



Victoria College of Education, Sehore,
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Students Handbook

Table of Contents

1. Welcome Message	3
2. Message from Management Team	4
3. College Overview	5 - 6
○ Vision & Mission	
○ Key Objectives of the Society	
○ Affiliation	
4. Academic Policies	7 - 10
○ Course Offered & Seat Availability	
○ Attendance Rules	
○ Examination & Grading System	
○ Code of Conduct	
5. Facilities & Resources	11 - 12
○ Library	
○ Computer Lab	
○ Sports & Extracurricular Activities	
6. Student Support Services	12
○ Counselling & Guidance	
○ Anti-Ragging Policy	
○ Grievance Redressal	
7. Important Guidelines	12
○ Dress Code	
○ Use of Mobile Phones	
○ Discipline & Anti-Bullying Policy	
8. Staff & Faculty Member's	13
9. Calendar of Events	14
10. Contact Information	15

Welcome Message

Dear Students,

It gives me immense pleasure to welcome you to **Victoria College of Education, Sehore**—a place where future educators are nurtured with knowledge, values, and innovation. As you embark on this transformative journey, I encourage you to embrace learning with curiosity, discipline, and a commitment to excellence. Our institution provides you with a holistic education that combines academic rigor, practical training, and ethical leadership. Remember, teaching is not just a profession but a noble mission to shape minds and society. Let us work together to create an inspiring and inclusive learning environment. Wishing you a successful and fulfilling academic year ahead!

Warm regards,

Dr. Divya Trivedi,

**Principal, Victoria College of Education, Sehore (M.P.)
Place: Sehore**

Message from Management Team

Dear Students,

Welcome to Victoria College of Education, Sehore—an institution committed to shaping visionary educators who will lead the future of learning. Education is the foundation of progress, and as future teachers, you hold the power to transform lives. Here, we provide not just knowledge but values, skills, and opportunities to help you excel. Stay curious, work hard, and uphold integrity in all that you do. Together, let us build a brighter tomorrow through education.

Best Wishes,

**Dr. Mohd. Faisal Khan,
Chairman,
Victoria College of Education**

Dear Students of Victoria College of Education,

As you embark on your journey to become educators, remember that you are choosing the noblest profession - one that shapes minds, builds nations, and transforms futures. The classrooms you will soon lead are not just rooms with walls, but spaces where dreams take flight. Your training here is more than earning a degree; it is about becoming torchbearers of knowledge, compassion, and innovation.

In Madhya Pradesh, where education is our most powerful tool for progress, you are the change-makers we need. Study with purpose, teach with passion, and always remember: a great teacher does not just impart lessons, but inspires lives. The future of countless students awaits your guidance - may you become the mentors who do not just teach subjects, but teach how to think, learn, and grow.

Wishing you boundless success in your academic journey and beyond.

Warm regards,

**Sanjoy Kumar Sharma,
Chief Education Officer
Victoria College of Education, Sehore,
District Sehore, Madhya Pradesh**

College Overview

Established under the aegis of *Sahib Shiksha Avam Samaj Kalyan Samiti*, **Victoria College, Sehore** has been a beacon of quality teacher education since its inception. Our core objective is to empower students to realize their aspirations and build meaningful careers in the field of education. Over the years, the college has grown into a model institution, renowned for delivering value-based education through a team of highly experienced and committed educators.

Beyond academic excellence, the college places a strong emphasis on student growth by helping them recognize their strengths, overcome weaknesses, and gain employment in reputable institutions. Through regular mentorship, personality development programs, and placement support, we ensure our students are prepared not just academically but also professionally.

Victoria College is proudly affiliated with **Barkatullah University, Bhopal**, and offers a diverse range of courses including **B.Ed., BSc.B.Ed. B.P.E.S., and D.EL.ED.** To enrich the learning experience, we regularly invite subject experts, academic leaders, and professionals to conduct lectures, workshops, and interactive sessions that broaden students' horizons and fuel their career progression.,

The college fosters a culture of research, encouraging students to undertake projects under the mentorship of experienced faculty. With a firm belief in **holistic development**, we focus on nurturing well-rounded individuals who are equipped to meet global challenges and succeed in all aspects of life.

Over the years, Victoria College has proudly produced numerous accomplished educators who are making significant contributions across schools, colleges, and universities nationwide. Their success stands as a testament to our commitment and inspires our faculty to continue raising academic benchmarks.

Situated on a sprawling campus, the college is equipped with modern infrastructure and all essential facilities to provide a conducive environment for effective teaching and learning.

Our Vision

To be a leading institution committed to delivering transformative education rooted in academic excellence, ethical values, and inclusive growth. We envision creating a vibrant learning community that fosters intellectual curiosity, professional competence, and personal integrity. Through a culture of discipline, diversity, and continuous innovation, we aim to empower students with the knowledge, skills, and confidence needed to thrive in a competitive global environment and contribute meaningfully to society.

Our Mission

Our mission is to create a dynamic and nurturing educational ecosystem that fosters academic excellence, character development, and professional readiness. With state-of-the-art facilities, a comprehensive and inclusive curriculum, and a team of dedicated educators, we aim to shape well-rounded individuals who uphold human values, demonstrate ethical leadership, and are prepared to meet the evolving demands of society.

We are committed to building strong industry-academic partnerships to bridge the gap between classroom learning and real-world applications. Through hands-on experiences, research opportunities, and a focus on innovation and entrepreneurship, we empower students to become confident, responsible, and future-ready global citizens.

Key Objectives of the Society

The founding society of Victoria College is committed to fostering a supportive and enriching educational ecosystem. Its objectives include:

- Ensuring a **safe, inclusive, and secure learning environment**,
- Encouraging **critical thinking, creativity, and problem-solving**,
- Promoting a **multidisciplinary education** across arts, science, and humanities,
- Facilitating **extracurricular activities** to boost physical fitness and personal growth,
- Instilling **core values** of integrity, empathy, respect, and responsibility,
- Cultivating a **spirit of community, diversity, and inclusiveness**,
- Preparing students for **higher education and gainful employment**,
- Advancing research and **knowledge creation**,
- Supporting **lifelong learning** and professional development,

Affiliation

Victoria College of Education is affiliated to Barkatullah University, Bhopal. Courses are recognised by MP Board of Secondary Education, NCTE (National Council for Teachers Training, and Rajya Shiksha Kendra.

Academics

Courses Offered – Currently College manages 4 different teacher’s courses.

B.Ed. (Bachelor of Education) - 50 Seats

The Bachelor of Education (B.Ed.) is a professional undergraduate degree program designed for individuals aspiring to build a career in teaching. It equips students with theoretical knowledge and practical teaching skills required for secondary and higher secondary level education.

Duration: 2 Years | Eligibility: Graduation (50% marks)

D.El.Ed. (Diploma in Elementary Education) – 50 Seats

The Diploma in Elementary Education (D.El.Ed.) is a specially curated program for in-service untrained teachers working in primary schools across India. The course focuses on developing pedagogical competencies and classroom management skills to enhance the quality of elementary education.

Duration: 2 Years | Eligibility: 10+2 (50% marks)

B.Sc. B.Ed. (Integrated Program in Science and Education) – 50 Seats

This four-year integrated course combines general science education with professional teacher training. The B.Sc. B.Ed. program prepares students to teach at the elementary and secondary school levels while offering a strong foundation in science and educational theory.

Duration: 4 Years | Eligibility: 10+2 (50% marks)

BPES (Bachelor of Physical Education and Sports) – 50 Seats

The Bachelor of Physical Education and Sports (BPES) is a three-year undergraduate degree that focuses on physical education, health sciences, and sports. It prepares students for careers as fitness trainers, sports instructors, health educators, yoga professionals, and wellness consultants in various professional settings.

Duration: 2 Years | Eligibility: 10+2 (50% marks)

Academic Policies

Attendance Rules

- Minimum **75% attendance** mandatory in theory & practical classes.
- Medical leave requires valid documentation.

Examination & Grading System

- Internal Assessments (30%) + End-Semester Exams (70%).

Documents Required for Admission

- Passport Size Photo – 4,
- 10th & 12th marksheet, in case of Master Graduation Degree,
- Transfer Certificate,
- Migration certificate,
- Domicile Certificate,
- Samagra ID,
- Adhar Card of Students,
- Income Certificate of the Family,
- Caste Certificate,
- In case of gap in studies. Gap Certificate,

All students are obligatory to submit 2 set of above certificates as the time of initial visit to college.

Code of Conduct (For All)

It establishes guidelines that promote a respectful, inclusive, and disciplined environment for students, faculty, and staff. It emphasizes academic integrity, ethical behaviour, and mutual respect among all members of the college community. Key aspects include use of resources responsibly, prohibition of harassment or bullying, and compliance with college regulations. Management is very particular regarding maintenance of decorum and discipline within the campus. The Code of Conduct, guideline needs to be followed by everyone thus contributing to a safe and supportive educational environment conducive to learning and personal growth.

A. Code of Conduct for Principal

- Implement all policies which are approved by the Board of the society, which is also the highest body for structuring key policies in the college.
- Ensure coordination between various statutory committees in the college for smooth functioning of all activities.
- Closely monitor admission, examination, and evaluation for ensuing timely compliances.
- Conduct regular meetings of teaching & non-teaching staff and instruct/ guide them appropriately.
- Conduct college council meeting as per the set interval.

- Coordinate with all staff (teaching & non-teaching) and where needed guide them to meet the deadlines and effective execution of individuals responsibility.
- Guide students were required to ensure that students fulfill his/her career and lifelong learning.
- Monitor class work to ensure schedules and time tables are followed as desired.
- Organize various academics activities i.e. conferences, seminars, workshops as planned and scheduled.
- Advise HODs to conduct remedial classes for the slow learner if necessary.
- Ensure quality assurance with the help of IQAC.
- Conduct development & consultancy activities.
- Ensure discipline within the college premise to support good academic & learning environment in the campus.
- Appropriate liaison with UGC, government and university.
- Involve faculty members at different levels for various institutional activities.
- Conduct performance appraisal of all staff of the college.

B. Code of Conduct for Teaching Faculty

- Maintain proper conduct consistent with the expectations from a faculty as a role model.
- Facilitate students physical, social, intellectual, emotional, and moral development in the college.
- Treat all students with love and affection.
- Respect values and be impartial with all students irrespective of their caste, creed, religion, sex, economic status, disability, language, and place of birth.
- Respect the right and dignity of the students in expressing his/her opinion.
- Encourage and guide students to develop their personalities.
- Guide them for various opportunity to build their career.
- Make yourself available beyond the class hours and help them solve their problems without any biasness.
- Establish relationship of trust with the parents/ guardians in the interest of the all-round development of the students.
- Work to improve education in the community and strengthen the community moral and intellectual life,
- Beware of local social problems, conduct meeting of society and guide them as required and promote importance of education within the society,
- Respect the professional standing and opinions of the colleagues.
- Do not make unconfirmed statements against the colleagues or higher authorities.
- Maintain confidentiality of information concerning colleagues and dispenses such information that are authorized by management.
- Strive for continuous professional development.
- Visit college on time and conduct classes as scheduled.
- Remain in the college campus till the agreed time.
- Share and express opinion by participation at professional meetings, seminars, conferences etc. for contributing towards the knowledge base.
- Perform duties in the form of teaching, practical, and seminar work simultaneously with dedication.
- Treat non-teaching staff and colleagues equally and in a cooperative manner.

C. Code of Conduct for Non-teaching Staff

- Non-teaching staff should wear uniform provided by the management.
- They should wear their Identity card all the time during college working time.
- Non-teaching staff assigned to laboratories should keep the Lab neat and tidy.
- Any loss or damage in Lab should be immediately brought to the notice of department HODs.
- Non-teaching staff should to adhere the timings of the college and ensure all assets are safe and protected.
- They should carry out their duties as instructed by the authorities to whom they are attached/ reporting.
- They should not leave the college premise without permission of the principal.

D. Code of Conduct for the Students

- Students should wear identity Card all the time during the college time.
- All students should abide by the rules and regulations of the college.
- Only Bonafide students and their parent should be allowed to enter the premise of the college.
- Any student involved in Ragging of any sort of activities directly or indirectly prohibited will attract disciplinary action which could be termination or facing action by the law enforcing authorities.
- It will be responsibility of all students to keep the campus clean and tidy and should also not damage any college property.
- All students should maintain decent and cordinal relationship with the faculty and staff of the college.
- Maintain discipline in college campuses of utmost importance; hence disturbance of the academic pursuit at any manner will not be tolerated.
- All enrolled students should be punctual and regular in attending classes. The minimum attendance mandatory (% is 75). Anyone who fails to adhere to this shall not be permitted to appear for the examinations.
- Use of mobile phone in college campus especially in corridors, classroom is strictly prohibited.
- All Students are expected to dress themselves properly and wear sober dress during presence in college campus.
- Students should be polite and respectful to all others in the college.
- Use only official email for corresponding with students and teachers. They should also check their mail on regular basis and respond mail promptly.
- Every student must provide his/ her details i.e. mobile number and address to the college.
- Students should not bring illegal substance or dangerous items into the college premise.
- They should not behave aggressively with the college staff or any students in the campus.
- Follow all college policies and procedures.

If the college rules, regulations, and policies are not adhered by the students, management committees have right to execute disciplinary actions against the students. Principals, faculties, non-teaching staff and students should keep copies of Code of Conduct for reference and to follow the agreed rules of colleges.

Facilities & Resources

Library - Our college library is a well-equipped and resource-rich centre of learning, housing a collection of over 10,000 books spanning various disciplines. Designed with spacious interiors, the library provides a comfortable and conducive environment for students, with an adequate number of tables and seating arrangements to facilitate focused reading and study. To ensure efficient management and ease of access, the library is fully automated with advanced software that maintains a comprehensive record of books, circulation, and user activity. This modern infrastructure supports students and faculty in their academic pursuits by offering seamless access to knowledge and information.

Computer Lab at Victoria College of Education

Our state-of-the-art **Computer Lab** provides students with modern technology to enhance digital learning and teaching skills. Equipped with high-speed internet and the latest software, the lab offers hands-on training in educational technology, digital lesson planning, and e-learning tools. Students develop essential ICT skills for 21st-century classrooms through practical sessions on multimedia presentations, online teaching platforms, and educational software. The lab serves as a creative space where future educators learn to integrate technology effectively into teaching methodologies.

"Empowering teachers with digital competence for tomorrow's classrooms."

Sports & Fitness Facilities

Victoria College of Education takes pride in its well-maintained **playground** and modern **gymnasium**, providing students with excellent opportunities for physical fitness and sports development. Our spacious playground hosts various outdoor games like cricket, football, volleyball, and athletics, encouraging teamwork and healthy competition. The on-campus gym is equipped with essential fitness equipment to help students maintain physical wellness alongside their academic pursuits. These facilities reflect our commitment to holistic education, ensuring students develop not just mentally but also physically during their time at the college. Regular sports events and fitness sessions are organized to promote an active lifestyle among future educators.

"A healthy mind in a healthy body - nurturing complete teachers for tomorrow."

Modern Conference & Seminar Hall

Victoria College of Education boasts a state-of-the-art **Excellence Conference Hall**, equipped with modern audio-visual systems, high-speed internet, and comfortable seating to facilitate impactful academic and professional gatherings. The hall features a high-definition projection system, surround sound, and climate control to ensure optimal conditions for seminars, workshops, and training sessions. With a spacious yet professional ambiance, it serves as an ideal platform for hosting guest lectures, faculty development programs, and educational conferences. The college takes pride in this

premium facility that enhances collaborative learning while providing all necessary technological support for seamless presentations and interactive discussions.

"Where ideas meet infrastructure to create inspiring educational experiences."

Student Support Systems

At Victoria College of Education, we prioritize student welfare through a robust framework of specialized support cells designed to address concerns promptly and effectively. The **Grievance Redressal Cell** ensures fair and timely resolution of academic or administrative issues, while the **Anti-Ragging Cell** maintains a strict zero-tolerance policy to foster a safe and inclusive campus environment. The **Counselling Cell** offers confidential emotional and psychological support, helping students navigate personal or academic challenges, and the **Guidance Cell** provides career counselling and mentorship to shape their professional trajectories. These cells operate with transparency and accessibility, empowering students to seek assistance without hesitation. Through this comprehensive support system, we uphold our commitment to student well-being, ensuring a conducive and harassment-free learning experience that aligns with institutional values and regulatory guidelines.

Important Instruction for Students in the Campus

- **Dress Code:** Formal attire (No casuals in classrooms).
- **Mobile Phones:** Allowed only in silent mode; restricted in labs/library.
- **Disciplinary Action:** Misconduct may lead to suspension/expulsion.

Staff & Faculty Member's

Victoria College of Education, Bhopal

Dr. Divya Trivedi, Principal

SN	Name of Faculty	Course	Subject	Qualification
1	Dr. Divya Trivedi	B. ED	MA in English/ Education	Doctorate
2	Dr. Renu Dubey	B. ED	MSc in Maths	Doctorate
3	Mr. Abhishek Dubey	B. ED	MA in Economics	UGC Net
4	Mr. Chandra Bhan	B. ED	MA in Sociology	UGC Net
5	Mr. Om Prakash Pandey	B. ED	MA in Sanskrit	UGC Net
6	Mr. Rajesh Yadav	B. ED	MA in Music	Post Graduate
7	Mr. Ritesh Kumar Yadav	B. ED	M. P. ED	Post Graduate
8	Mr. Dharmendra Mewada	B. ED	MA in Art & Craft	Perusing P. HD
1	Dr Vinod Kumar Vishwakarma	BSC.BED	MSc in Math	Doctorate
2	Mr. Vinod Kumar Dwivedi	BSC.BED	MSc in Chemistry	UGC Net
3	Mr. Pradeep Kumar Trivedi	BSC.BED	MSc in Botany	UGC NET
4	Mr. Sunil Kumar Pandey	BSC.BED	MA in Economics	UGC NET
5	Mr. Dharmendra Shukla	BSC.BED	MA in English/ MED	UGC NET
6	Mr. Ram Babu	BSC.BED	MA in Music	UGC NET
7	Mr. Atul Patel	BSC.BED	MFA	Master in Arts
8	Mr. Anupam Tomar	BSC.BED	M. P. ED	Master in PE
1	Ms. Shaziya Anjum Khan	D.EL. ED	MSc in Comp. Sc	M.ED
2	Ms. Bindu Kosey	D.EL. ED	MA in Hindi/ M. ED	Perusing P. HD
3	Ms. Pooja Singh	D.EL. ED	M.Com/ M. ED	PG
4	Ms. Lily Das	D.EL. ED	MA in Education	PG
5	Ms. Dolly Namdev	D.EL. ED	MSc in Maths/ M. ED	PG
6	Post Vacant			
7	Post Vacant			
8	Post Vacant			

Academic Calendar & Events Period: - 1st July'2025 to 30th June'2026

Semester - I (1st July'2025 to 31st Dec'2025)

Month	Activities
July'2025	Admission of New Students & Orientation, Commencement of Classes, Event on World Population Day
Aug'2025	Regular Classes + Assignments, Extension Activities, Event on Independence Day,
Sep'2025	Internal Test/ Presentation, Teaching Practices, Cultural Activity, 5 th Sep'2024 Teachers Day Event
Oct'2025	Mid Term Semester Break (1 week), Submission of Assignment, Event - Gandhi Jayanti,
Nov'2025	Examination Preparation, School Visit Exposure,
Dec'2025	Semester & Practical Exam, Winter Break,

Semester - II (1st Jan'2026 to 30th June'2026)

Month	Activities
Jan'2026	Field Work, Classes Begins, Event on Republic Day, National Seminar,
Feb'2026	Theory Classes, Extension Work, Internal Assessment,
Mar'2026/ Apr'2026	Event on International day, Midterm Assignments, Guidance and Clarifications, Preparation of Practical Work
May'2026	Submission of Assignment, Reports,
June'2026	Second Semester Exam, Practical, Evaluation and Results

Contact Information

Victoria College of Education, Sehore

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Madhya Pradesh – 466001

E – mail: principalvcsehore@gmail.com;

Phone Number: +91- 9893503464/ 9893627786/ 9981361164

Note: This handbook is subject to updates. Students are advised to check the college notice board/website regularly.

**"Education is the most powerful weapon which you can use to change the world." –
Nelson Mandela**