

INFORMATION BROCHURE
Session 2008-2010

NOTE:

Applicants are warned against cheating by unscrupulous agencies, who may put out misleading advertisements in Newspapers or approach by other means assuring seats for Two Year Elementary Teacher Training (ETT) Course, for monetary consideration. The J & K BOSE authoritatively refuses all such misleading and false claims and advertisements. The seat for ETT Course can be secured only by merit through centralized list prepared by the J & K BOSE. It has no agents or middlemen for admissions. Students are advised not to pay more money than the prescribed one. J&K BOSE in no way is responsible for the extra money if paid. In case any Institution/Individual asking for extra money matter can be reported to the Secretary J&K BOSE.

INFORMATION BROCHURE
Session 2008-2010

**For Admission to the 2-year Elementary
Teacher Training Course
(E.T.T.C)**



**The Jammu and Kashmir State Board of School
Education.**

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- * **Front Cover Photo** : Office of the J&K State Board of School Education Jammu
- * **Back Cover Photo** : Office of the J&K State Board of School Education Srinagar

- * **NCTE ACT IS NOT APPLICABLE TO THE STATE OF JAMMU AND KASHMIR.**

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**The Jammu and Kashmir State Board of School Education
(Academic Division, By-pass Bemina, Srinagar -1900 18
and Rehari Colony, Jammu Tawi-180 005)**

**DIPLOMA IN ELEMENTARY TEACHER TRAINING
(E. T. T.)**

Prologue:

The Jammu and Kashmir State Board of School Education came into being by an Act of legislature, known as Jammu and Kashmir Board of School Education Act, 1975. This Board has territorial jurisdiction all over the State of Jammu and Kashmir. It advises the State government on the matters relating to academic guidance, prescribing the courses of studies and conduct of examination for Elementary, Secondary and Higher Secondary examinations, besides promotion of education for all. It has two Divisional offices located at Rehari Colony, Jammu and New Campus, Bye-pass Bemina, Srinagar. It is an autonomous body headed by a Chairman.

The J&K State Board of School Education conducts examination of various classes and courses at Divisional level at the end of academic calendar for the following Courses/Programmes:

1. Secondary School Examinations;
2. Higher Secondary Examination Part II;
3. Diploma in Elementary Education;
4. Diploma in Elementary Teacher Training Course and
5. National Talent Search Examination/National Merit-cum-Means Scholarship Examination.

Prelude:

The Diploma in Elementary Teacher Training Education Programme is meant for preparing teachers for Primary and Elementary schools, i.e. preparing teachers for age-group of 5+ to 13+.

Objectives of Elementary Teacher Education:

The following objectives of teacher education have been formulated with the aim of school education in view. These

objectives are by and large based on NPE, 1986, as amended in 1992 which, among other things, stipulates that:

“A child--centered and activity--based process of learning should be adopted at the primary stage. First generation learners should be allowed to set their own pace and be given supplementary remedial instruction. As the child grows, the component of cognitive learning will be increased and skills organized through practice”.

The Elementary Teacher Trainee should:

- Possess competence in the first and the second Language, Mathematics and in the topics of Natural and Social Sciences related to Environmental studies I and II.
- Develop skills in identifying, selecting and organizing learning experiences for teaching the above subjects in formal and non-formal situations.
- Possess sufficient theoretical and practical knowledge of Health, Physical and Recreational activities, Work Education, Art and Music, and skills for conducting these activities.
- Develop understanding of the psychological principles underlying the growth and development of the children of the age group of 5+ to 13+.
- Acquire theoretical and practical knowledge about childhood education including integrated teaching.
- Develop understanding of major learning principles, which help in promoting cognitive, psychomotor and attitudinal leanings.
- Understand the role of the home, the peer group and the community in shaping the personality of the child, and help develop an amicable home-school relationship for mutual benefit.
- Conduct simple action research.
- Understand the role of the school and of the teacher in changing the society.

Explicit Objectives:

1. To equip teachers with sufficient theoretical and practical knowledge and skills.
2. To develop a proper understanding of the psychological and sociological principles implicit in the elementary education.
3. To empower teacher for promoting all round development of children.
4. To generate the capacities for greater motivation, aspiration and a sense of value commitment.
5. To enable teacher to manage learning resources and organize experiences for children of this stage with the focus on the minimum levels of learning.
6. To enable teachers to foster problem—solving ability among pupils.
7. To acquaint them with methods and techniques of handling children with special needs.
8. To develop among them the capacity to solve the social and emotional problems of children.
9. To enable pupil—teachers to organize supplementary educational activities for this group of pupils.
10. To enable them to acquire necessary skills so as to develop curiosity, imagination and self-confidence among children.
11. To enable them to perform their various roles in the educational system, as well as, in society.
12. To develop communication skills.
13. To motivate them to undertake action research and employ innovative practices.
14. To enable them to use community resources as educational inputs.

Duration of the Course:

The content of Elementary Teacher Training Programme emerges from the role and functions of an elementary and nursery school teacher and has the potential and plausible to prepare the trainees to handle effectively the elementary school curriculum from standard I to VIII, as well as, pre-primary curriculum. The Program is full time regular Course of duration of two Academic years.

Eligibility:

- a) General category candidates with at least 45% marks and scheduled caste/scheduled tribe, students with 40% marks in the Higher Secondary Examination Part-II/Senior Secondary Examination (+2), or its equivalent are eligible for admission.
- a) Admission shall be made on the basis of marks obtained in the qualifying examination, or as the Board may from time to time notify.
- b) There shall be reservation of seats for SC/ST/OBC/LOC/and physically handicapped, etc. as per the rules of the land.

Statutes Governing Admission to Diploma in Elementary Teacher Training Course (E.T.T.C):

The Diploma in Elementary Teacher Training Course is a whole time course of the duration of two academic years. The class work shall commence from March-April this Academic Session in Both Divisions of the Board i.e. Jammu and Kashmir Divisions respectively.

A person, so long as he/she is a student of ETT Course, shall not be eligible to attend any other course of instruction or appear in any other examination of the Board or University. Provided that a candidate who has been placed under reappear category in one course/paper of an examination, other than the qualifying examination, or was scheduled to appear in the examination, either as a regular or private candidate before the

commencement of class work of the courses, but could not do so on account of delay in the conduct of said examination, for reasons beyond his/her control, shall be eligible to appear in the examination, even though he/she has been duly admitted to the course.

Any person in employment or self-employment or who engages in a business or profession is not eligible for admission to the course. Such a person may, however, be considered for admission, provided:

- i. He/she produces a certificate from his/her employer that the employer has no objection to his/her employee pursuing whole time course and that the employee is on authorized leave for the purpose;
- ii. In the case of self-employed person or a person engaged in business or a profession, the person concerned gives an undertaking in writing that he/she will devote his/her whole time for studies as a student during the period he/she remains on roll of the Institution for the course and shall not engage in any business or profession or vocation during this period or engage in any other activity, which is likely to interfere with his/her studies in the Institution.

Information Brochure-cum-application Form:

The Information Brochure-cum-application Form for admission to the Elementary Teacher Training Course (E.T.T.C) can be filled and down loaded from the J&K BOSE Website www.jkbose.co.in free of cost and hard copy will be supplied to the admitted candidates through the institution in which he/She seeks admission.

MEDIUM OF INSTRUCTION AND EXAMINATION:

English/Urdu /Hindi shall be the medium of instruction and examination in all papers except in Languages, where the medium of instruction and examination shall be the language concerned.

DEFINITIONS

a) “Course” means Diploma in Elementary Teacher Training Course (E.T.T.C).

b) “Qualifying Examination” means Higher Secondary Examination Part II or an equivalent examination (on the basis of which the candidates becomes eligible for the admission to Diploma in Elementary Teacher Training Course.

SUBMISSION OF APPLICATIONS:

Before submitting their Application Forms to the Board to seek admission, the candidates are advised to ensure that they fulfill the eligibility conditions laid down for admission to the Course. In case, it is detected at any stage that a candidate does not fulfill the eligibility criteria and/or has furnished incorrect information, concealed/suppressed material facts, his/her candidature will be cancelled, even if he/she is already admitted. The Board will, in no way, be responsible for the consequences emanating there from.

All candidates (both local as well as non-local) desirous of seeking admission to the course should submit the application Form -I completed in all respects by Registered Post/Speed Post to the Joint Secretary (ETT), Jammu and Kashmir State Board of School Education Rehari, Colony, Jammu (For Jammu) / New Campus, Bye-pass Bemina, Srinagar (For Kashmir).

A candidate shall not be allowed to make any change in the application, by way of addition, deletion or alteration, once it has been submitted to the Board.

CERTIFICATES AND OTHER DOCUMENTS TO BE ATTACHED:

The application Form-I duly filled in, should be accompanied by duly attested photo copies of the following certificates/documents:

- i). Matriculation or equivalent examination certificate.
- ii). Marks certificate of HS Exam Part II /12th Class examination or equivalent examination certificate.
- iii). Category certificate (if any)

IMPORTANT NOTE:

Candidates seeking admission to the course under any reserved category must attach with application an attested copy of the certificate on the form prescribed and issued for the purpose by the competent authority under law in force. Failure to attach the attested copy of such certificate with the application will render the candidate ineligible for admission under reserved category. Certificate on plain paper will not be entertained. The certificates of candidates belonging to category of S.C., S.T., OBC; Defense Service Personal, and Resident of area adjoining the Actual line of Control, Backward area or Weak and under-privilege classes shall not be entertained, if these do not conform to the latest SRO/Order issued by the Government for the purpose. If a candidate claims admission under reserved category, but does not attach the requisite certificate in support of his/her claim with the application, and if found otherwise eligible, will be considered under Open Merit Category.

No certificate or attested copy thereof will be entertained after the last date notified for the submission of application form-I. The claim of the candidate for consideration under any reserved category with “under process certificate” of category will not be entertained.

A candidate seeking admission under reserved category must submit along with the application an Affidavit duly attested by first Class Magistrate to the effect that category certificate and other certificates/documents (attested copies of which are attached with the Application Form) are genuine and in the event of their getting proved otherwise, his admission shall be cancelled and other action taken against him/her under law for his civil or criminal liability.

Students who have passed the qualifying examination from any other Board/Examining body, other than J&K Board, are required to submit all the certificates in original at the time their eligibility case is scrutinized and determined by the Institution/Board.

DISTRIBUTION OF SEATS:

- (a). 40% of the sanctioned seats allowed to be filled from amongst the eligible candidates who:-
- I. Reside in areas falling within the territorial jurisdiction of the Jammu and Kashmir State Board of School Education, and have passed the qualifying examination from this Board or any other Board/Examining body.
 - II. Remaining 60 % seats shall be filled from amongst eligible candidates, who neither belong to the territorial jurisdiction of the J & K State Board of School Education nor have passed the qualifying examination from the J & K State Board of School Education.
- (b). In case the number of eligible candidates is less than the number of seats available under (II) above, the unfilled seats may be filled from amongst the eligible candidates falling under (I) above and vice-versa.

The seats available in all the Institutions shall be filled from amongst eligible candidates on the basis of their merit, i.e. Percentage of marks obtained by them in the qualifying examination or as per the rules laid by the Board from time to time.

The allotment of seats shall be made as per the seats allotted by the Government after the fresh inspection by a team constituted by the Board to look into the physical/instructional/other amenities for affiliation with the JKBOSE.

PROCEDURE AND MODE OF SELECTION:

Admission of all eligible candidates to the Diploma in Elementary Teacher Training Course shall be made out of the merit list prepared by the Board out of the Form-I received up to the last date as Notified by the JKBOSE. The merit list shall be prepared by a Committee constituted after the approval by the Chairman of the Board through Secretary.

Merit list of eligible candidates shall be prepared on the basis of merit i.e. percentage of marks obtained in the qualifying examination. Admission of the candidates belonging to different categories shall be made on the basis of comparative merit in the respective lists. Likewise, admission of candidates under reserved categories shall be made on the basis of comparative merit in the respective reserved category. Once the merit list is declared by the JKBOSE each candidate has to fill up the Form-II and deposit the same with the Institution of his/her choice along with the original certificates and prescribed fee. The selection list of candidates by each institution along with the Management Quota shall be put up before the Chairman through the Secretary for approval.

In case two or more candidates falling under a particular category or reserved category have equal merit, the inter-se order of priority for admission of such candidates shall be determined in the order formulated as under:-

- i. Candidate having passed an examination higher than the qualifying examination; or an examination recognized as equivalent;
- ii. Candidate obtaining higher percentage of marks in the Matriculation/SSE examination; or any other examination recognized as equivalent thereto, if percentage of marks at serial (I) is equal.
- iii. Candidate older in age, if the percentage of marks at serial (ii) is also equal.

In case any seat in the reserved category falls vacant, the same will be filled from amongst candidates of that particular category, strictly in accordance with the prescribed procedure and norms. In the event of non-availability of eligible candidate in the concerned reserved category, the resultant vacancy shall be offered to the candidates of another category.

FREE, MANAGEMENT AND PAYMENT SEATS:

- Up to 02% of the sanctioned seats shall be free seats in each Institution, for the candidates belonging the below poverty line (BPL). The Candidate/s has to submit a certificate, duly issued by the competent authority to this effect as per the standing rules.

- Over and above to the total sanctioned seats, 6% seats shall be filled by the management of the respective Institution/Colleges of their own, out of the candidates, who may or may not have applied to the J&K Board of School Education, for seeking admission to the Course for the year 2008-2010.
- The rest of the seats shall be filled as mentioned under the caption, "Distribution of seats" at a, (I) (II) and (B) of the course.
- A candidate admitted to the course against free seat in a non-governmental institution, shall have to pay Rs.7,260/- per academic session/year, whereas a candidate admitted against payment seat, shall pay Rs.14,520/- per year of the course, besides other normal fee prescribed by the Jammu and Kashmir state Board of School Education.

FEE:

(To be paid to the J&K State Board):

- i. Examination Fees Rs.730/-
- ii. Registration Fees Rs.610/- (for candidates who have passed the qualifying examination from other Boards/Examining Bodies)
- iii. Renewal Registration Fees: Rs.360/- (in case candidates who have passed qualifying examination from this Board)
- iv. Eligibility Fees Rs.310/- (for candidates who have passed the qualifying examination from other Boards/Examining Bodies)
- v. Corpse Fund Rs.1650/-

LATE FEE FOR DEPOSITING EXAMINATION FORM:

Whenever the Examination Form/Fee or both of a candidate is/are received in the Board office after the last prescribed date, he /she shall have to pay late fee as mentioned hereunder:-

- i. Rs.330/- for first count of 10 days after the last date prescribed for receipt of form/fee or both.

- ii. Rs.935/-for second count of 10 days delay after the expiry of last date.
- iii. An additional later fee of Rs.10/- per day after the expiry of last date with late fee of Rs.935/- subject to a maximum of Rs.2200/- up to 20 days before the commencement of examination.
- iv. The fee and/or charges once deposited by the selected candidate may be refunded/adjusted up to, the last date notified for admission. Thereafter, no refund of fee and/or charges shall be allowed under any circumstances whatsoever and no complaint shall be entertained by the Board in this regard.

Intake Capacity:

The Institution running regular B. Ed classes shall be allotted 150 plus 6% students provided a separate physical/instructional infrastructure is available. The Institution not running B. Ed classes shall be allotted 120 plus 6% students as Management quota in consonance to Govt. Order.

Admission in the Institutions:

- (i) Admission of all eligible candidates to the Diploma in Elementary Teacher Training Course shall be made by the Admission Committee of the concerned Institute under the Statutes/Rules laid down by the Board.
- (ii) The admission of the students to the Course in the recognized Institutions shall be made from the date of issue of the admission Notification to such courses.
- (ii) Lesson, lectures, and practical shall be counted up to 14 working days previous to the date of commencement of the examination.
- (iii) The regular teaching work of the course shall begin with in 10 days from the last date for closure of admission.
- (iv) The admission to the course shall be conducted irrespective of the holidays or vacations that might follow the date of Notification of admission.

DISPLAY OF LISTS OF SELECTED CANDIDATES:

The rank list of candidates drawn strictly in order of merit for admission to Diploma in Elementary Teacher Training. (E.T.T.) Course shall be displayed on office Notice Board or made available on J&K BOSE website www.jkbose.co.in or print media.

ALL ADMISSIONS MADE ARE PROVISIONAL:

Admission of candidates who have passed their qualifying examinations from other Boards/Examining bodies shall be provisional and subject to confirmation by the concerned Board.

Selection of the Institution: Candidates are free to select an Institution of his/her choice if the seats are available in that Institute. The admission will be strictly on the basis of merit rank list prepared by the J&K State Board of School Education

VERIFICATION OF CERTIFICATES:

1) All the candidates selected provisionally for admission to the Course shall submit their following original certificates /documents:

- a) Original Qualification Certificate of having 12th Class or equivalent examination passed from any Board/University/any examining body in India established by law.
- b) Original Mark Certificate of 12th Class examination pass.
- c) Provisional Certificate.
- d) Secondary School Examination (10th Class), Marks Certificate.
- e) Migration/Transfer Certificate.
- f) Category Certificate, if any.
- g) Character Certificate from Head of the last attended institution.
- h) Equivalence and Verification of Certificate wherever deem necessary by the Board.
- i) Affidavit (Required).

2) At the time of verification of their eligibility condition for Registration with Board failing which they may forfeit the right of admission and no complaint shall be entertained in this regard.

APPEALS:

In case a candidate, who had submitted his/her Application Form on due date, has any grievance and feels that the norms governing the admission have not been adhered to, he/she shall have the option to make an appeal to the Appellate Committee of the Board comprising of the following on the prescribed form on payment of Rs.100/- in the form of a Demand draft in favour of Chairman, J&K State Board of School Education:

- 1. Chairman**
- 2. Secretary**
- 3. Director (Academics)**
- 4. Joint Secretary, General, K.D/J.D.**

Majority of members shall form the quorum.

Monitoring and Inspection by Government:

The Elementary Teacher Training (ETT) Institutes which are granted NOC by the Government shall be liable to regular inspection by the following Authorities to empower maintenance of proper educational standards in these institution.

1. Principal State Institute of Education, Jammu/Kashmir.
2. Principal of DIET of the concerned District
3. Chief Education Officer of the concerned District.
4. Any Officer of the Administrative Department authorised by the concerned for the purpose.

Monitoring and Inspection by J&KBOSE:

The team of Inspector shall be constituted by the Chairman Board to monitor and inspect the ETT Institutions for their academic standards. These teams of Inspectors shall have right to recommend the de-affiliation or any other action warranted under Board Rules and Regulation.

Removal of difficulties:

If any difficulty or question as may arises, which is not envisaged in the statutes the matter shall be referred to Chairman, who shall issue orders as he may deem fit under the circumstances.

Legal disputes:

Any legal dispute regarding the admission to Elementary teacher training course in the non-government institution shall be subject to the jurisdiction of Jammu and Kashmir courts only.

Hostel Rent/ Mess Charges (OPTIONAL):

Charges for Hostel facilities within campus shall not exceed more than Rs. 6,000/- per academic session inclusive of regular electricity and water supply and other, maintenances. The charges to be realized in three equal installments.

In case the Hostel facilities are outside; the campus the rent should not exceed Rs.5000/- per academics session and other facilities shall remain the same.

The mess charges should not exceed Rs.12,000/- for the entire duration of the academic session, payable in the three equal installments. The menu of the food to be served to the boarders shall not be lower in quality to those of surrounding institutions / university hostels and same shall be displayed in the dinning hall.

A Hostel security of Rs.500/- per candidate shall be charged which shall be refundable after qualifying the course.

IMPORTANT INFORMATION FOR CANDIDATES:

1. The admission list shall be prepared by the Central Admission Committee only.
2. No institution or agency has been authorized to deal with the candidates for admission in Elementary Teacher Training Course (E.T.T) except for one recognised/affiliated with J&K State Board of School Education
3. The Rank/Merit list framed under norms shall be displayed on the website of the J&K State Board of School Education www.jkbose.co.in.

4. If any document is detected to be fake at any stage the admission of such candidates shall be cancelled and shall be liable for criminal proceedings.
5. The selection list shall be provisional.
6. The candidates admitted in any institution shall have to attend the classes regularly and to earn eligibility to appear in the Board examination he/she should have at least 75% of the attendance, out of approximately 180 working days ensured by the institution to complete the syllabi and courses of study.

Note:-

Any institution, which fails to secure less than 20% of the fixed intake capacity shall be declared non-functional, further if such situation is repeated for two consecutive sessions shall be de-affiliated without any notice.

THE FOLLOWING LIST OF THE NON-GOVERNMENT ETT INSTITUTIONS IN WHOSE FAVOUR NOC HAS BEEN ISSUED BY GOVERNMENT AND PROVISIONALLY AFFILIATED BY THE J&K STATE BOARD OF SCHOOL EDUCATION FOR THE SESSION 2007-09 AND 2008-2010. HOWEVER, THESE INSTITUTIONS ARE REQUIRED TO RENEW THEIR NOC IN TERMS OF GOVT. ORDER NO. 417-EDU OF 2008 DATED 21-08-2008:

