>	<b>320</b>	<b>500</b>

### 2-year B.Ed. programme in a nutshell

Theory and Practicum	Working days	
	Year 1	Year 2
Theory	170	96
Internship	3 weeks Internship + 1 week of community work = 30 days	15 weeks Internship+ 1 week community work= 96 days
Total Number of Working Days	200	200

#### NOTE:

200 working days are exclusive of admission and examination period

Total Credits: 111; Marks 1800 (1 Credit = 12 Hours)



# Infrastructure

## 1. COLLEGE LIBRARY

The Library was established in 2008. The total area admeasuring is approximately 430.556 sq. ft. wherein 25 students can use it at a time. Along with it there is also the reading room adjacent to the library having the seating capacity of additional 10 students. The Library has a state of art infrastructure and has a reading room capacity of more than 50 students.

The Library is air conditioned with Wi-Fi connectivity. Students can recommend any book to the Librarian at any time during the year. The recommended books will be purchased after getting approval from the respective Head of the Department and the Principal. The library is fully Wi-Fi enabled with an online Library Management Information System (LMS) named 'LIBRARIKA' set up for digital library

transactions. The objectives of the library are as follows:

- To acquire, update, maintain and provide a qualitative and quantitative collection of books, periodicals and other instructional material of electronic resources to support the academic programme and educational objectives of the college.
- To augment the library with resource material in various fields of knowledge and also for career and character building.
- To provide quality services to faculty and students for achieving their curricular as well as co-curricular goals, with the help of technology, but not as a substitute for personal ser-vice.
- To inculcate reading habit among students and to encourage collaborative efforts among library staff and students to maximum utilization of library resources.

Reference Books for current reading	Reading lists of interested books	Syllabus
Books for home issue for a week	Bibliographies on various topics	Competitive exams-related books
Old University Question papers	CDs	Books on careers
Reference sources, such as dictionaries, encyclopedia, year books, etc.	Journal articles index	Newspaper clippings on various topics useful for student's assignments and projects



Students can avail print material as well as online resources for their references. Institution has enrolled them to the National Digital Library as members. Students can drop their recommendations for books and any other suggestions in this box kept near book showcases. The **suggestion box** is opened and the various suggestions given by the students are discussed with the Principal.

The Library Committee consists of the principal, staff members and the librarian and also student representatives.

**Library Services:** The students can approach the counter for any purpose like Current Reading, Home Issue, Reference or getting information related to any topic of interest.

## I - General services:

Computerized catalogue (OPAC) where one can locate books according to author, title, publisher, accession number and classification number. The following material is made available from the library counter-

1. **Home lending of books** - textbooks and other books are issued for one week.
2. **Periodicals** - Journals and magazines are displayed in the library. In case of any journal not found on display please ask at the counter. The periodicals are available for reading within the library. However, if any student wants any periodical for



Book Exhibition on the occasion of Gandhi Jayanti, , National Science Day, Vachan Prerna

any student wants any periodical for home issues, they should contact the person at the counter.

3. **Daily newspapers** - The library subscribes Times of India, Maharashtra Times, Navbharat times & Gujarat Samachar newspapers which are kept at the counter and available for reading to everybody.
4. **Reference Service** - This service is especially for projects and assignments.
5. **Book-Bank** - Textbooks are provided for use during each semester. The books are required to be returned as soon as the exams get over. The application forms are made available from the library counter only during the prescribed dates on the notice put up at the beginning of every semester. For each semester the students are given the books.
6. **Reading Room** - The library is made available to the students after their daily classes for self-study.
7. **Collaborating with the school & College library** - The college library also collaborates with the Universal School Library situated in the same campus, wherein the students are permitted to take books from the school library also. The college has signed MOU with a reputed B.Ed. college to avail special library service for vernacular medium students.
8. **Services to ex-students and visitors:** Alumni membership is extended to the

past students wherein they can avail of the library facilities after paying a nominal library fee and a refundable security deposit.

9. **Use of e-mails:** Mails are used to inform the students of the new arrivals in the library etc.
10. **Availability of Teaching Aids:** Various teaching aids like Maps, Geometry Instruments, Tuning Fork, Beakers, Magnets, etc. are made available to the students while they go for their school internship.

## **II - Extension Activities:**

1. CD-ROMs viewing on multimedia computers any student can view the CDs available in the library.
2. Scanning and printing.
3. The library conducts a display of the library collection pertaining to various themes so that the users get a chance to see all the books pertaining to that particular collection.
4. Library also supports the institution in celebrating various days like Vachan Prerna Divas, Gandhi Jayanti by holding book exhibitions, Discussion by students on particular topics, etc.
5. In the COVID-19 situation, an efficient paradigm shift from face-to-face to online



set-up, e-library has benefitted students greatly. E-library provides students not only the textbooks but also it has been proven to be a good storehouse for referencing.

## **PROTOCOL / RULES FOR STUDENTS USING LIBRARY**

- Talking loudly, discussing, loitering, eating, smoking, spitting, using mobile, shifting chairs, reserving chairs, scratching on furniture is strictly prohibited.
- All persons using the Library are subject to the discipline of the college.
- All those entering the library are requested to observe silence, behave in a decent manner and maintain discipline.
- For entry inside the library, the students are required to keep all their belongings aside and allowed to carry only their library card, identity card and reading and writing material.
- Please handle the books carefully and do not mutilate them in any way while using.
- The books issued for home reading must be returned on the due date mentioned on date slip behind the book. If the same book is required again for the next week, students must renew it on the due date or are subjected to pay a fine of Rs. 5/- per day per book or as per the then notice.
- In case of loss of a library book the Librarian should be contacted

immediately. The lost book is supposed to be replaced immediately. The cost of the book will be recovered only if the book is not available in the market.

- Other material like syllabus copies, question papers, periodicals, CDs, books for current reading, etc. issued from the counter are expected to be returned on the same day, failing which a fine of Rs. 5/- per day will be levied.
- The reference books marked with “R” are for use within the library and not allowed to be taken out of the library for any purpose.
- All the students are required to strictly adhere to the above rules and cooperate with the library staff for smooth functioning of the library. The Librarian has authority to maintain order in the library and initiate action against any user who knowingly or persistently breaks any library regulation.

## **2. COMPUTER LABORATORY**

A well-equipped computer laboratory with around 50 laptops enhances the learning process and enables the proper conduct of the University prescribed courses. Additional 10 Personal Computers are installed in the conference room all networked to facilitate learning in small batches, with adequate faculty attention. Students also use the lab for creating their resource material for practice teaching using different software and also quarterly e-bulletin under the guidance of the

staff. All the computers in the Lab and the Office have a dedicated leased line for Internet connectivity, which can be used by students and staff.

In the year 2020-2021, due to the crisis situation of a pandemic, the staff have been provided laptops for effective work from home. The students are also being provided with dedicated G Suite facilities like G-classrooms add-ons to carrying out the teaching-learning process effectively.

### **3. CLASSROOMS**

The institution provides well equipped classrooms and Lecture Halls for the comfort and convenience of 200 students (two units) with following facilities:

- Air Conditioner/s for each room
- Inbuilt LCD Projector in all the classrooms with latest technology and smart T.V in the main lecture hall.
- Natural lighting for a brighter and more inviting atmosphere
- Fluorescent and incandescent lighting with clearly marked controls
- Hard writing surfaces for easier note taking
- Comfortable, ergonomic seating
- Wi-fi connection
- Podium

- Audio System connection for students to practice their ICT related study work
- Softboard fixed on walls for displaying academic activities like course related glossaries in English and Hindi, method club activities.
- Virtual classrooms create ‘study from home’ culture.

### **4. CONFERENCE ROOM**

The mini computer lab is also used as a conference room for academic and administrative meetings.

### **5. OTHER FACILITIES**

The institution caters to the basic needs of students by providing following facilities:

- Water purifiers installed on every floor for safe drinking water
- Mobile canteen service for healthy snacks cooked from Universal Kitchens
- Rest rooms at every floor
- Fire extinguishers refilled at regular intervals
- Vending machines sanitary napkins fixed in girls’ restrooms
- Sports material for sports events and also as part of recreational activities
- Security service and maintenance services provided by Universal Head office

# Admissions

The centralized admission process is followed as per the rules and regulations of University of Mumbai.

**B.Ed. admission procedure of University of Mumbai is basically di-vided into two components as given below:**

**i) Online registration for State Common Entrance Test (CET)**

<https://cetcell.mahacet.org/>

**How to apply for registration for CET?**

1. Candidates are required to go to the State CET Cell website and click on the option” **APPLY ONLINE**” which will open a new screen.
2. To register for applying, choose the tab “**CLICK HERE FOR NEW REGISTRA-TION**” and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated and displayed by the system on the screen. Candidates should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing the “**SAVE AND NEXT**” tab. Prior to submission of the online application candidates are advised to use the “**SAVE AND NEXT**” facility to verify the details in the online application form and modify the same if required.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/entertained after clicking the **FINAL SUBMIT BUTTON**.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature for CET & Admission.
6. Validate your details and Save your application by clicking the “**VALIDATE YOUR DETAILS**” and “**SAVE & NEXT**” button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the **PREVIEW TAB** to preview and verify the entire application. Once verified then only click on **FINAL SUBMIT TAB**. Please note after clicking on **FINAL SUBMIT TAB** you will not be allowed to make any changes after that which will be considered as final.

10. Next Click on 'PAYMENT' Tab and proceed for payment as directed.

11. Click on the 'SUBMIT' button.

**Guidelines for scanning and Upload of Photograph (4.5cm × 3.5cm) & Signature Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.**

### **Photograph Image**

- Photograph must be a recent passport style color picture.
- Make sure that the picture is in color, taken against a light-colored, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred).
- Size of the file should be between 20kb—kb.

- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning.
- Candidates should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If a photo is not uploaded at the place of photo admission for an exam will be rejected/ denied.
- Candidates must ensure that the photo is of required size and the face should be clearly visible.

### **Signature Image**

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination.
- The applicant will be disqualified if the signature on the Hall Ticket does not match.
- Dimensions 140 x 60 pixels (preferred) - Size of file should be between 10kb—kb.
- Ensure that the size of the scanned image is not more than 20kb.

- Signature in CAPITAL LETTERS shall NOT be accepted.
- Ensure that signature is clearly visible.

### **Scanning the Photograph & Signature**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows / MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50 kb & 20 kb respectively by using MSPaint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in another photo editor also.
- The file size and the format should be as

prescribed on the screen. Otherwise the error message will be displayed.

- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

### **Procedure for Uploading the Photograph and Signature**

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph / Signature"
- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button
- Candidates should also ensure that photo is uploaded at the place of photo and signature at the place of signature.

(Your Online Application will not be registered unless you upload your photograph and signature as specified.)

### **Note**

- In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the

photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.

### **Points to remember**

- Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/entertained after clicking the FINAL SUBMIT BUTTON.
- The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature for CET & Admission.
- After registering online candidates are advised to take a printout of their system generated online application forms

### **Admission in Minority Quota**

Being a Gujarati minority institution, Gujarati speaking students irrespective of their religion and caste can be admitted but through centralized admission process only. The institution reserves certain seats as the Gujarati Minority Quota. Candidates need to submit following documents

1. Certificate from their caste (Samaj) stating their language as Gujarati.
2. Leaving Certificate of school, college stating language as Gujarati OR caste

certificate from the government.

Such candidates can secure their seats after clearing their Common Entrance Test (CET). They can get admission to the college once they fill up the online admission form on MKCL site and give preference to the college.

### **Admission for Reserved Category**

Students enrolling for admission in reserved category for e.g. SC / ST / DTNT / VJNT / OBC / SBC are required to provide following documents:

1. Online Application form
2. Caste Certificate
3. SSC & HSC Mark-sheets
4. Income Certificate
5. Fee Receipt
6. Ration Card
7. Non-Creamy Layer certificate (OBC/VJNT/DTNT)
8. Aadhar Card

All the above attested photocopy of documents needs to be submitted in the college office.

### **ii) Online Pre-Admission Application Form at the University website Pre Admission Online Registration At University Website:**

After the CET results, Directorate Higher Education of Government of Maharashtra declares and displays the successful



candidates eligible for admission on the following CET site. (where you have applied earlier)

<https://cetcell.mahacet.org/>

If you find your name in the list go to the following University of Mumbai site  
<https://mum.digitaluniversity.ac/>

**Please Note:**

- a. Please install Microsoft Silverlight on your computer, if you are using Windows Operating System 7 or lower version. The software is also available for free download from the University website <https://mum.digitaluniversity.ac/>
  - b. Please go through the prospectus of the college to know about the courses and/or subject combination(s) offered by the college, rules, regulations etc. before you fill the PRE-ADMISSION ONLINE REGISTRATION FORM.
  - c. Applicants are requested to keep the following ready before they start filling the forms
- I. Photocopies of the mark-sheet of the SSC / Xth Std and HSC / XIIth Std. / Degree marksheet and passing certificate.
  - II. Scanned copy of the Photograph of max. 80 x 107 pixels size and max. file size of 10 KB
  - III. Scanned copy of the Signature of max. 80 x 35 pixels size and max. file size of 10 KB.

IV. Photocopy of any other certificate/s as required for example caste certificate/ physical handicap certificate.

V. Valid e-mail id and mobile phone number for receiving mails and SMS from the University of Mumbai regarding the status of the application form.

VII. Internet Connection with Internet Explorer ver.7.0 or higher.

**Steps for Filling up the form**

1. Log on to the University of Mumbai website  
<https://mumoa.digitaluniversity.ac/>
2. Click on the link “PRE-ADMISSION ONLINE REGISTRATION” (available on the row below University of Mumbai on the home page).
3. The first screen seeks confirmation from the applicant that he / she has all the necessary documents ready. On confirmation, the applicant moves to the second screen. Click on “PROCEED” button.
4. The next screen, i.e. the third screen, is the registration page. Fill up the personal details at appropriate titles like the applicant’s name (as it appears in the degree mark sheet), gender, date of birth of the applicant and the mobile number and email-id on which the candidate wishes to receive communications from the



University. Click on “REGIS-TER” after ensuring that the information provided is correct and true.

5. The student will get a login id and four-digit alpha-numeric codes on submission of the form which will appear on the screen. Please note down the login Id and code.
6. The student will immediately get the confirmation from M.K.C.L. on the registered mobile number and the e-mail id about the acceptance of the form and also, they will be given Login Id and password for logging in to their page on MKCL site for future cor-respondence.
7. The students can log in with the given password for the first time and can change the password if they want to.
8. The applicant is required to log on to the website and start filling the form by uploading his photograph and signature and entering the personal details, contact details and educational qualifications and after completing click on SAVE and PROCEED.
9. The List of course names will appear. The applicant has to click on the B.Ed. course. The list of colleges will appear. The applicant can and should opt for more than one college in the order of priority. For e.g. The Lord’s Universal College of Education is opted as first choice. CLICK SUBMIT.

10. E- Suvidha ticket will be generated and appear on the screen. (The applicant is required to take a printout of the E-Suvidha ticket). This ticket has at the top right corner **four-digit confirmation code** and five-digit application number mentioned.

11. Enter the confirmation code in the MKCL system on the screen and select and upload the documents as per the requirements.

**Please Note:**

Once the form is submitted the student will NOT be able to make any correction in the form.

12. After submission fully updated “pre admission online” form will be generated which has the application number mentioned at the top right-hand side corner.

13. The student is then required to take the hardcopy of the uploaded “Pre-Admission Online Form” and submit the copy of the form to the selected college/s.

**Please Note:**

The student is required to submit TWO COPIES of the “Pre admission Online form” to the concerned college. University of Mumbai has instructed the colleges NOT TO GRANT admission to any student who has not registered on the university website.

In case of any difficulties while applying for “pre admission online registration” you are

request to contact the university helpline call centre: +91 9326552525 (only for students) from 10.00 a.m. to 6.00 p.m. on working days.

### **iii. The online admission process at Vidya Vikas Education Trust's The Lord's Universal College of Education**

In addition to the Pre admission online form by University of Mumbai, if the candidate seeks to take admission in our institution requires to fill the additional online form on the following guidelines:

1. Applicants can fill the on-line form from his/her residence or cybercafé or any other location where computer, internet and printer facilities are available. Go to the college website [www.luce.edu.in](http://www.luce.edu.in) and fill the form.
2. Applicants are required to fill separate form for each category under which he/she wishes to apply, i.e. if a candidate belonging to Gujarati Speaking Linguistic Minority wishes to apply under Gujarati as well as Open Category, he/she will have to submit two separate application forms one for Gujarati Speaking Linguistic Minority Category and other for Open Category and will have to pay Rs. 100/-.
3. Applicants are requested to keep the following documents ready before they start filling the forms
  - a. Photocopy of the mark-sheets of the SSC / Xth Std and HSC / XIIth Std. & Degree

marksheet & certificate.

- b. Scanned copy of the Photograph of max. 80 x 107 pixels size and max. file size of 10kb.
- c. Scanned copy of the Signature of max. 80 x 35 pixels size and max. file size of 10kb.
- d. Photocopy of any other certificate/s as required.
- e. Photo copies of all these documents need to be submitted along with the application form.
- f. Make sure that Adobe Reader is installed on your machine. If not please download from the link provided.
- g. Internet Connection.
- h. Your browser may ask you to allow blocked Pop-Ups or to run active contents. Please choose Allowed Blocked Contents / Popup.

**Please Note:**

Most essential documents required for physical admission in the college.

Please make sure you have the following original documents ready for submission to college to AVOID cancellation of admission by CET Cell during the verification process.

List of original documents must be submitted to the college for confirming your admission:-

1. 10th & 12th Marksheets
2. All graduation degree marksheets (if semester pattern then all 6 or 8 marksheets)
3. Graduation degree certificate or passing certificate or provisional certificate.
4. If Post graduation, then all marksheets if in semester pattern with a degree or passing certificate.
5. Marks conversion certificate \* (available on CAP site homepage)
6. Birth or Leaving certificate: Mentioning Place of Birth as Born in Maharashtra or Mumbai
7. Domicile certificate: (Born other than Maharashtra or other state and completed studies in Maharashtra or Mumbai)
8. If Minority then Annexure -O (available on CAP site) and community certificate from your community centres
9. CET application form (of Rs.800/-)
10. CET Score card
11. CET Hall ticket
12. CAP Rs.1000/- fee paid receipt and allotment letter
13. 4 Passport size colour photos
14. Adhaar patra Copy
15. Caste certificate, Non Creamy Layer & Validity certificate
16. If economically weaker section then EWS certificate
17. Name Change then Gazette copy & marriage certificate

## Fees Payable by Students

1. The fees are to be paid by DD only. DDs to be drawn in the favor of “The Lords Universal College of Education”
  2. Fees for the entire year can be paid together at the time of admission.
  3. The fees are payable in installments as prescribed by the institute only on or before the scheduled dates. The payment of fees by installment is intended merely to facilitate the parents / guardians and should not in any manner be construed as a right. The institute reserves its right to discontinue and/or reduce payment by installments at its discretion.
  4. Fees once paid are non-transferable / non-adjustable / non-refundable under any circumstances and are subject to the exceptions as set out in the refund policy.
  5. Exit documents will be issued only after full and complete settlement of outstanding dues.
  6. Any statutory taxes, if made applicable and/or if increased and/or for any facility provided by the institute, shall have to be borne and shall have to be paid by parents / guardians from time to time.
  7. In case of any DD towards payment of fees being dishonored, the institute reserves its right to de-enroll the student at its discretion and levy any other penalty as it may deem fit.
  8. The institute reserves its right to disallow a student from participating in any of its activities whose fees remain unpaid in full or in part.
  9. The institute reserves its right to not to issue reports, certificates or recommendations to future institutions whose fees remain unpaid in full or in part.
  10. The institute reserves the right to increase / revise / amend the fee structure.
- 0.2859: Refund of Tuition, Development and all other fees after cancellation of admissions:**
- The Candidate shall present the Physical Application for Cancellation of Admission and submit duly signed copy of application for cancellation of admission to the admitted institution.
  - After receiving duly signed admission cancellation request applications from the Candidate, the institution will acknowledge the receipt of application and cancel the admission immediately and generate online acknowledgement of cancellation of admission through institution login and issue a signed copy of it to the Candidate and keep the receipt of the same on the College record.

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  2. Fees for the entire year can be paid together at the time of admission.
  3. The fees are payable in installments as prescribed by the institute only on or before the scheduled dates. The payment of fees by instalment is intended merely to facilitate the parents / guardians and should not in any manner be construed as a right. The institute reserves its right to discontinue and/or reduce payment by instalments at its discretion.
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- The refund of fees before cut-off date of

admission shall be made within two days i.e. total fee minus the processing charges of Rs.1,000/-, or refund rule shall be as per the guidelines of the appropriate authorities or the State Government, as the case may be.

If the admission is cancelled after the cut-off date of admission declared by the Competent Authority, there shall be no refund except the Security Deposit and Caution Money Deposit.

No institution, who has in its possession or custody, of any document in the form of certificates of Degree, Diploma or any other Certificate or other document deposited with it by a person for the purpose of seeking admission in such institution, shall refuse to return such degree, certificate award or other document with a view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue or avail any facility in such institution.

**Note:**

The total amount considered for the refund of fees from the commencement of academic term of the courses including the following:

- i) The fee charged towards group insurance and all fee components to be paid as University share (including Vice-Chancellor fund, University fee for sports and cultural activities, E-charge, disaster management fund, exam. Fee and Enrolment fee) are non-refundable if payment is made by the college prior to the date of cancellation.
- ii) Fees collected for identity card and Library card, admission form and prospectus, enrollment and any other course specific fee are not refundable after the commencement of the academic term.
- iii) All refundable deposits (Laboratory, Caution Money, Library, etc.) shall be fully returned at the time of cancellation.

Provided that wherever admissions are made through a centralized admission process for professional and / or for any other courses by other competent Authorities, the Refund Rules are applicable if specified by such authorities (as per the rules of relevant agencies) for the 1st year admission. In case of admission to subsequent years of the course, 0.2859 is applicable for cancellation of admission.

Provided further that this refund rule is concurrent with the rules and guidelines of other professional statutory bodies appointed for admission for relevant courses.

Students can also avail, during vacation period (Only Diwali & Christmas Vacation), concessional fares by rail for journeys between their place of permanent residence and Mumbai during vacation.

**Necessary documents to be submitted while availing the concession:**

- Students Identity Card
- Original Fee Receipts
- Charges Rs. 1/-

**Transcripts**

Students desirous of pursuing further studies abroad should apply for transcripts to the college office well in advance. After

verification of marksheets, the college will hand over the transcripts in ten to fifteen days' time. Charges for issuing the transcripts are Rs.1000/- for 5 sets of copies. Every additional copy will be charged at a rate of Rs. 50 per copy.

**Documents Required**

- Students hand written application for availing the Transcript Form
- Transcript Form provided by college to be filled and submitted at the Information Counter.
- All B.Ed. documents, marksheets, passing certificate, degree certificates in five sets and five passport size photos for the same.

“

*The purpose of education is to make good human beings with skill and expertise...*

*Enlightened human beings can be created by teachers.* ”

*- A. P. J. Abdul Kalam*



Further that 0.2859-A & 0.2859-B have been repealed and the amended 0.2859 relating to the refund of Tuition Fees, Development and all other fees after cancellation of admission for the Under Graduate Courses has been brought into force with effect from the academic year 2008-2009.

### **Refund of College Deposit**

Application for the refund of college deposit must be made within one year of the applicant ceasing to be a student of the College, failing which the deposit amount will be forfeited. The college now ensures that the deposits are refunded to the students through the RTGS system, and hence, it is necessary that the students have a bank account so that the deposit amount can be transferred directly to their accounts without delay.

### **Issuance of Duplicate Fee Receipts**

A student requiring duplicate fee receipt shall have to fill a form available at the information counter of the college and pay Rs. 100/-.

### **Documents Issued By The College**

- **Identity Card**

An Identity Card, which is one of the most important documents of the student, will be issued on the day of confirming the admissions. Every student is required to ensure that they wear the identity card in person whenever and wherever they are

present in the college premises. The Identity Card must be carefully preserved and take good care of the identity card. Students are required to present the identity card on demand in the College, in the Library, at any college event and while travelling on local trains. The loss of Identity Card should be immediately reported to the College Office in writing, with a statement of the circumstances in which it was lost. The office will issue a Duplicate Identity Card against payment of Rs.100/-.

At the University Examination all candidates are required to produce, at the examination centers, their identity cards bearing their photographs attested by the Principal along with their Hall Tickets.

- **Railway Concession**

Students can avail concessional fares for rail travel by local trains between the stations nearest to the place of their residence (i.e. As per the address mentioned in the Identity Card) in Mumbai and the College (Malad —East Station). Students are requested to enter their local and permanent addresses correctly in the Admission Forms to facilitate issue of Railway concession orders.

The place of permanent residence, in the application for admission, means the place where the student and/or his parents normally reside. This address will not be allowed to be changed during the academic year.

# Internal and External Examination

## 1. Pattern of Examination

### Theory Courses

#### A. Semester End Examination

University Examination is held at the end of each semester. Pattern of Semester End Examination paper is followed as per the rule - 60 marks for semester end examination of 2 hours duration for each theory course is the university question paper pattern in which out of 8 questions students need to answer any 5 and question no. 9 is compulsory which is short notes and has internal choice of selection for any two out of 4 sub-questions. Distribution of marks is as follows:

- 5 questions of 10 marks each with external choice.
- 2 short notes of 5 marks each with internal choice

#### B. Internal Assessment

Internal Assessment includes following aspects:

- Internal Assessment activities of Theory Component** - Part A (Core Courses, Elective Courses and Interdisciplinary Courses) consist of 40 marks. For each Theory component of Part A, 40 marks internal assessment consisting of following assignments and tests.

Sr. No.	Particulars	Marks
1	Content Test/Task/Assignment/Activity for each module held in the semester (2×10)	20
2	One periodical class test held in the given semester	15
3	One essay test held in the given semester	05
	<b>Total</b>	<b>40</b>

\*(Content test is compulsory for Pedagogy of School Subject 1 is a part of internal assessment.)



## ii. Practicum component of Part B

### • Project Based Course:

Semester wise detail documentation of the activities carried out under Project Based Course

- a. Semester 1--Project Based Course 1 -----  
50 Marks
  - b. Semester 2--Project Based Course 2 -----  
100 Marks
  - c. Semester 3--Project Based Course 3 -----  
200 Marks
  - d. Semester 4--Project Based Course 4 -----  
150 Marks
- **Ability Courses 100 Marks:** Two courses 50 marks each (Detailed documentation of the courses)
    - a. Semester 1--- Critical Understanding of ICT
    - b. Semester 4--- Reading and Reflecting on Texts

- Any one Audit Course (Understanding the Self, Drama and Art in Education) will be opted by students in semester 1 and certified in Semester 4 by the head of the institution.

### C. Examination Scheme: Grading System: Conversion of Percentage of Marks to Grade Points

The External examination of Part A of Theory component (Semester end theory examination), the Internal assessment marks of Theory component and Part B Semester wise Practicum component will be submitted at the end of each semester. The aggregate of marks obtained in each year for Theory cum Practicum (i.e. Part A & Part B) shall be converted into Grades as given in the scheme. (R4257) The marks obtained by a student in a course shall be indicated by a grade point and a letter grade and performance is follows:

### 10 Point Grading System (As per the University Circular UG/79 of 2016-17)

Marks	Grade Points	Grade	Performance
80 & above	10	O	Outstanding
70 to 79.99	9	A+	Excellent
60 to 69.99	8	A	Very Good
55 to 59.99	7	B+	Good
50 to 54.99	6	B	Above Average
45 to 49.99	5	C	Average
40 to 44.99	4	D	Pass
Less than 40	0	F	Fail

## **2. Mode of Conduct of Semester End Additional Examination**

- There will be one additional examination for Semester I, II, III and IV only for those who have failed or remained absent.
- The absent learner will be allowed to appear for the examination by the head of the institution after following the necessary formalities subject to the reasons to the satisfaction of the head of the institution.
- Additional Examination for Semester I and Semester II will be held after the conduct of Semester II Examination in March/ April every year and Additional Examination for Semester III and Semester IV be held after the conduct of Semester IV Examination in March / April every year. However, Additional Examination for Semester II and Semester IV will be held after 20 days and before 40 days from the date of declaration of result of the respective Semester End Examination.

## **3. Promotion From Semester I To Semester II, From Semester II To Semester III And From Semester III To Semester IV**

- A learner who has kept terms satisfactorily for Semester I of the course shall be permitted to keep terms for Semester II of

the course notwithstanding that he/she may not have appeared for the Semester I Examination or no. of subjects that the learner failed there at.

- A learner who has kept terms satisfactorily for Semester I & Semester II of the course shall be permitted to keep terms for Semester III of the course notwithstanding that he/she may not have appeared for the Semester I & Semester II examination or failed thereat.
- A learner who has kept terms satisfactorily for Semester III of the course shall be permitted to keep terms for Semester IV of the course notwithstanding that he/she may not have appeared for the Semester III examination or failed thereat.
- However, no learner will be allowed to appear for Semester IV examination, unless he/she has passed all the courses of Semester I & II examination previously. O.5983: The result of Semester IV shall be kept in abeyance (RLE) until the learner passes each of Previous Semesters Examinations (i.e. Semester I, II and III).

## **4. Improvement of Results**

- O.5985 : A learner who is declared to have passed in Semester I examination will not be allowed to reappear for the Semester I Examination for improvement of his/her result.

- O.5986 : A learner who is declared to have passed in Semester II examination will not be allowed to reappear for the Semester II Examination for improvement of his/her result.
- O.5987 : A learner who is declared to have passed in Semester III examination will not be allowed to reappear for the Semester III Examination for improvement of his/her result.
- O.5988 : A learner who is declared to have passed in Semester IV examination will not be allowed to reappear for the Semester IV Examination for improvement of his/her result.

## 5. Award of Statutory Grace Marks

O.5043A Grace Marks for getting Higher Class (Symbol (@) mentioned in the mark sheet)

A candidate who passes in all the subjects and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of marks falls short for securing Second Class/Higher Second Class or First Class by marks not more 1% of the aggregate marks of that examination or up to 10 marks, whichever is less, shall be given the required marks to get the next higher class or grade as the case may be.

Provided that benefits of abovementioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate head of passing also, if prescribed, in the examination concerned.

Provided further that benefits of above mentioned grace marks shall be given to the candidate for such examinations only for which provision of award of class has been prescribed.

O.5044A Grace Marks for getting distinction in the subject only (@)

A candidate who passes in all the Subjects/Heads of passing in the examination without benefit of either gracing or condonation rules and whose total number of marks in the subject/s falls short by not more than three marks for getting distinction in the subject/s shall be given necessary grace marks up to three in maximum two subjects, subject to maximum 1% of the total marks of that Head of Passing whichever is more, in a given examination.

Provided that benefit of the above mentioned grace marks shall be given to the candidate only for such examination/s for which provision for distinction in a subject has been prescribed.

O.5045A Condonation (\*)

If a candidate fails in only one head of passing



having passed in all other heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total number of marks of that head of passing in which he/she is failing, whichever is less. However, condonation whether in one head of passing or aggregate head of passing be restricted to maximum up to 10 marks only.

Award of 10 grace marks to students under O.229 for participation in Co-curricular and Extra-Curricular activities conducted by the College and University: (For exact details refer circular no. UG/112 of 2015 dated October 27, 2015)

Students participating in any programme of the Department of Adult and Continuing Education and Extension and have satisfactorily completed at least 120 hours of work in the programme as certified by the Principal.

## **6. Provision for Special Students / Differently Abled Students**

Vide Circular no. Exam / Result / 1851 of 2017 dated 27 March 2017 University of Mumbai and the Government of Maharashtra vide G.R. no. Sankirna-2016 / Pra.Kra. 302 / Vi. Shi.-3 dated March 4, 2017 have specified 21 categories of special needs who are eligible for various concessions like a writer / extra

time / additional grace marks / text to speech converters, etc. are prescribed.

Students / parents with anyone / more special needs are requested to contact the college office, preferably during the admission process, to obtain details about the facilities available to them for examinations and other academic activities. Parents of such students / students will be required to submit the relevant documents issued by the Government / BMC Hospitals / other authorized agencies as specified in the above mentioned circular and G.R. The 21 categories are as under:

1. Blindness
2. Low Vision / Partial Blind
3. Leprosy Cured Person
4. Deaf and hard in hearing
5. Locomotor Disability including Orthopaedic Disability
6. Dwarfism
7. Intellectual Disability/Slow Learners/ Mentally Challenged
8. Mental Illness
9. Autism Spectrum Disorder
10. Cerebral Palsy

11. Muscular Dystrophy
12. Chronic Neurological Condition
13. Specific Learning Disability
14. Multiple Sclerosis
15. Speech and Learning Disability
16. Thalassemia / Cancer
17. Haemophilia
18. Sickle Cell Disease
19. Multiple Disabilities
20. Acid Attack Victim
21. Parkinson's Disease

Details of the concession/s available can be obtained from the college office.

### **7. Photocopy, Verification & Revaluation of the Assessed Answer Book/s**

The University of Mumbai by the directives by Hon. Vice Chancellor vide VCD/ 1 of 2017 "Rules & Procedure for providing the Photocopies of assessed Answer-book( s) to the examinee & Process of Revaluation of the Answer-Book(s)" dated July 1, 2017 also known as "Rules & Procedure for providing the Photocopies of assessed Answer-book(s) to the examinee & Process of Revaluation of the Answer-Book(s)". These directions shall

come into force with immediate effect i.e. from the examinations to be held in the First Half of the Year 2016. Relevant extract of the VCD are:

### **PART-I: General Rules**

1. Applying for Photocopy of answer book and applying for Revaluation will be two independent processes.
2. Applying for the Photocopy of the answer book or having Photocopy of the answer book shall not be a pre-requisite for applying for revaluation of the answer book in the said subject.
3. The Examinee can independently apply for Revaluation or photocopy or both simultaneously, if they desire so.
4. The Examinee who desires to apply for revaluation are requested to note that, his/her original marks will become null & void as soon as they submit their application for the revaluation.
5. The Examinee shall check the University website, time to time for the various details regarding his/her result status/ information/list etc., as the entire process of photocopy of revaluation is carried out through an online system. It is the responsibility of the Examinee to verify the online details. No complaint will be entertained in this respect after the due date



is over.

However, The University may adopt any other procedure for acceptance of the application / fees, which will be circulated for the information of examinees

## **PART-II: Rules & Procedure for providing the Photocopy(ies) of assessed answer-book(s)**

1. The facility of obtaining Photocopy(ies) of assessed and/or moderated answer book(s) by the examinee is extended with a view to bring transparency in the examinations system and ensure its credibility.
2. Under these rules applying for the Photocopy(ies) of answer-books shall be permitted in respect of :For theory papers of all the examinations conducted by the University in the current session.
3. The Examinee(s) shall apply for the photocopy to the Principal of the College to which the candidate has registered for the said course in the prescribed format along with the non-refundable fee prescribed for the purpose by Controller of Examinations, as per the procedure & the manner decided by the University, time-to-time. The examinee belonging to the reserved categories shall be granted 50% concession in the Fees.
4. The Principal of the College shall process the applications of the Semester End Theory Examination as per the procedure laid down.
5. The Principal shall accept the prescribed application form for obtaining Photocopy(ies) of answer book(s) of the examinations conducted by University within Ten (10) working days from the date of the declaration of result of the examination. He shall forward these applications to the University within the next three days, if required. No application after the due date will be entertained on any ground whatsoever.
6. Incomplete application forms, applications with false Information, unsigned applications shall be rejected without assigning any reason whatsoever and the fees paid along with the application form neither shall be refunded nor will any representation be entertained in such cases.
7. The college shall endeavour to supply Photocopy(ies) of answer books as far as possible within Eight (08) working days from the date of receipt of application(s) to the University.
8. On receipt of Photocopy(ies) the applicant examinee shall be the sole custodian of it

and under any circumstances the examinee shall not part with the custody / possession of the same and also shall not use the same for any other purpose(s).

9. The Photocopy(ies) so obtained by the examinee shall be for his / her exclusive and relevant use. Neither the said examinee nor any other person can use the said copy to dispute or challenge the quality of assessment or quantum of marks assigned to the answer there-in.

10.If the examinee is found guilty of indulging in any act / attempt he / she shall be liable to be tried before the Unfair Means Inquiry Committee of the University and the decision taken by the authorities based on the recommendation of the said committee shall be final.

11.If his/her indulgence/commission in unfair act/attempt are proved, the examinee shall be liable for the punishment ranging from:

- i. Cancellation of his / her marks in the said subject either original or after revaluation,
- ii. Cancellation of his/her result in full of the said examination,
- iii. Annulment of examination(s) maximum up to 5 exams.

12.On receipt of the photocopy, if the

discrepancy of following nature is noticed by the examinee, he should apply to the college / University within seven (07) working days to the Principal / Controller of Examinations along with the fees of Rs.100 as Grievance Redressal fee.

- i. Mistake in totalling
- ii. Non assessment of question / sub-question
- iii. Improper photocopy

13.After due verification, the Principal / Controller of Examinations shall make necessary rectification in the marks allotted to the said subject and consequently in the result of the candidate without charging any further fee for such rectification & also declare the results.

14.The examinee is free to apply for Photocopy(ies) of answer books of as many subjects as he / she desires.

### **PART-III: Rules and Procedure for the Revaluation of the Answer-book(s)**

1. If the examinee is not satisfied with the marks awarded, he/she may apply for revaluation to the University/Institutions/ College in the prescribed form within the prescribed period and in the manner prescribed here-in-after.
2. The revaluation facility shall be for theory

- papers of all the examinations conducted by the colleges on behalf of the University/ University for the respective current session and the applications received within the prescribed time limit.
3. All Examinees can apply for the revaluation of the answer book(s) with whatever marks he/she secured and even the Zero Marks.
  4. The Examinee can apply for the revaluation of his/her answer book(s) of as many subjects as he/she desires.
  5. The Examinee shall apply for Revaluation in the prescribed form along-with prescribed fee and in the manner & procedure decided by the University.
  6. The candidates belonging to the reserved categories shall be given 50 % concession in the fees, provided the Principal of the concerned college certifies the same.
  7. For the examinations conducted by the college / University, the prescribed application form for revaluation of answer books should be submitted to the college, within Ten (10) working days from the date of the declaration of the result of the respective examination. No documents are to be attached with application.
  8. Examinee has to endorse all details i.e. marks correctly in the application form. Any false information, if observed at any time, the application will be summarily rejected. No refund will be entertained in such cases.
  9. The examinee shall submit the application and remit the prescribed fees in the manner & procedure decided by the University. The Principal of the concerned College shall verify the application data, especially the reserved category cases, certify & forward the applications of the examinations conducted by the University within next five days, to the University. The applications of the examinations conducted by the respective college i.e. Department Institution shall process the applications as per the manner and process defined by the University.
  10. The applications for revaluation received after the last date shall not be accepted by the University under any circumstances, whatsoever.
  11. Effect shall be given to the change in original marks on revaluation, as under:-
    - i. The marks obtained after revaluation shall be accepted, if the marks awarded to a paper as a result of revaluation, increase or decrease in revaluation by ten percent

- (10%) or more than the maximum marks assigned to that paper, and in such case(s) the marks originally obtained by the candidate in the paper shall be treated as null and void and the marks obtained by the candidate after revaluation shall be accepted.
- ii. As the marks obtained in that paper. The fractions shall be ignored/rounded off as the case may be for the purpose of computing the ten percent (10%) difference in marks. Notwithstanding what is stated above, the marks obtained after revaluation shall be accepted by the University, if the candidate gets benefit of passing the subject / examination or change of class or grade in that paper or in the overall result at the said examination with or without grace marks under the provisions of relevant ordinances or as resolved by the examiners in the said subject.
  - iii. Notwithstanding what is contained in clause 39(I) where the difference between the marks originally obtained by the candidate in the paper without any grace marks and the marks obtained after revaluation will be accepted up to twenty five percent (25%) of the maximum marks assigned to that paper.
  - iv. However, if the difference between the marks originally obtained by the candidate in the paper, without any grace marks, and marks obtained after revaluation increase or decrease by more than twenty five percent (25%) of the maximum marks assigned to that paper, a second revaluation of the said answer book(s) be done by a third examiner from the panel of examiners for the said subject. In such an event the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject. An answer book shall also be sent for second revaluation to another examiner (third examiner) if on the first revaluation, a candidate's marks are decreased below the passing marks and in the such event the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject.
  - v. The revised marks obtained by a candidate after revaluation, as accepted by the University shall be taken into account for the purpose of amendment of his results only and the said result will be communicated to the student(s) through notice board or website.
- ## **8. Provision of Allowed to Keep Terms**
- 1. In the first term, if the student fails in one or more papers or is unable to submit internal assignments and remain absent, he /she can still go to second year and clear the

pending examinations or assignments. If by the end of second year the candidate is unable to clear some of the internal or University examinations, he/she still can appear for the final examination. However, the passing certificate can only be obtained after clearing all the pending assignments.

2. If incase of pending internal assignments like practice teaching, submission of action research projects etc. The candidate after final examination gets one additional extended year to complete the lessons supervised by the staff.

## **9. Use of Unfair Means by the students during the Examination:**

### **Procedure for investigation in case of malpractices**

- A student who is caught talking in the classroom during the examination, possession of any electronic equipment/s /mobile / smartwatch or is found resorting to any of the acts listed below will be treated as a case of use of unfair means.
- The Junior Supervisor / Block Supervisor shall prepare a report about the use of unfair means resorted by the student and the student will also prepare and submit his / her statement in the format prescribed. The JS / BS shall take away the

original answer book of the student and shall issue the new answer book to the student.

- The Senior Supervisor shall be informed of the above matter and at the end of the examination, the BS / JS shall collect the Original answer book and the new answer book issued to the student and submit the same separately to the Senior Supervisor. The Senior Supervisor shall forward the answer books, his report along with the report of the JS and Statement of the Student along with the copy of the question paper in a separate sealed envelope to the Chief Conductor who shall hand over the envelope to the Chairperson of the Unfair Means Inquiry Committee with due acknowledgment.
- The candidate may be served a show cause notice and made aware of the charges/ allegations reported against him to prepare his/her defence at the time of his/her appearance before the Unfair Means Inquiry Committee and informing him/her thereby, of the proposed action to be taken in his/her case with a request to reply to the show cause notice as to why the action proposed under it should not be taken against him/her.
- The student may submit his/her defense in writing to the committee before or during

the meeting. The reply received by the Committee from the candidate when he/she appears before it and the oral submissions / clarifications given by the student, will be considered by the Committee and the committee shall submit its final recommendation to the Principal based on the evidence before the committee.

- The punishment finally awarded can be equal to or less than what is mentioned in the show cause notice, but not more than what is mentioned therein.
- The College Unfair Means Inquiry Committee is a recommendation body. The Principal has to exercise his / her power U / S 87 of the Mumbai University Act, 1974 and issue final order.

“  
Education is the  
passport to the future,  
for tomorrow belongs to those  
who prepare for it today.”

- Malcolm X

The Broad Categories of Unfair Means Resorted to by Students at the University / College / Institution Examinations and the Quantum of Punishment for each category thereof.

Sr. No.	Quantum of Punishment
(1) Possession of copying material	Annulment of the performance of the student at the University/ College/ Institution examination in full. Note: - This quantum of punishment shall apply also to the following categories of malpractices at Sr. No. (2) to Sr. No. (12) in addition to the punishment prescribed thereat.
(2) Actual copying from the copying material	Exclusion of the student from University or College or Institution examination for one additional examination.
(3) Possession of another student's answer book	Exclusion of the student from University or College or Institution examination for one additional examination. (BOTH THE STUDENTS)



<b>Sr. No.</b>	<b>Quantum of Punishment</b>
(4) Possession of another student's answer book + Actual evidence of copying there from.	Exclusion of the student from University or College or Institution examination for two additional examinations. (BOTH THE STUDENTS)
(5) Mutual / Mass copying	Exclusion of the student from University or College or Institution examination for two additional examinations.
(6) i. Smuggling-out or smuggling-in of answer books as copying material. ii. Smuggling-in of written answer-book based on the question paper set at the examination. iii. Smuggling-in of written answer book and forging signature of the Jr. Supervisor thereon.	i. Exclusion of the student from University or College or Institution examination for two additional examinations. ii. Exclusion of the student from University or College or Institution examination for two additional examinations. iii. Exclusion of the student from University or College or Institution examination for two additional examinations.
(7) Attempt to forge the signature of the Jr. Supervisor on the answer book or supplement.	Exclusion of the student from University or College or Institution examination for two additional examinations.
(8) Interfering with or counterfeiting the University / College / Institution seal, or answer books or office stationary used in the examinations.	Exclusion of the student from University or College or Institution examination for two additional examinations.
(9) Answer book, main or supplement written outside the examination hall or any other insertion in the answer book.	Exclusion of the student from University or College or Institution examination for two additional examinations.
(10) Insertion of currency notes/to bribe or attempting to bribe any of the person/s connected with the conduct of examinations.	Exclusion of the student from University or College or Institution examination for two additional examinations.
(11) Using obscene language / violence threat at the examination center by a student at the University / College / Institution examination to Jr. / Sr. Supervisors / Chief Conductor or Examiners.	Exclusion of the student from University or College or Institution examination for two additional examinations.
(12) (a) Impersonation at the University/ College/ Institution examination. (b) Impersonation at the University / College / Institute student at S.S.C./ H.S.C. any other examinations.	Exclusion of the student from University or College or Institution examination for two additional examinations. Exclusion of the impersonator from University or College or Institution examination for five additional examinations.
(13) Revealing Identity in any form in the answer book by the student at the University or College or Institution examination.	Annulment of the performance of the Student at the University or College or Institution examination in full.
(14) Found having written on palms or on the body, or on the clothes while in the examination.	Annulment of the performance of the student at the University or College or Institution examination in full.

(15) All other malpractices not covered in the aforesaid categories.	Annulment of the performance of the student at the University or College or Institution examination in full, and severe punishment depending upon the gravity of the offence.
(16) If on a previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.	
(17) Practical /Dissertation/Project Report Examination. Student involved in malpractices at Practical / Dissertation/ Project report examinations shall be dealt with as per the punishment provided for the theory examination.	

The Competent Authority, in addition to the above mentioned punishments may impose a fine on the student declared guilty.

(Note: The term “Annulment of Performance in full” includes performance of the student at the theory as well as Annual Practical examination, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations unless malpractice used threat.)

**STUDENTS ARE REQUESTED NOT TO RESORT TO USE OF UNFAIR MEANS.**

Exact details of the above can be obtained from the Examination Committee / University website.

“  
*The function of education is  
to teach one to think intensively  
and to think critically.  
Intelligence plus character -  
that is the goal of true education.*”

*- Martin Luther King, Jr.*

# Code of Conduct and College Regulations

## General Rules & Regulations Regarding Attendance

### 1. Attendance for Learners as per Ordinance 6086 of University of Mumbai

- Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of his enrolment, only if he/she fulfills eighty percent (80%) of the attendance in theory and (90%) during Internship wherein short and/or long excursions/field visits/study tours organized by the college and supervised by the teachers as envisaged in the syllabus shall be credited to his attendance for the total no of periods which are otherwise delivered on the material day/s.
- Students participating in sports, cultural activities, Adult and Continuing Education and Extension will be permitted full credit for lectures/practical/tutorials missed by them as a result of their participation in Inter-collegiate, Inter-University, State, National and International tournaments / competitions and coaching camps / training sessions organized in participation of these tournaments / competitions. This credit shall be allowed on the basis of production of certificate of participation in such authorized activity from the concerned organizers. The same shall be submitted along with a prescribed form appended as Annexure F which shall be verified by the teacher in charge and the

principal. This form then shall be submitted to the attendance in charge in the college office on a daily basis in case of an event held by the college or within two working days of completion of events held by other colleges.

- The Principal of the concerned College shall be the competent authority to condone the absence of any learner further up to additional 25%, if deemed fit and on recommendation of the attendance committee of the college, wherein it is mandatory on the committee to do natural justice by giving personal hearing to every learner falling short of minimum attendance for keeping terms and recommending case by case to the competent authority having verified the genuineness and gravity of the problem that justifies the learner to remain absent, which generally shall be limited to his own sickness, sickness of his parent, death of his parent etc. supported by valid evidence, documentary or otherwise.

### 2. Steps taken by college to make parents & the students aware of the norms of attendance & norms of granting the terms.

- Attendance Undertaking signed by parent as well as student at the time of admission.
- Display of monthly attendance on student notice board.
- Monthly letters and emails sent to Parents informing of their wards attendance.

- Conducting Periodical meeting (at least two meetings in each semester) of the Parents of the student's with less than 80% attendance in theory and 90% in practicum addressed by the Principal / Members of the attendance Committee / Person authorized by the Principal.
- Undertaking signed by parent as well as student during the periodical parents meeting.
- If a student is not able to attend lectures on medical grounds then he shall submit documents evidencing his illness along with an application addressing the same to the principal. The leave of absence may be granted on medical grounds subject to fulfilling the above criteria and at the discretion of the principal of the college. The details of the documents along with the rules are mentioned on the application form.
- In the event that a student does not have requisite attendance, he/she shall be debarred from that semester and a list of detained students shall be displayed on the notice board at the end of the semester. The detained student can then file an appeal to the Head of the Institution/ Principal of the college within 3 days from the date of display of the list on the notice board of the college, where he shall be given a personal hearing. After the hearing the college shall display the final list of the debarred students and communicate the same to the Controller of examination

before 10 days from the commencement of the relevant Semester End Examination. The student, if he so wishes, has a right to appeal against the said decision of the college within 10 days to the Controller of Examination, University of Mumbai.

### **On-campus Conduct**

1. Every student must obtain on admission, the Identity Card which must have his/her photograph attested and wears the identity card in person whenever he/she is on the college premises and present it for inspection on demand.
2. If the academic performance of the student is not satisfactory, the student is likely to be detained and will not be allowed to appear for the examinations conducted by the college on behalf of the University of Mumbai.
3. Students must not loiter on the College premises while the classes are going on.
4. In case of absence on account of illness, the Principal should be informed by the parents personally. On resuming the college, the student should report to the Principal along with the fitness certificate.
5. Students must not attend classes other than their own, without the permission of the Principal.
6. Smoking and consumption of alcohol on the College premises or entering the

20. All College activities are organized under the guidance and supervision of the Principal and Professor In-Charge.
21. Students must not associate themselves with any activity not authorized by the College Principal. Serious action will be taken of students found organizing or participating in such unauthorized activities.
22. Students using unfair means at examinations will not be readmitted to the College. Actions will be initiated against such students as per the norms and procedure prescribed by the University of Mumbai.
23. It is the responsibility of the students to read the notice boards regularly for important announcements made by the College office from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.
24. The matters not covered by the existing rules will rest at the absolute discretion of the Principal.

### **Anti-Ragging Cell**

The Lord's Universal College of Education has a zero tolerance policy towards ragging. The college conforms with all the guidelines related on anti-ragging and prevention of ragging issued by the UGC, University of Mumbai and Government of Maharashtra.

The college has constituted an Anti-Ragging Committee and members of the Student Council also function as Anti Ragging Squad of the college.

### **What Constitutes Ragging?**

Ragging constitutes one or more of any of the following acts:

- i. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- ii. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- iii. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- iv. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- v. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

college premises, after consuming alcoholic drinks is strictly prohibited.

7. Students shall do nothing either inside or outside the College that will in any way interfere with its orderly conduct and discipline.
8. No Society or Association shall be formed in the College and no person will be invited to address a meeting without the Principal's prior permission.
9. No student shall collect any money or contribution for picnic, trip and Educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the Principal.
10. No student will be allowed to take an active part in current politics.
11. No student shall communicate any information or write about matters dealing with the College administration to the Press.
12. Students are expected to take proper care of college property and help the college authorities in keeping the premises clean. Damaging college property e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture, misuse of A.C. etc., is breach of discipline, and the guilty will be duly punished.
13. Students should not leave their books,

valuables and other belongings in the classroom.

14. The College is not responsible for lost property. However, Student may make a claim for lost property at the office, if it is deposited in the College Office.
15. Students applying for certificates, testimonials, etc. which require the Principal's signature on any kind of document or application should first contact the College office. Students should not bring any paper directly to the Principal for his/her signature.
16. If, in the opinion of the Principal, for any reason, the continuance of a student in the College is detrimental to the best interest of the College, the Principal may ask such a student to leave the College without assigning reason for his/her decision.
17. Students joining the College are bound by the rules and regulations of the College.
18. Insubordination and unbecoming language or misconduct on the part of a student are sufficient reasons for his/her suspension or dismissal.
19. Students receiving Government or College Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behaviour, regular attendance and satisfactory progress and good results at the College and Board Examinations.



- vi. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
- vii. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- viii. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- ix. Any act that affects the mental health and self- confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
- x. 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, regional origins, linguistic identity, place of birth, place of residence or economic background.

### **Measures For Prohibition Of Ragging**

- College has a functional Anti Ragging Committee composed of teachers and students.

- Members of Student Council act as members of Anti Ragging Squads and keep vigilance in the college premises and report to the committee any matter of ragging which comes or is brought to their notice.
- Details of the members of the Anti-Ragging Committee are displayed on the college notice board, college website and college premises.
- College premises are under CCTV Surveillance.
- Senior students are oriented and sensitized towards newcomers by the Principal and senior staff during the orientation program.
- The institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- The application for admission, enrolment or registration must be accompanied by an Anti Ragging affidavit signed by a student in a prescribed format and another Anti Ragging Affidavit signed by a Parent/ Guardian.

(Both these Affidavits can be downloaded from [www.antiragging.in](http://www.antiragging.in) or [www.amanmovement.org](http://www.amanmovement.org))

## Administrative Action in The Event of Ragging

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

- a. Suspension from attending classes and academic privileges.
- b. Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c. Debarring from appearing in any test/ examination or other evaluation process.
- d. Withholding results.
- e. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- f. Suspension/ expulsion from the hostel.
- g. Cancellation of admission.
- h. Rustication from the institution for a period ranging from one to four semesters.
- i. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

“

*Successful and unsuccessful people do not vary greatly in their abilities. They vary in their desires to reach their potential.*

”

*- John Maxwell*

# Enrichment Activities

## Salient Feature of Theory and Practical

- Strategies and methods used for understanding the theory using constructivism approach that provides students with direct learning experience to try out in their practice teaching.

For instance,

- Methods like Blended Learning, co-operative learning, problem-based learning, etc. are regular features of curriculum transactions of the staff.
- Google Classrooms are created by designing Courses online making it interactive and interesting. This also helps in getting sufficient time for theory learning while students are in their Internship. This has contributed to getting very good results in University examinations.
- A conducive learning environment with the ample scope for empowered learning through reflection, research activities and exploration.
- Method clubs are established under which various method-related activities including visits, study circle, preparation of learning resources, etc. are carried out.
- Guest lectures are arranged at regular intervals on topics related to their curriculum, viz. concept mapping, patch work, mural painting, Warli painting, puppetry, continuous comprehensive evaluation and correlation of arts in teaching learning process, incorporating Drama and Art in Education.
- Learning through Library: Library work is made meaningful by
  - i. Each student writes reviews of the research article from journals which can

be used for Course assignments, Theme-based assemblies, etc.

- ii. Critical evaluation of textbook throughout the year as part of content enrichment program
  - iii. Converting library as a special classroom for facilitating course learning through referencing
  - iv. Continuous tutorial in the form of open book assignment
- Field Trips are organized as part of recreational picnics, educational visits to places like...
    - i. Homi Bhabha Centre
    - ii. Nehru Planetarium
    - iii. Museum
    - iv. Sanjay Gandhi National Park
    - v. Sivas Museum, Commercial Centers, Nehru Science Centre
  - Theme-based Assemblies on topics of educational and social importance are taken for a week and students conduct various activities like oath taking, thought of the day, newspaper reading on theme-related news, theme-related research article review followed by reflective discussion are carried out on the theme-based activities.
  - Yearly e-Magazine and quarterly e-bulletin are published online showcasing the activities carried out in the college. These publications are managed by students under the able guidance of the staff members.
  - Familiarity with online learning for staff and students made the paradigm shift from face-to-face to virtual teaching-learning process smooth and effective.







Field Trips are organized as part of recreational picnics, educational visits to places like...  
i. Maharashtra Nature Park, ii. Field Trip at Nehru Science Centre

Field Trip-Mahim Nature Park



Field Trip at Nehru Science Center





# Student Support

## Scholarship

The government provides varied scholarship schemes particularly **Rajashri Chhatrapati Shahu Maharaj Shikshan Shulk Shishyavrutti Scheme** for B.Ed. students on the basis of their percentage during their earlier graduation which has to be 60% and above with the condition that the family's yearly income is below Rs. 8 lacs who can avail these government schemes of scholarships.

Similarly, the same scholarship scheme is offered to **economically backward students** having annual income below Rs. 2.5 lakhs. The institution encourages students to avail such scholarship schemes.

## Women's Development Cell

The Women's Development Cell (WDC) is constituted to sensitize the youth on gender equality, gender empowerment and gender justice which is the need of the hour.

The cell aims to promote awareness on gender equality among the students.

The institute organised various programmes throughout the year. Students were given

training on self defense. Eminent personalities who work for empowerment of women were invited for guest lectures which gave students a clearer insight on gender issues and ways to deal with them. Women Oriented movies were displayed for students and reflective sessions conducted post watching them.

The institute organised various competitions for students. Poster competitions and Slogan competitions were conducted on the topic 'Women's fight for gender justice'. Debate competition was conducted on the topic 'Necessity of reservations for women'. Discussions on various issues related to women empowerment were organised by WDC.

Students are encouraged to undertake various research programs, participate in various awareness campaigns, prepare awareness programs etc. to fulfill the goal of women empowerment.

In order to handle grievances of gender related issues, the institute is operating a Grievance Redressal Cell. It focuses on urgent and effective handling of any gender related issues.



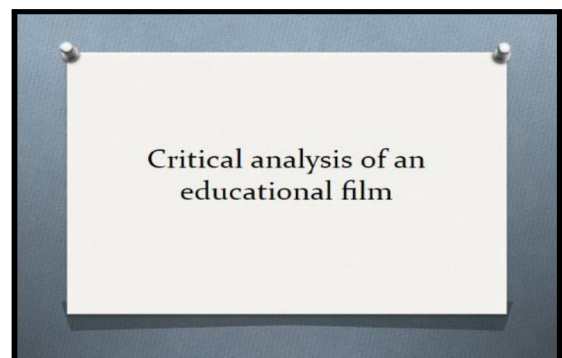
Theme based Assembly : WDC



Self Defense Workshop



Poster Competition :WDC



Watching Movie & Critical Reviewing



## Students' Council

The Students' council is the apex student-governing body of the college. It is an active body of dynamic, motivated, Degree College students who play a major role in all activities of the college and provide a strong student support system in the administration of the college. All other student clubs and associations fall directly under the purview of the Students' Council.

One of the major functions of the Students' Council is to work alongside the teaching

faculty and ensure co-ordination and integration of all college activities. These would include administrative activities, hospitality of guests and dignitaries, assistance to teachers and staff, participation in inter-collegiate events, student grievances and various extra-curricular activities including social projects. Its philosophy is to get students actively involved in all affairs concerning the college. The Council helps share students ideas, interests and concerns with teachers and the Principal.









## Student Grievance Redressal Cell

There is a 'Grievance Redressal Cell' comprising the Vice-Principals, Senior Faculty, and two student representatives. There is an open and friendly atmosphere in the college and a student can approach them anytime with their complaints which are promptly addressed. The students have direct access even to the Principal via email in case of any complaint.



## Department of Lifelong Learning And Extension

LUCE extends its community services by taking up projects proposed by DLLE Extension Department for our B.Ed. students. LUCE takes up two different projects namely Status of Women in Society (SWS) and Career Project (CP) out of twenty six projects proposed by DLLE department. Through the SWS project, B.Ed. students gain an

understanding and awareness of the status of women in society whereas through career projects they understand the importance of different careers and related qualifications, which helps school and college students to select appropriate streams for their future. LUCE keeps changing extension projects as per the requirement of B.Ed. students.



## ICT Cell

Information and Communication technology is here to stay with its dynamic nature. This requires all the educational set ups to create the competitive working culture to face the challenges of latest technology related knowhow.

Institution has taken up the challenge to train student teachers in ICT enabled teach-ing-learning practices through direct and indirect learning experiences by keeping following objectives in line with its vision:

- To design ICT enabled teacher education practices to enhance ICT related competencies in student-teachers.
- To train student-teachers to use easily available and cost-effective web page creation tools, wiki like Google site, BLOGS, etc. to create and design their own website and learning materials.
- To develop research skills using ICT tools like online survey form.

Revised B.Ed. the syllabus demands the integration of computer technology in all the courses. In addition, it includes a workshop-based course on Critical understanding of ICT. Institution is well equipped with ICT enabled infrastructure. The Universal Group of education has a separate IT department that caters to the technology related requirements of the educational institutions.

The campus of the Institution is fully WIFI enabled with a computer lab having the capacity of around fifty laptops. The lecture halls are equipped with LCD projectors and a

Smart T.V having Senses intelligent Interactive Panel. Few computers are dedicated to students for completing their assignments or for practice purposes. All the staff members are provided with the personal computers at their desks. The office and library are equipped with the management Information system. The institution uses MIS PRO CAMPUZ software for online administrative purposes.

Institution, strives to make the ICT training prescribed in the syllabus more meaningful and product based that can be applied throughout the curriculum and beyond it. Most of the assignments given in the courses are completed by using the latest mobile and computer technology, like Whatsapp, e-mail, document sharing, BLOGS, survey forms, Updating the e-portfolio, Resources are uploaded in the Google Classroom, Hangout Meet in order to keep continuing even in the crisis situation .

The institution has uploaded the courses online using Google classroom LMS and the students even during internship learn theory on this platform. The courses are designed using a constructivist approach which gives a lot of scope for learning through exploring and group activities. In the present crisis where institutions are compelled to work from home this arrangement has come very handy to complete the portion in time. Students and staff are encouraged to make innovations and experiments on the available online modalities to make the teaching learning process more effective.

## Training for Google Classroom



## ICT WORKSHOP



## Editorial Cell

The college has a strong Editorial cell that provides the opportunity for staff and students to pen down their views about the important topics which are of importance to the students and the entire community as well. It reflects the identity of the institution through the writings of the staff and students. Each student teacher gets the opportunity for their creative minds to be pricked and praised which will result in the flow of wonderful literary work as the Institution firmly believes that each individual is an entity of immense potential and creativity which requires proper exploration and channelization resulting in the outlet of unique creations.

The college provides a very promising platform to showcase the talents of our students as writers and express themselves into a conglomeration. The college releases the annual magazine named “Nai Soch” and quarterly e bulletin which contains a number of articles, poems, stories, plays, sketches and also unveils the happenings of the college which are written mainly by the students and the staff of the college.

## Campus Placement

The institution offers professional in-service educational programme to those who are at the crossroad where they need to decide

whether they should take up advanced study after completing current training or enter a teaching career. Realizing its commitment towards students’ wellbeing at not only the initial level but also beyond it, the institution organizes the Campus placement drive for those who fall on the latter category of entering the job market.

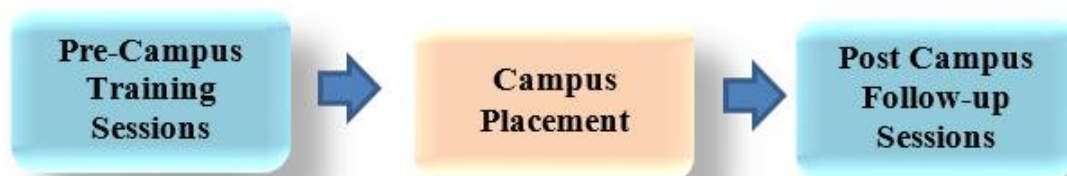
The campus Placement is a daunting job for any organizer that wants to ensure the right job for its students. The institution also thus aims at...

- Training students to develop necessary skills for facing the interviews confidently
- Providing students an opportunity to select the right placement as per their aptitude and from the list of schools.

The Campus Placement cell is established in the Institution to achieve these aims through following objectives:

- To provides a platform to facilitate interaction between students and recruiters
- To equip competence among the students-teachers through pre-placement training.
- To conduct career guidance talks.

The Campus Placement Drive had three phases: Pre-Campus Training sessions, Actual Campus Placement and Post-Campus follow up sessions.





Following are the activities conducted during each phase:

### Pre Campus Training Sessions:

For this said event student-teachers were given a month long training to prepare them for Campus Placement Drive. Following sessions were conducted by LUCE Principal and staff:

- Career options after completion of B.Ed.,
- Knowing Yourself (knowing strength and weakness through psychological test),
- Preparation of CV,
- Preparation of brochure,
- Sharing of Experience by Alumni regarding Campus Placement,
- Session on Desirable and Undesirable behavior during Interview,

- Mock Interview sessions,
- Sessions by the academic head of the school education on expectations from school and teachers.

### Campus Interview:

Institution is associated with esteemed schools belonging to different boards. The procedure is followed for effective organization of Campus placements as given below:

- Sending Invites to Institutions for the Campus Placement
- Collecting data in the form of consent, convenience and requirement of the subject teachers.
- Analyzing the information to make arrangements for the Interviews.




















## Post-Campus Placement

- Collecting the list of shortlisted candidates selected by each institution. (This is required to plan the time slot for the demonstration lessons that institutions would expect after the interviews at their places.)
- If the students are selected for the job, the

communication of the same is done through the college to the candidate. This will enable the college to refrain the candidate from committing to any other institution.

## IQAC Cell

The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. It works facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality of the institution.

 <b>The Lord's Universal College of Education</b> <small>(Gujarati Linguistic Minority Institution) (Affiliated to Mumbai University, Recognized by NCTE)</small> <b>Welcomes Institutions for Campus Interview 2024</b> <b>CAMPUS PLACEMENT DRIVE FOR B.ED AND D.ED (CONTRIBUTION OF 37 INSTITUTES)</b>			
 Better Tomorrow Starts Today Universal's Group of School (8 Schools)	 TRIDHA TRUSTS FOR IMPROVING EDUCATION Shri Indradev Singh International School	 VIBGYOR VIBGYOR (VIBGYOR) GROUP OF SCHOOLS Mahesh (3), Mahesh (2), Gopang, Borivali, Alandi, Kharghar (8 Schools)	 adani Foundation
 AKANKSHA Aspire. Achieve. Be the Change. (2 Schools)	 Shri Indradev Singh International School	 Pragya Bodhi High School	 The Lord's Universal College of Education
 SRI CHAITANYA MAHAPRABHU TRUSTS Improving the Future	 Children's Academy Group of Schools (3 sch)	 Thakur College of Science & Commerce	 ICSE SSC
 ASPEE NUTAN ACADEMY Knowledge. Skills. Success.	 M.T.S Khalsa High School (2 Schools)	 THE SKY EXPLORERS	 Shree R.J. Makhecha High School



### IQAC functions to ...

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- Ensures internalization of the quality culture;
- Ensures enhancement and coordination among various activities of the institution and institutionalize all good practices;
- Provides a sound basis for decision-making to improve institutional functioning;
- Acts as a dynamic system for quality changes in the institution itself;
- Build an organized methodology of documentation and internal communication among its stakeholders.

### The IQAC cell committee comprises of:

<b>Chairperson</b>	Mrs. Pinky Pujara
<b>Management Coordinator</b>	Mr. Bhushan Lawande
<b>Head of the Institute</b>	Dr. Savita Manchekar
	Dr. Madhavi Dharankar
	Dr. Narendra Deshmukh
<b>Staff Members</b>	Mrs. Soma Guha, Ms. Hinal Parekh, Dr. Malavika Ahlawat, Dr. Sunita Shah, Dr. Asha A. K.
<b>Librarian</b>	Mrs. Sheetal Dhotre
<b>Administrative Staff</b>	Mrs. Lalita Shenai
<b>Alumni</b>	Mr. Sandeep Shah, Ms. Smita Chulliparambil, Ms. Menon Ramya, Ms. Sridevi B.
	Ms. Niyati Amrut (F.Y. B.Ed.)
	Mr. Karan Gurjar (S. Y. B.Ed.)



## College Development Committee

The College Development Committee is an important cell constituted in the institution as per guidelines given in Maharashtra Public University Act 2016, section 97.

It consists of 15 members comprising a chairman of the management, Principal of the college, Secretary of the management, one head of department to be nominated by the principal, three teachers, one non-teaching employee, four local members of which at least one should be alumnus, coordinator of Internal Quality Assurance Committee of the college, President and Secretary of the College Students' Council.

The College Development Committee meets 4 times in a year to discuss overall developmental aspects of the college regarding academic, administrative and infrastructural

growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities. Department is basically formulated to take a comprehensive stock of the developments in various departments catering to academic and non-academic aspects. In every meeting the action taken report of the previous meeting is read and the implementations of all the suggested recommendations is ascertained. The committee discusses the reports of the IQAC and makes suitable recommendations. It also ensures the students' and employees' welfare activities in the college and takes appropriate measures regarding the discipline, safety and security issues of the college. The committee prepares the annual financial estimates (budget) and financial statements of the college or institution and recommends the same to the management for approval and also

### CDC members

Chairperson, Universal Education	Smt. Pinky Pujara
GM, Universal Education	Mr. Anoop Punja
Expert, Smt. Surajba GSB's College of Education	Dr. Sunayna J. Kadle
Principal, The Lord's College of Education	Dr. Savita Manchekar
Teacher In-charge	Dr. Soma Guha
Teaching staff	Ms. Hinal Parekh
Teaching staff	Dr. Malavika Ahlawat

Teaching staff	Dr. Sunita Shah
Teaching staff	Dr. Asha A. K
Librarian	Mrs. Sheetal Dhotre
Admin Staff	Mrs. Lalita Shenai
Alumni	Ms. Megha Somaiya
Student Representative - S.Y. current batch	Ms. Dipali Gurav
Student Representative - F.Y. current batch	Ms. Simran Gupta

prepares the annual report on the work done by committee for the year ending on the 30<sup>th</sup> June and submit the same to the management.

### **Curriculum Transaction:**

The B.Ed. program is designed to develop attitude, skill and knowledge in the student teachers. The curriculum of 2 years B.Ed. program comprises of 2 components: -

1. Theory component
2. Practicum component

The Theory Component consists of a teaching learning process for the varied courses included in the program generally following a constructivist approach. The faculty of the college focus more on facilitating learning and train the students to use learner centered approach. The strategies for the said approach are given below

- Flipped Classroom
- Cooperative Learning
- Inducto- Deductive method

- Problem Based Learning
- Inquiry based learning
- Case based learning
- Different Activity Learning methods like group activities, Role Plays etc.
- Research based activities too are carried out using online research tools like Google form.

The courses too are uploaded on Google classrooms even before the COVID-19 outbreak for meaningful utilization of the time when students were in their internship. This helped the staff members to complete their portions comfortably before the university examinations.

The practicum component comprises of the ability courses, audit courses and Project based courses of which internship is an integral part. Internship provides Direct learning experience to student-teachers on various roles of a teacher including teaching the subject. The important aspect of school-

based teaching practice is that it provides trainee teachers with the opportunity to integrate the theoretical knowledge on strategies and methods and instructional aids to try out in the real-life situation.

The Institution is determined to create the teachers who are in demand who are compatible to adjust in the ever-changing learning culture of the schools. They are provided with the exposure to different essential theoretical bases and also the learning situations to get acquainted with any kind of challenges they may face in their future career as teachers.

The revised syllabus of the B.Ed. Programme has provided the student teachers the opportunity to work as Interns for almost 20 weeks spread out in three phases wherein they are exposed to the actual school working environment, reflect on positive and negative

sides, modify and design their own lesson plans using their own ideas and the inputs provided during theory lectures. The institution has trained the students in the free use of ICT in the teaching-learning process. They use different softwares to create learning resources, to make presentations using multimedia. During the internship the student teachers are expected to maintain an e-portfolio. Mentors ensure that the e-portfolios of their mentees are regularly updated. Student teachers are trained to prepare their e-brochures so that it can be presented to the interviewer during campus placement. After every phase of internship, feedback from the school coordinators is taken regarding the performance of student-teachers. The school also guides them in every aspect as to create innovative, quality teachers.

*“Knowledge will bring you the opportunity to make a difference.”*  
- Claire Fagin

**Following is the list of schools and colleges where the internship is carried out:**

<b>Sr. No</b>	<b>Name of the Internship Institutes</b>	<b>Sr. No</b>	<b>Name of the Internship Institutes</b>
1.	Aspee Nutan Academy (Malad West)	15.	Lords Universal Junior College of Commerce & Science (Goregaon West)
2.	Rani Sati English BMC (Malad East)	16.	Balbharati JR. College (Kandivali West)
3.	Universal High School (Malad East)	17.	Ganeshnagar BMC (Kandivali West)
4.	St. John's Universal High School (Goregaon West)	18.	Universal High School (Dahisar East)
5.	Vivek Vidyalaya School (Goregaon West)	19.	Vidya Vikas Universal Junior College of Commerce & Science (Malad West)
6.	Vivek Junior College (Goregaon West)	20.	Chincholi MPS (Malad West)
7.	Siddharthnagar BMC (Goregaon West)	21.	Pragnya Bodhini High School (Goregaon East)
8.	Mithanagar MPS (Goregaon West)	22.	St. Anthony High School
9.	St. Anne's High School	23.	Carmel St. Joseph School
10.	Oxford Public School	24.	Topiwala BMC
11.	Jamnadas Adhukia English High School	25.	Vidhyanidhi Education Society
12.	Pratiksha Nagar	26.	Govindnagar
13.	Hansraj Morarji School	27.	Sailee International School
14.	Lalji Trikamaji High School		

### **Seminars and Webinars:**

01. State-level seminar 2018
02. National-level seminar 2019
03. International Webinar 2021
04. Online train the trainer program: Capacity building in Life Skills for Resilience 2022
05. Online FDP on content enrichment and strategies to crack NET/SET 2022
06. The National Level Training e- Workshop on The Learning Methods & strategies in line with the National Education Policy 2020 on 1st & 2nd December 2023.
07. Orientation of NET/SET on 5th & 6th December 2023.
08. Orientation of Central Eligibility Test (CTET) on 8th & 9th December 2023.
09. Orientation of NET/SET on 17th December 2024.



## Seminars/Webinars

Vidya Vikas Education Trust's  
**The Lord's Universal College of Education**  
(Linguistic Gujarati Minority Institution Affiliated to Mumbai University, Recognized by NCTE)  
Daftary Road, Malad(E), Mumbai - 400 097.

**STATE LEVEL SEMINAR**

**CONTRIBUTION OF WOMEN IN NATION BUILDING: CREATING THE MOMENTUM FOR SOCIAL INCLUSION**

**DATE: 10<sup>TH</sup> MARCH 2018**  
VENUE: THE LORDS UNIVERSAL COLLEGE OF EDUCATION  
C/O UNIVERSAL HIGH SCHOOL, MALAD (E), MUMBAI - 400097

+91 845 100 2890   
022 - 2844 6265

www.beateacher.in  
info@beateacher.in

State Level

Vidya Vikas Education Trust's  
**The Lord's Universal College of Education**  
(Linguistic Gujarati Minority Institution Affiliated to Mumbai University, Recognized by NCTE)  
Daftary Road, Malad(E), Mumbai - 400 097.

**NATIONAL LEVEL SEMINAR**  
(in blended set-up)

**ETHICAL EDUCATION IN PRESENT SCENARIO - INTEGRATION IN THE CURRICULUM**

**17<sup>TH</sup> APRIL 2019**  
VENUE: ST. JOHN'S UNIVERSAL SCHOOL AUDITORIUM  
S. V. ROAD, GOREGAON (W), MUMBAI - 400104

+91 845 100 2890   
022 - 2844 6265

www.beateacher.in  
info@beateacher.in

National Level

Vidya Vikas Education Trust's  
**The Lord's Universal College of Education**  
(Linguistic Gujarati minority Institution Affiliated to Mumbai University, Recognized by NCTE)  
Off Daftary Road, Malad E, Mumbai, Maharashtra - 400097.  
Website: luce.edu.in  
Email: info@beateacher.in

**MANJARA CHARITABLE TRUST**  
**College of Education and Research**  
(Affiliated to Mumbai University)  
Sector - 4, Airoli, Navi Mumbai - 400708.  
Website: www.mcthrdcollege.org  
E MAIL: mctcoer@yahoo.co.in

Jointly Organizes

**2 DAYS INTERNATIONAL WEBINAR**  
on  
**Kurt Lewin's Change Model**  
Application to Creating a Learning Organization Post COVID-19

**5<sup>TH</sup> & 6<sup>TH</sup> MARCH 2021**

International Level

## International Webinar on Kurt Lewin's Change model

**Inaugural Session**

**Prof. (Dr) Shefali R. Pandya**  
Kurt Lewin's Change Management: Application in the present scenario

**Dr. Vidya Naik**  
Kurt Lewin's Change Management: An Overview

**Member of Panel Discussion**

**Welcome Address**  
**Dr. Savita Manchekar**  
President, The Lord's Universal College of Education

**Managing the Change through Micro-interventions at School: A Canadian Perspective**  
**Dr. Roselle Aranha**  
Head Dept. of Mathematics, IS School, Canada

**QUESTION & ANSWER TIME**

**5/3/21**  
**International Webinar Day-1**  
**KURT LEWIN'S CHANGE MODEL**

**6/3/21**  
**International Webinar Day-2**  
**KURT LEWIN'S CHANGE MODEL**

**Abstract Presentations**

**Dr. Savita Manchekar**  
President, The Lord's Universal College of Education

**Dr. Sandesh Jadhav**  
Chairman

**Dr. Jyoti Nayak**  
Chairman

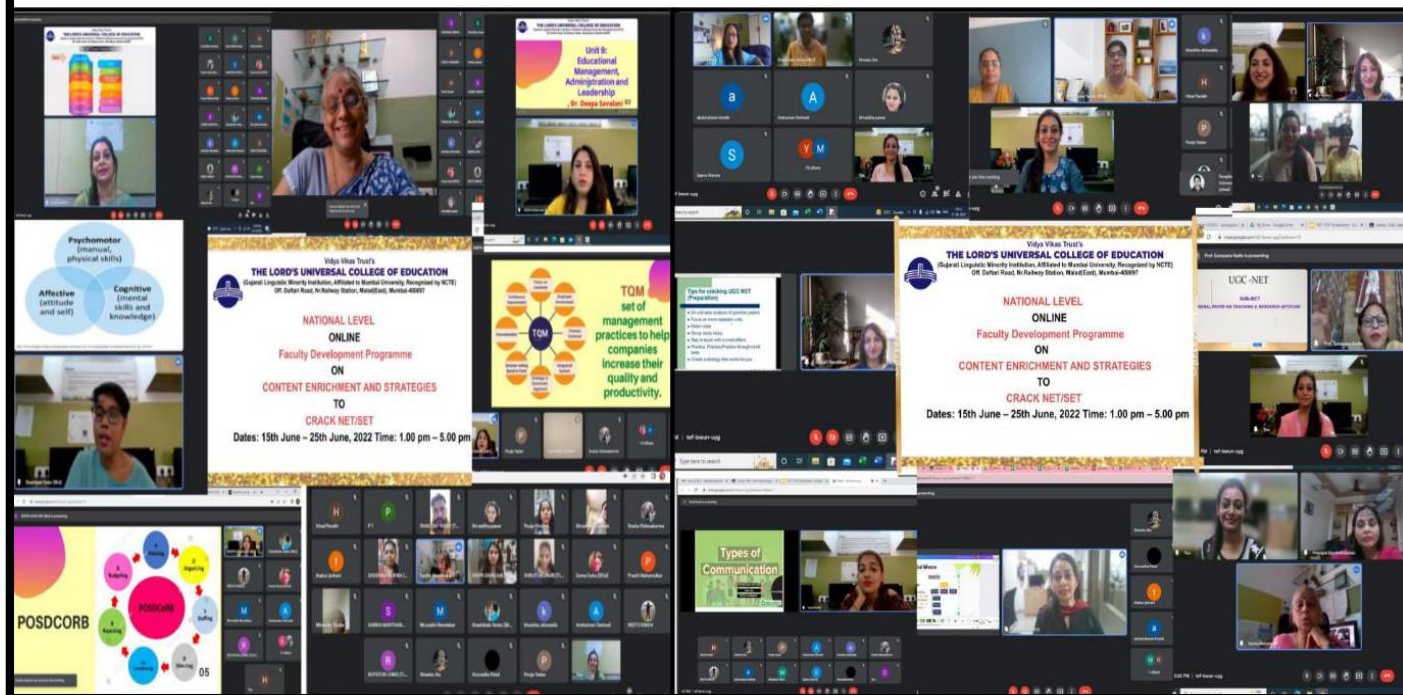
**By Priya Nambiar**

**By Sneha Jadhav**

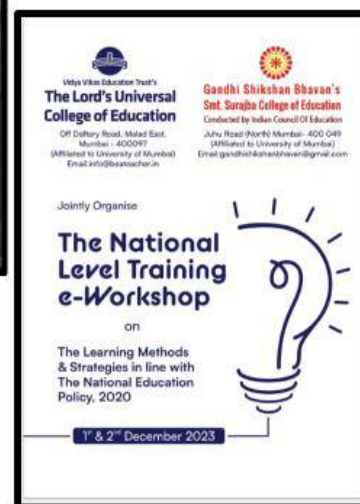
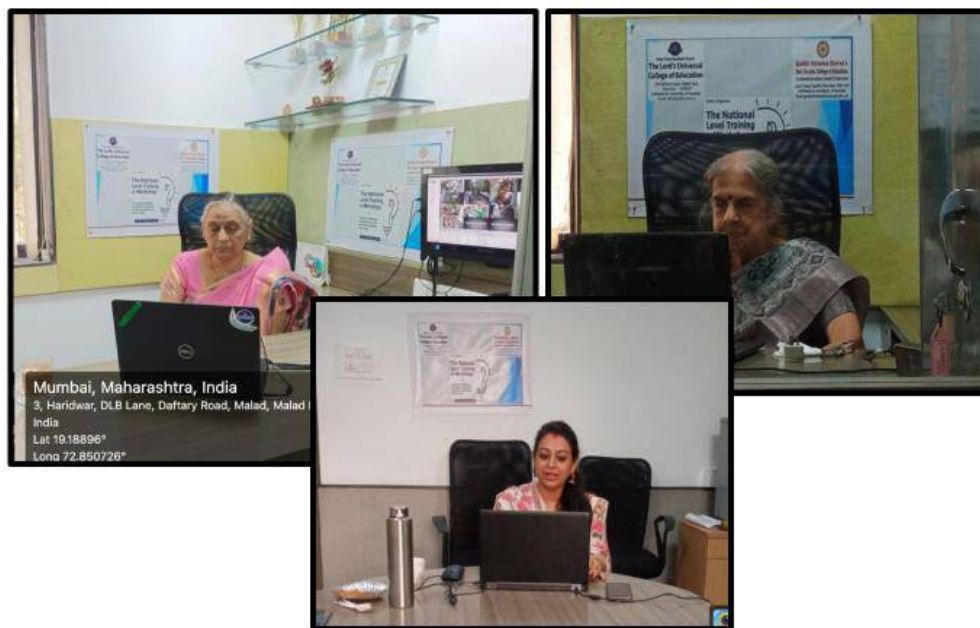
**By Dr. Prakash Naik**  
National president of MCT

**By Anisha Purohit & Prag**

## National Level FDP on Content Enrichment and Strategies to Crack NET/SET



## National Level Workshop 'The Learning Methods & Strategies in line with the National Education Policy, 2020'





# Best Practices

## 1. Conversational English Course:

With special focus to enrich B.Ed. Students competence in communicative English LUCE provides a three months English Training certificate course. The course is conducted by an English language expert and totally free of cost to the students.

### Conversational English



## 2. Yoga Training course:

“A healthy mind resides in a healthy body”

Proving this saying, the institute organises yoga courses conducted by professional organisations like Patanjali Yogapeeth.

## 3. Basic Research Methodology course:

A thirty-hour course on Research Methodology was conducted for S.Y.B.Ed. students. This certificate course was given free of cost. The course was developed by LUCE faculty with the objective to develop students' research skills.



#### 4. Value-Added Course:

LUCE had organised following Value-Added Certificate Courses for S.Y.B.Ed. students. The 20 hours courses started from 2nd January 2023 and continued till February end. Dr. Savita Manchekar was the convener of these courses. Dr. Malavika Ahlawat was the coordinator of these courses. In each value-added course LUCE faculty administered pre-test and post-test to see the effectiveness of the course.



- **Capacity building in Paper Arts and Crafts:** This course developed and managed by Dr. Sunita Shah. The course objectives were to acquire the skill of Paper Art & craft, understand different types of paper Art & craft, and to create different Paper Art & craft models in teaching school subjects. The participants of the course made various teaching resources like popups - heart, digestive system, Harapan civilisation, quilling- cell structure etc.





- **Basic Counselling Skills in Teaching:** This course developed and conducted by Mrs. Sreevalsa Nair, the resource person. The course handles various content such as Changing role of Teachers, Self-Awareness, Understanding and Managing Emotions, Basics of Counselling, Inclusive classrooms and Behaviour Modification.
- **Competence in Effective Communicative English:** Dr. Asha A.K. was the resource person for the course. She has developed the modules for the course. The students who lack good communicative skills were selected for the course. The course focused on developing the skills of speaking. Various activities were conducted which ensured that students get enough opportunities to speak in front of their friends in English, alleviate fear and develop confidence.

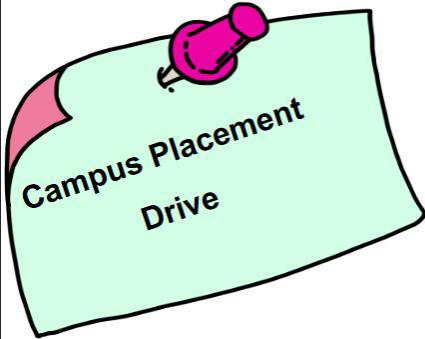
### 5. Theme Based Assembly:

With the objective to make B.Ed. students more active, efficient and confident the LUCE has taken up Theme Based Assembly as a cocurricular activity. On every important occasion a group of B.Ed. students organise an assembly based on the theme. They present posters, slogans, powerpoint presentations, videos, poem, dance, drama, etc. on the theme. This assembly is an opportunity for each student to plan, organise and coordinate for the assembly. Thus, they become aware about various important days, culture, traditions as well get equipped with program managerial skills. The assembly usually starts with prayer and ends with Anthem.





## 6. Pre-Campus-Training:

To prepare students for campus placement, LUCE arranges pre-campus training where they get training for content enrichment, preparing application and CV, self-information brochure, grooming and facing interviews. Pre campus training had different training sessions which are as follows. The Conversational English sessions are conducted by a professional trainer from Universal Group, Ms. Divya Savant. Counselling Sessions are conducted by a professional counsellor from Universal Education Group, Mrs. Sreevalsa Nair. Sessions for 'CV making, and etiquette for facing interviews' are conducted by resource person Mrs. Chanchal Manchekar, using both virtual and on-campus mode. 'Mock interviews' sessions were conducted by Mrs. Chanchal Manchekar and Ms. Divya Savant. 'Know yourself, career choices after B.Ed.' sessions were conducted by faculty, Ms. Soma Guha of LUCE. Training for preparing brochures sessions were conducted by Ms. Sheetal Dhotre, librarian of LUCE. Dr. Asha A.K, faculty of LUCE conducted sessions on 'Effective Grammar Usage in Communication'.

A green rectangular graphic with a pink pushpin at the top left corner. The text "Campus Placement Drive" is written in black, bold, sans-serif font, slanted upwards to the right.

**Pre-Campus preparation by Expert Ms. Chanchal Nagdev**

A photograph of a classroom training session. A woman in a patterned dress stands at the front near a whiteboard and a screen, addressing a group of students seated at desks. The whiteboard has "CAMPUS PLACEMENT" and "TRAINING SESSION" written on it.

A photograph of Ms. Chanchal Nagdev, a woman in a white shirt and blue jeans, standing at a podium in a classroom. She is presenting to a group of students. Behind her is a whiteboard with "CAMPUS PLACEMENT" and "TRAINING SESSION" written on it, and a screen displaying a presentation.



## 7. Students Personal Guidance and Counselling

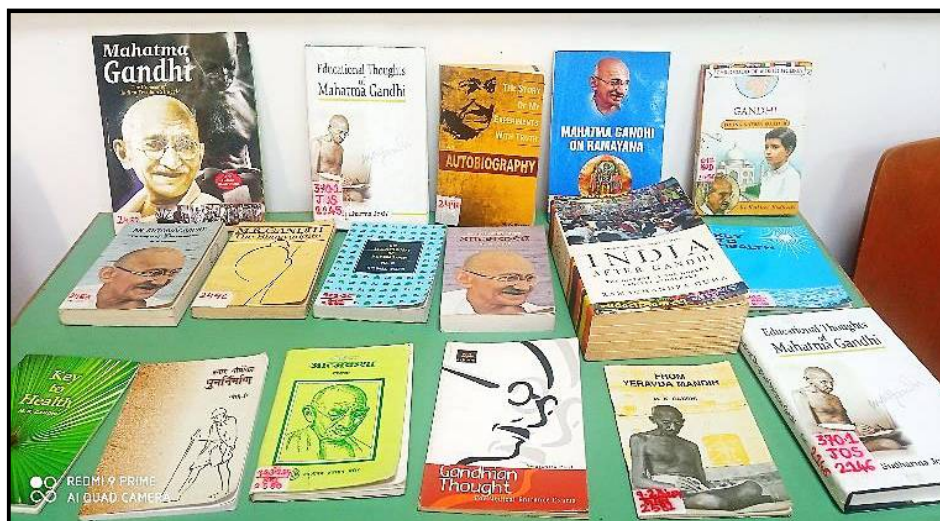
LUCE provides each of its B.Ed. students personal guidance and counselling sessions. The sessions are handled by Mrs. Sreevalsa Nair the Universal Education group expert counsellor. Here students get personal space to express their issues openly and discuss personal problems. The counsellor identifies numbers of sessions required for each student, plans in accordance with the needs of students and handles the sessions. These sessions are given free of cost.

The Power of Forgiveness Session by Mr. Letlapa Mphahlele



## 8. Theme based Book Corner:

To enrich students' reading skills LUCE arranges 'Theme Based Book Corner' display on the day of Theme-Based Assembly. A group of students collects books on the theme from the LUCE library and displays the books in a corner of the classroom. From the display students get awareness about various available books. This display helps students read books and develop their reading skills.



## Star Toppers of the College

Year	Name of the Student	Percentage/ CGPA	
2013-2014	Ms. Prinja Charu	6.60 (A Grade)	
2014-2015	Ms. Bhasin Jyotsna	6.95 (A Grade)	
2015-2017	Ms. Goyal Shakun	7.05 (O Grade)	
2016-2018	Ms. Bobby Saraf	6.79 (A Grade)	
2017-2019	Ms. Rajni Kumari	9.60 (A+ Grade)	
2018-2020	Ms. Pooja Manani	9.40 (A+ Grade)	
2019-2021	Ms. Smita Sunil C.	9.89 (A+ Grade)	
2020-2022	Ms. Jadhav Arpita	9.92 (A+ Grade)	
2021-2023	Ms. Sridevi B.	9.69 (A+ Grade)	
2022-2024	Ms. Ramya Menon	9.75 (A+ Grade)	

# My Merveilleux Alma Mater

## Appreciative Remarks by Our Alumni Students



*LUCE, you have helped me to develop my identity and helped me continuously to challenge my mind. To let me step out of my comfort zone. You also helped me to ignite the flame to set ablaze my dreams. Hence, I am here Infront of you living my dream.*



### **Mrs. Protima Sharma**

Working with All India Institute of local self-government  
Working with students having learning disability,  
Martial counselling  
Batch -2009- 2010



*LUCE my almamater, you are an institution which not only trains us in teaching but molds us to face the world in all situations. You have taught me skills like leadership, stress man-agement, being empathize to others, confi-dence, management, etc. For me you are the center of skill management and have for making me a better person as I am today.*

*I give full credit to your Principal and the teaching and nonteaching staff for trans-forming me from a house wife to a Leader and a teacher. I will be always grateful for their encouragement and support throughout the life.*



### **Mrs. Bobby Saraf**

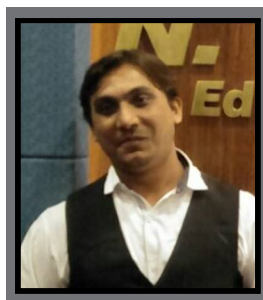
HOD of GK Dept.  
Sharada Gyan Peeth School  
Zone Chairperson  
at Lions Club  
Batch 2016-2018





*It gives me immense pleasure to share a few words about my Alma mater, " The Lord's Universal College of education " which is not just an institution but a temple of knowledge. I must say that I am lucky enough to be the first student of the 2 year B. Ed programme (2015-17) which not only shaped my career but also provided me the best guidance from two renowned principals Re-spected Dr. Saramma Chandy and Dr. Savita Manchekar ma'am. The role of mentoring by the teachers is an excellent example where I am striving at the peak of my educators career.*

*The inculcation of discipline, values and loving your work are the key factors which makes you as a quality institution absolutely different from other institutions. If you wish to pursue your career in Education, LUCE is the right place to pop in.*



**Mr. Sandeep S Shah**

Designation: Secondary  
Grade Co-ordinator.  
N. L Dalmia High School  
Batch:2015-17.



*You are my almamater as you have given me lots of opportunities to enhance my potentials in every different situation...I have learnt a lot in the college regarding different strategies, different methods of teaching, different ICT tools and exploring my own capabilities through various co-curricular activities.*

*The most important thing you have done to me is by helping me to overcome my weaknesses.*

*Thanks to Principal madam and all my mentors.*



**Ms. Saloni Shah**

Batch -2016-2018







*LUCE you are my alma mater. I am a refined person since I passed out from an esteemed college like you. You have taught me to focus on practical learning experiences and technological skills. The teachers are knowledgeable, kind and helpful. These have only helped all us students to be skilled in both teaching learning practices and ICT. I got my 1st job abroad after completing B.Ed. from LUCE and I will always cherish the experience of my college days and practice sessions.*

*I have explored a lot about teaching, schools, curriculum and personal reflection throughout my journey in LUCE. I wish all the best to all my fellow friends who are pursuing their course from our college. You are sure to experience great laurels.*



**Ms. Nikita Desai**

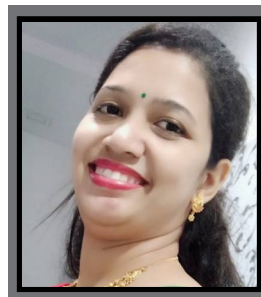
Current school: Oberoi International School, JVLR, Mumbai  
Designation: PYP Teacher, G-4  
Previous school: GEMS Founders School, Dubai  
Designation: Year 3 Homeroom Teacher  
Batch -2016-2018



*" ALL OUR DREAMS CAN COME TRUE IF WE HAVE THE COURAGE TO PURSUE THEM."*

*It was a wonderful experience to be with my Almamater. You gave me exposure across the various platforms. You have nurtured me with care and comfort.*

*You have a faculty that molded me to perfection. You have helped me to build confidence and develop leadership skills. So, I am really proud and thankful to you for making me what I am today.*



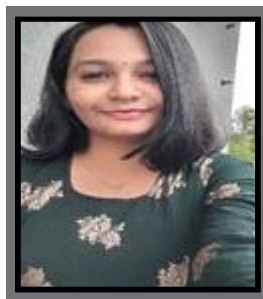
**Ms. Binjal Pereira**

Primary Co-ordinator at Shri Balaji International School, Malad (ICSE)  
Batch – 2012-2013





*LUCE has been a place where I learned a lot. It has helped me to hone my ICT skills. I can say that LUCE helped me to become tech-savvy. I have become a reflective thinker because of the practices that I followed in LUCE. It helped me to understand the roles of a teacher. I was able to become more confident due to the opportunities that I got. The methods and strategies used by our teachers were so interesting that we could learn our concepts as well as learn how to make a lesson interesting. The various activities and practices in LUCE helped me to become an active learner.*



**Ms. Jayanti Gautam**

Batch -2019-2021  
Children Academy  
Primary teacher



*I feel fortunate to be an alumni of The Lord's Universal College of Education as it gave me the opportunity to explore myself as a teacher in two years of B.Ed. Course. The teacher's guidance has helped me a lot in my studies, especially in concept clarity. Their counselling and apt training helped me immensely in my practice teaching sessions and lesson planning. Principal and Mentors facilitated various extracurricular activities because of which I got an opportunity to explore my hidden talents and boost my confidence. ICT related courses, workshops and training helped me to a great extent as it inculcated the habit to explore and use various applications in my current teaching profession.*

*Apart from the curriculum part, I evolved as a confident, positive and professional personality due to mentors' teachings. I am very grateful to the Lord's Universal College of education for imparting values, morals and skills.*

*Thank you.*



**Ms. Arpita A. Jadhav,**

General Secretary(2020-22)  
Assistant Teacher  
(Thakur Shyamnarayan  
Junior College)





*Ms. Nikita Desai*

*You have nurtured me to be a better individual in life. I have gained immense knowledge in the I.T sector how we can incorporate various teaching strategies as well as Online Learning. You only have given me the platform where I showcase my talents.*

*Above all, your pillars , Principal and the teachers showered their warm gesture and love towards me and every student. I'm glad that I chose you as my college and had my student life here...*

*I miss you LUCE so much and I just want to be in those classrooms again.*



**Ms. Steffi Leitao**  
Batch -2017-2019



*As an ex-student of LUCE, I have really spent good time with my alma mater. You have not only given me the ability to look forward but also to overcome my fear and turn them into my strengths. I would like to thank you for all the golden opportunities that I have got to bring a twist in my life and the mantra to be successful.*



**Ms. Rosy Goenka**  
HOD Science department  
Seth Juggilal Poddar Academy,  
Malad East, Mumbai,  
Batch -2010-2011





*LUCE, you were the place where I got to relive my student days all while receiving training to become a teacher! The opportunities and support extended by the Principal and teachers are truly one of a kind. The spirit 'you can do it, you only have to try' that you gave always encouraged me to try out many innovative learning activities and strategies. You guided us in our endeavours with utmost patience and care.*

*Throughout my journey with you, I was able to experience a wide range of academic and co-curricular activities..*

*from celebrating festivals to attending national-level seminars, My time spent with you is full of cherished memories and happy moments. I have not only become a teacher but also a more empathetic, caring and better human being. A BIG THANK YOU....*



**Ms. Ilhaam Motlekar**  
Batch -2018-2020



*The Lord's Universal College of Education has played a vital role in moulding my personality both professionally and personally too. My college helped me to get acquainted with the latest and updated teaching techniques, methods and approaches. Also, the training here helped me to imbibe the traits, ethics of an educator. My mentor was my role model to whom I always looked upto! Today I realize the role that I play in the lives of many children as an educator. I would like to extend my heartfelt gratitude to The Lord's Universal College of Education and my Professors.*



**Ms. Ashwini Pillai,**  
Batch -2018-2020  
JBCN International School  
HRT & Social Studies Teacher.





# Students' Achievements

The Lord's Universal College of Education provides education in all domains. The students are motivated to participate in various intercollegiate competitions.



Ms. Deepali Gurav won **1st Prize** for Compilation and Poetry recitation in Marathi language Organized by Thakur Shyamnarayan College of Education and Research.



Ms. Deepali Gurav also secured **first rank** for Debate Dual Competition at the 'Kulture Karvaan' Intercollegiate fest organized by Thakur Ramnarayan College of Arts & Commerce. She also secured **first prize** for debate in the category of 'Literature Arts' at 'Tarangan' organized by Thakur College of Science and Commerce.



Mr. Christopher Britto, Ms. Sheetal Hajare & Ms. Shruti Sawant, secured third place in Intercollegiate Debate Competition organised by St. Teresa's Institute of Education.

## Our Faculty

### Ms. SOMAGUHA

Ms. Soma Guha is a proactive educator with 20 years of experience in the field of teaching. An alumni of this institution, she was the topper in the academic year 2009-10. As a Science and Psychology educator, she practices cooperative learning and experiential learning in her classes. She is pursuing her Ph.D. She motivates her students to participate in various co-curricular activities and guides them in their career choices. She has organised various seminars and webinars in the college. She is a lifelong learner who practices mindfulness and focuses on innovative strategies in preparing her lessons and powerpoints.



### Ms. HINAL PAREKH



Ms. Hinal Parekh is an educator with 9 years of experience in the field of teaching. She is in the Commerce faculty. She was the topper in management studies while doing graduation. She has done her Masters in Commerce, Education and English. She encourages skill based learning. She is an ambitious and hardworking teacher who considers herself as a continuous learner.

### Dr. MALAVIKA AHLAWAT

Dr. Malavika Ahlawat is a passionate educator with 25 years of experience in the field of teaching who focuses on constructivist learning strategy and gamification. She is a faculty of History and Educational Management. She is a singer as well as a sportsperson who has bagged many prizes in Singing, Table Tennis and Kho Kho at university level. She secured the third rank in the PGDME Course of The University of Mumbai. She is a paper setter and moderator of B.Ed. Course and MEM Course. She is a member of the syllabus development committee for integrated BA. B.Ed. Course, University of Mumbai. She has contributed to developing various courses in education. She is a resource person of various ICT workshops, guest lectures and seminars. She is a Mentor for the project "Understanding the Self". Open Education for Better World (OE4BW) Project of UNESCO.



### **Dr. SUNITA SHAH**



Dr. Sunita Shah is an academician in the faculty of Mathematics. She is an experimental teacher adopting various strategies like cooperative, collaborative learning, movie-based learning, and different innovative methods, mainly with student-centred activities. She has developed courses on 'Art in Education' and 'Mathematics –Origami'. She has conducted a Value-Added Course on 'Origami in LUCE where students get an opportunity to develop various innovative teaching aids. She is a resource person for Mathematics education and has conducted workshops in colleges and schools. She has 24 years of teaching experience. She was a member of an examination squad of the University of Mumbai. She is a member of the syllabus development committee for integrated BA. B.Ed. Course, University of Mumbai.

### **Ms. SHEETAL DHOTRE**

Ms. Sheetal Dhotre is a librarian with 16 years experience having an innate passion for books. Along with ensuring that modern books are purchased and displayed in the library, she focuses on giving training to students in ICT, conducting Theme Based Assemblies and displaying books related to various occasions, managing the college loop etc. She gives training to students in using various Applications which help in enriching students' knowledge . She has developed 'Online library facilities ' for students and faculty which was highly beneficial during the Covid-19 pandemic. A hard working and creative person, she has a passion for reading which is effectively utilized for the benefit of our students.



### **Dr. ASHAA.K.**



Dr. Asha A.K. is an academician from the faculty of English with an experience of 20 years who believes in fostering a positive classroom environment where students communicate confidently. She was the topper of B.Ed during the academic year 1999-2000 from the Government College of Teacher Education, Kerala. She is a CELTA graduate from the Cambridge University and completed her certified IELTS Master trainer Course from British Council. She has won the first prize for Debate competition in the South Asian Inter University Youth Festival along with many prizes for elocution in English and Malayalam. She has conducted various sessions on Spoken English, Public Speaking, Phonetics, Grammar etc. for students and teachers of various courses. She has developed Value Added Courses like Communicative Competence in English in LUCE.

### **Mrs. LALITA SHENAI**

Mrs. Lalita Shenai is the Senior Administrative Officer of the LUCE family since 2008. She has completed 16 years of experience in this college as an administrator. She handles all the administration related activities such as admission counseling, university, government and other statutory bodies related work, students and staff collection & verification of documents, data handling of staff and students of all years, coordination with internal & external departments etc. of B.Ed. college in a meticulous manner.







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