



## Malabar B.Ed Training College

(Affiliated to Kannur University, Recognized by NCTE New Delhi)  
Thiruvonapuram, Peravoor, Kannur, Kerala, 670673  
AISHE CODE: C-43818

### HANDBOOK & CALENDAR 2024-2025 STUDENT'S PERSONAL DATA

Name:.....

Programme: B.Ed.....

Admission No.....Class No.....

Date of Birth:...../...../.....Blood group.....

Name of the Guardian:.....

Address:.....

Contact:.....

Student:.....Parent/Guardian:.....

Email:.....

Aadhaar Number:.....

Vehicle, if any, Vehicle No.:.....

Driving License No:.....

Name of Tutor.....

In case of emergency, please inform

Name of the Guardian:.....

Phone:.....

Mobile: .....

## VISION

Empowering through values, enriching through education,  
enlightening our future

## MISSION

Empowering educators with holistic training, ethical values,  
innovative strategies to excel in the dynamic field of  
education and fostering a new era of enlightened learning.



The logo of Malabar Training College, Peravoor, is a symbolic representation of the values and aspirations of the institution.

At the bottom of the logo, there's a wheel occupying half of the portion. The wheel serves as a powerful symbol for hard work and perseverance. It implies that success is not attained effortlessly but requires consistent effort, much like the turning of a wheel which demands energy and persistence to keep moving forward. This signifies the commitment of the college towards the dedication in attaining educational excellence. On the top of the logo, there's an indication of a blazing sun. The sun is universally recognized as a symbol of knowledge, enlightenment, and wisdom. It represents the illuminating power of education to banish ignorance and bring forth understanding and enlightenment to individuals and society as a whole.

Inside the logo, there's a depiction of a book and a pen with a flame on top of it. The book and pen are classic symbols of learning and education, representing the tools and means through which knowledge is acquired and shared. The flame atop the pen symbolizes the eternal flame of learning, signifying that education is not just a temporary attempt but a lifelong journey of continuous discovery and growth. It suggests that the pursuit of knowledge should be fueled by passion and enthusiasm, burning brightly to inspire and enlighten generations. Surrounding the central motifs is the institution's name, Malabar Training College, along with its establishment year-2005, signifying its dedication to providing education and fostering enlightenment for all who engage with it. As a whole the logo conveys a profound message about the importance of hard work, the transformative power of knowledge, and the enduring significance of education as a source of light and enlightenment in shaping individuals and society. Together, these elements convey the institution's commitment to nurturing both learning and enlightenment among its students.

## Prayer

O God, Grant us wisdom as we learn,

Strength to face each new concern.

Guide our steps along the way,

As we strive for success each day.

May knowledge be our guiding light,

And understanding be our constant sight.

Bless our college, our home of learning, our parents, our teachers and friends

With grace and knowledge, ever-burning. We thank you for all the blessings that we have received

## പ്രാർത്ഥന

യാ കുന്നേന്ദു തുഷാരഹാര ധവളാ

യാ ശുഭ്ര വസ്ത്രാവൃതാ

യാ വീണാ വരദണ്ഡമണ്ഡിതകരാ

യാ ശ്വേതപദ്മാസന

യാ ബ്രഹ്മാച്യുത ശങ്കര പ്രഭൃതിഭിഃ

ദേവൈസ്സദാ പുജിതാ

സാ മാം പാതു സരസ്വതീ ഭഗവതീ

നിശ്ശേഷ ജാഡ്യാപഹാ

## MANAGEMENT

Malabar Educational & Charitable trust

Kannur

***Manager***

Sri. Valsan Matathil

***Secretary***

Smt Sreeja K

***Principal***

Smt Indu K Mathew

## About the college

Malabar Training College, established in 2005 under the Malabar Educational and Charitable Trust, is affiliated with Kannur University and recognized by the National Council for Teacher Education (NCTE). Located in Peravoor, Kannur, the college spans 5.20 acres and offers a two-year B.Ed. program in six subjects: English, Malayalam, Mathematics, Natural Science, Physical Science, and Social Science. The college is committed to quality education, focusing on creativity, critical thinking, and problem-solving, with a vision of “ Empowering through values, enriching through education, enlightening our future.” It also offers various facilities, including a multimedia hall, library, sports facilities, and yoga center, supporting both academic and personal development of student teachers. The institution emphasizes life skills, human values, and community service through the National Service Scheme (NSS).

The Green Malabar initiative at Malabar Training College promotes environmental awareness and eco-friendly practices among students. It includes activities like organic farming, mushroom culture, and sustainable practices such as waste management and water conservation. Students engage in farming, cultivating organic crops, and learning mushroom cultivation techniques, fostering agricultural skills. The initiative encourages adopting eco-friendly habits and sustainability on campus, helping students develop a strong connection to nature and practical experience in green technologies.

The campus is located in Peravoor Grama Panchayat, offering a peaceful and conducive environment for learning. College is at a distance of 28Kms from Kannur International airport, and at a distance of 44Kms from Thalassery railway station.

## Principal’s message

Dear Malabarians,

It is with immense pleasure and enthusiasm that I extend a warm welcome to all our students, faculty, staff, and stakeholders to the Malabar family. As the proud Principal of this esteemed institution, I am honored to embark on this academic journey with each one of you.

At Malabar Training College, we are committed to fostering an environment that nurtures holistic development, academic excellence, and a passion for lifelong learning. Our dedicated faculty, state-of-the-art facilities, and innovative programs are designed to empower our students with the knowledge, skills, and values necessary for success in the dynamic and ever-evolving global landscape.

As we embark on a new academic year, I encourage each student to embrace the opportunities for growth, discovery, and collaboration that our college offers. Our commitment to academic rigor is complemented by a rich tapestry of extracurricular activities, ensuring a well-rounded educational experience. I encourage every student to explore their interests, engage in community service, and contribute to the vibrant tapestry of our college life.

To our esteemed faculty and staff, I extend my deepest appreciation for your dedication to academic excellence and your unwavering commitment to the success of our students. Your passion for teaching and mentoring plays a pivotal role in shaping the future teachers, the moulders of the future generation. As we navigate the academic year together, let us foster a culture of respect, collaboration, and inclusivity. Our college is not just a place of learning; it is a community where diverse perspectives come together to create a dynamic and enriching educational experience. I look forward to a year filled with accomplishments, shared successes, and a sense of pride in being a Malabarian. Together, let us create a legacy of excellence that will inspire and resonate for generations to come.

Wishing you all a fulfilling and successful academic year!

## Succession list of Principals

1. Prof.O.C Manomohan - 2005-2007
2. Dr. Unnikrishnan - 2007-2012
3. Smt. Indu K Mathew - 2012 onwards

## College Council

The College Council consists of the principal and head of department of each subject (members of the staff council) Librarian and the ministerial head of administrative staff of the college office.

## Staff Council

The college council is constituted to advise and assist the principal in academic and non-academic matters. All the members of the teaching staff will be the members of the college council. If, however, the principal is not available to preside over a meeting or session the principal in charge will preside over the meeting. The council will elect one of its members as the secretary who will hold office for one year but shall be eligible for re-election. It shall be the duty of the secretary to give notice of meeting of the council and keep record of its proceedings. Not less than two days notice of meetings shall ordinarily be given to each member but the principal can summon the council at any time. The agenda paper should ordinarily accompany the notice of the meeting.

## Faculty Members

| Sl. No | Name             | Designation               | Phone Number |
|--------|------------------|---------------------------|--------------|
| 1      | Indu K Mathew    | Principal<br>MSc, MEd,NET | 8281474421   |
| 2      | Meera Thomas K   | MSc, MEd,                 | 7012876586   |
| 3      | PreethaKuriakose | Mcom,MEd                  | 9495617699   |
| 4      | Neenu James      | MA,MEd                    | 9400706722   |
| 5      | Prabhavathy M    | MA, Music                 |              |
| 6      | SruthiSugunan.P  | MSc,MEd,NET               | 9746910031   |
| 7      | Vinaya K         | MSc, M Ed, NET            |              |
| 8      | Libina CN        | MPed, NET                 |              |
| 9      | Vijisha.P.P      | MA,MEd,NET                | 7356952193   |
| 10     | Akhila Antony    | MA,MEd,NET                | 8547690002   |
| 11     | Bhavya.K.K       | MSc,MEd,NET               | 9446188002   |
| 12     | Navya.K.R        | MSc, MEd,NET              | 9061536125   |
| 13     | Ruby M Joseph    | Mcom,MEd,NET              | 9645530845   |
| 14     | Anjuna.M.P       | MSc,MEd,NET               | 9048013318   |
| 15     | Abhitha MK       | MA, M.Ed, NET             |              |
| 16     | Kavitha          | MA Bharathanatyam         | 9495834409   |

## Administrative Staff

| Sl. No | Name        | Designation           | Phone Number |
|--------|-------------|-----------------------|--------------|
| 1      | Mohanan AC  | Office Superintendent | 9496236498   |
| 2      | Vanisree A  | Clerk                 | 7907169652   |
| 4      | Narayanan.C | Peon                  | 9400761517   |
| 5      | Mini.K      | Sweeper               | 9656567657   |

## Library Staff

Shyma.K                      Librarian                      9446793819

## Academic calendar committee

Academic Calendar Committee is typically a group within an educational institution responsible for creating, reviewing and approving the academic calendar for the institution. Its composition may vary depending on the size and structure of the institution but often includes representatives from various departments faculty members administrators and sometimes student representatives.

In addition to academic calendar before the commencement of the each semester, The concerned coordinators of B.Ed program prepare and publish semester plan in consultation with the academic calendar committee.

The semester plan Incorporates information about the beginning and end of each semester. Calculator activities specified in the syllabus, dates of practical courses internal exams and university exams which enables the learners to prepare in advance. It also enables the institution to incorporate.

The committee consists of

- 1.Indu K Mathew (Principal)
- 2.Meera Thomas K (Chairman)
- 3.Preetha Kuriakose
- 4.Rahul TV

## Courses Offered

B.Ed Regular:

- English
- Malayalam
- Mathematics
- Natural science
- Physical science
- Social science

## B. Ed Degree course Curriculum

Total marks for the Programme : 1500

Duration of the programme - Two Years comprising 4 semesters

| Semesters | Period            | No. of working days | Remarks  |
|-----------|-------------------|---------------------|--|
| I         | June to October   | 100                 |  |
| II        | November to March | 100                 | April/May Summer vacation<br>School Acclimatization programme in November.             |
| III       | June to October   | 100                 | 80 days/ 15 weeks in school (internship)+ one week for demonstration/criticism classes |
| IV        | November to March | 100                 |  |

## Curriculum Content

The two year B. Ed programme of NCTE curriculum framework comprises three broad curricular areas stretching across four semesters (I) perspectives in Education , (II) curriculum and Pedagogic studies and (III) Engagement with the Field.

There are six courses under perspectives in Education and four courses under curriculum and pedagogic studies including electives and four courses of enhancement of professional capacities (EPC) under engagement with the field. Couple of courses are stretched into parts I and II in order to space out the learning load and make for easier internalization. Part (III) courses are essentially meant for sensitizing student teachers to specific dimensions of their development as teachers.

## List of courses

### Core Courses

| Sl. No | Course No | Name of course                      |
|--------|-----------|-------------------------------------|
| 1      | BED C 101 | Psychology of childhood and growing |
| 2      | BED C 102 | Contemporary India and Education    |
| 3      | BED C 103 | Language Across the Curriculum      |
| 4      | BED C 201 | Psychology of Learning and Teaching |
| 5      | BED C 202 | Knowledge and Curriculum-part 1     |
| 6      | BED C 401 | Gender, school and society          |
| 7      | BED C 402 | Knowledge and Curriculum- part 11   |
| 8      | BED C 403 | Creating an Inclusive school        |

## Pedagogic courses

|            |   |
|------------|---|
| BED P 101. | Understanding Discipline and Subject (English, Malayalam, Mathematics, Natural Science, Social Science) |
| BED P 201  | Pedagogy of school subject part 1 (optional subject concerned)  |
| BED P 202  | Assessment for Learning (Optional subject concerned)  |
| BED P 301  | Pedagogy of school subject part 11 (optional subject concerned)   |

## Elective Courses

|              |                               |
|--------------|-------------------------------|
| BED E 401. 1 | Guidance and counseling       |
| BED E 401. 2 | Health and physical Education |
| BED E 401 .4 | Environmental Education       |

## Courses on Enhancing Professional Capacities (EPC)

|        |   |                                |
|--------|---|--------------------------------|
| EPC 01 | - | Reading and Reflecting on Text |
| EPC 02 | - | Drama and Art in Education     |
| EPC 03 | - | Critical Understanding of ICT  |
| EPC 04 | - | Understanding the Self         |

## Course Structure of the Programme

| Courses                               | Sem 1                                  | Sem 2                    | Sem 3       | Sem 4                                  |
|---------------------------------------|--|--------------------------|-------------|--|
| Core Courses                          | BED C. 101<br>BED C. 102<br>BED C. 103 | BED C. 201<br>BED C. 202 |             | BED C. 401<br>BED C. 402<br>BED C. 403 |
| Pedagogical Courses                   | BED P. 101                             | BED P. 201<br>BED P. 202 | BED CP. 301 |  |
| Elective Courses                      |  |                          |             | BED E. 401                             |
| EPC Courses<br>Internal<br>Evaluation | EPC 01                                 | EPC 02                   |             | EPC 03<br>EPC 04                       |

## Scheme of Examination (Semester wise Details)

The student teachers shall be required to study 4 courses each during the first, second and fourth semester, and one course during the third semester apart from Physical Education and Practical and EPC courses. Each theory courses have the component of internal and external assessment. The external assessment shall be based on the student achievement in the Term End examination in the theoretical components and internal assessment shall be based on the student teacher's performance in the practicum components. The Project / assignment/ task in the practicum component shall be assessed internally. The weightage in terms of mark for different courses (theory internal is given below)



## Semester I

| Course Code | Course                                 | Mark External | Internal | Total |
|-------------|--|---------------|----------|-------|
| BED C .101  | Psychology of childhood and growing up | 80            | 20       | 100   |
| BED C .102  | Contemporary India and Education       | 80            | 20       | 100   |
| BED C .103  | Language Across Curriculum             | 50            | 10       | 60    |
| BED P .101  | Understanding Discipline and Subject   | 50            | 10       | 60    |
| EPC 01      | Reading and Reflecting on Text         | -             | 50       | 50    |
|             | Total For Theory                       | 260           | 110      | 370   |
|             | Physical Education                     | -             | 30       | 30    |
|             | Total                                  | 260           | 140      | 400   |

## Semester II

| Course Code | Course   | Mark External | Internal | Total |
|-------------|--|---------------|----------|-------|
| BED C 201   | Psychology of Learning and Teaching                            | 80            | 20       | 100   |
| BED C 202   | Knowledge and Curriculum Part 1                                | 50            | 10       | 60    |
| BED P 201   | Pedagogy of school subject part 1 (optional subject concerned) | 50            | 10       | 60    |
| BED P 202   | Assessment for Learning (optional subject concerned)           | 80            | 20       | 100   |
| EPC 02      | Drama and Art in Education                                     | -             | 50       | 50    |
|             | Physical Education Practical                                   | -             | 30       | 30    |
|             |  | -             |          |       |
|             | Total  | 260           | 140      | 400   |

## Semester III

| Course Code | Course  | Mark External | Internal | Total |
|-------------|---|---------------|----------|-------|
| BED P 301   | Psychology of school subject Part 11 (optional subject concerned) | 50            | 10       | 60    |
|             | School internship 15 week   | -             | 200      | 200   |
|             | Practicum during internship                                       | -             | 90       | 90    |
|             |   |               |          |       |
|             |   |               |          |       |
|             | Total   | 50            | 300      | 350   |

*Break up of 90 marks*

|   | Mark |
|---|------|
| Record of Practice Teaching   | 10   |
| Record of Demonstration /Criticism                                  | 10   |
| Handling of Health and Physical Education class                     | 20   |
| Learning Aids   | 10   |
| Observation Record of a regular classroom of a teacher              | 10   |
| Case study of action Research                                       | 10   |
| Blue print & Question paper   | 10   |
| Working with school programmed(Art festival /sports and games etc.) | 10   |
| Total   | 90   |
|   |      |
| Total for the 3 <sup>rd</sup> Semester                              | 350  |

## Semester IV

| Course Code | Course                           | Mark External | Internal | Total |
|-------------|----------------------------------|---------------|----------|-------|
| BED C 401   | Gender school and society        | 50            | 10       | 60    |
| BED C 402   | Knowledge and Curriculum part 11 | 50            | 10       | 60    |
| BED C 403   | Creating an inclusive school     | 50            | 10       | 60    |
| BED E 401.1 | Guidance and Counselling         | 50            | 10       | 60    |
| BED E 401.2 | Health and Physical Education    | 50            | 10       | 60    |
| BED E 401.4 | Environmental Education          | 50            | 10       | 60    |
| EPC 03      | Critical understanding of ICT    | -             | 30       | 50    |
| EPC 04      | Understanding the self           | -             | 50       | 50    |
|             | Physical Education Practical     | -             | 10       | 10    |
|             |                                  |               |          |       |
|             | Total                            | 200           | 150      | 350   |

## Criteria for Internal Assessment

|            |    |    |
|------------|----|----|
| Attendance | 4  | 4  |
| Test       | 2  | 6  |
| Assignment | 2  | 4  |
| Task       | 2  | 6  |
| Total      | 10 | 20 |

## Criteria For Distributing Marks for Attendance

| Attendance | Marks |
|------------|-------|
| Above 90%  | 4     |
| 85- 90%    | 3     |
| 80-85%     | 2     |

## Assessment of Internship Activities

1. Regular Class room teaching delivery of 60 lessons 200 marks
2. Record of Practice Teaching 10 marks
3. Record of 5 Demonstration classes/ 8 Criticism classes 10 marks
4. Handling of Health & Physical Education Class 20 marks
5. Learning Aids 10 marks
6. Observation of 5 lessons of a regular teacher 10 marks
7. \*Case Study/ Action Research 10 marks
8. Blue Print and Question Papers 10 marks
9. Working with School Programme 10 marks

(Arts Festival/Red Cross/Sports & Games, etc.)

\*Case Study/Action Research

All the student teachers must identify a topic during the second semester and make proposal for Action Research/ Case Study to be completed during the internship programme. The report shall be submitted for verification during the practical examination.

## Learning Resources

ICT integrated learning aids, models and still models used during the internship are to be submitted for evaluation. Preparation and use of charts,

## Organization of EPC Courses

All the EPC courses shall be organized as per the instructions/guidelines given in each syllabus. Some of the contents in the EPC courses, though outlined in a semester in the two-year programme, need not be confined to that semester. Rich and varied experience across the semesters should be provided to students with the necessary credit hours gained throughout the programme. A record of the

activities oriented towards the same may be beneficial in monitoring the EPC courses.

*EPC 01: Reading and Reflecting on Texts:* Forty contact hours shall be utilized for developing proficiency in reading, writing, speaking, etc. The course shall be conducted as per the guidelines given in the syllabus under the leadership of Language faculty members of the college. Students shall be directed to submit reading reflections after completing each reading assignment.

#### Criteria for awarding Marks

1. Test : 10 Marks
2. Tasks on Narrative Writing : 10 Marks
3. Tasks on Expository Writing : 10 Marks
4. Tasks on Journalistic Writing : 5 Marks
5. Tasks on Educational Writing : 5 Marks
6. Tasks on Subject-related Reference Books: 10 Marks

*EPC 02: Drama and Art in Education:* The course on Drama and Art in Education needs to be conducted in the mode of workshops (minimum five days, preferably in two phases of 2 and 3 days) by professionals trained in drama, theatre, folk arts, music, and fine arts and coordinated by faculty members

#### Criteria for awarding Marks

1. Workshop involvement : 10 Marks
2. Skill in Drama
3. Individual performance in arts (two items) : 10 Marks
4. Group performance in arts (two items) : 10 Marks
5. Documentation : 10 Marks

*EPC 03: Critical Understanding of ICT:* The course should enable prospective teachers to learn integrating technology tools for teaching learning material development, developing collaborative networks for sharing and learning. This course shall be integrated with every day teaching learning process and special training can be given through well-equipped ICT labs in teacher education colleges under the guidance of faculty members. ICT learning materials are to be produced based on all courses.

#### Criteria for awarding Marks

1. Test : 10 marks
2. Preparation of Power Point documentary (Individual task) : 20 marks
3. Handling of Class (Optional/General) by using ICT resources –one : 10 Marks
4. Preparation of Educational Video of 5 minutes duration (Individual product) : 10 Marks

*Course EPC 04: Understanding the Self:* The course shall be conducted in workshop mode, preferably in five phases giving weightage to each theme under the guidance of physical education director and other faculty members. A Study tour also shall be organized by the institution at their convenience as a part of the course, understanding the self.

#### Criteria for awarding Marks

1. Workshop Involvement : 05 Marks
2. Assignment based on any theme of the paper : 10 Marks
3. Record of Activities including case study, biographies, reflective journal : 10 Marks
4. Reflective skills : 10 Marks
5. Test : 10 Marks
6. Field Trip/Study Tour : 05 Marks

## Pattern of Question Paper

For 80 marks

Time: 3 hours

Max Mark 80

| PART     | Type of Question  | Number of Questions | Marks |
|----------|-------------------|---------------------|-------|
| Part I   | Short Answer Type | 10                  | 20    |
| Part II  | Short Essay Type  | 8/10                | 40    |
| Part III | Essay Type        | 2/3                 | 20    |
|          | Total             | 20                  | 80    |

For 50 marks

Time: 2 hours

Max Mark 50

| PART     | Type of Question                 | Number of Questions | Marks |
|----------|----------------------------------|---------------------|-------|
| Part I   | Very Short Answer Type           | 6                   | 6     |
| Part II  | Short Answer Type                | 05                  | 10    |
| Part III | Short Essay/Problem solving Type | 6/8                 | 24    |
| Part IV  | Essay type                       | 1/2                 | 10    |
|          | Total                            | 21                  | 50    |

## SEMESTER PLAN

### B.Ed First Semester

| DATE                | PROGRAMME                             |
|---------------------|---------------------------------------|
| August 5, 2024      | First Semester Commences              |
| August 24- 25, 2024 | Talents Day                           |
| October 10, 2024    | Task and Assignment for Courses       |
| December first week | First Semester Model Examination      |
| December third week | First Semester University Examination |

### B.Ed Second Semester

| DATE                 | PROGRAMME                 |
|----------------------|---------------------------|
| January 1, 2025      | Second Semester Commences |
| 30 January, 2025     | Sports Day                |
| February 21-22, 2025 | Drama Camp                |
| March 26-27, 2025    | Arts Day                  |

### B.Ed Third Semester

| DATE                | PROGRAMME                                    |
|---------------------|--|
| July 25, 2024       | Third Semester Commences                     |
| August 2, 2024      | Workshop on Preparation of Learning Aids     |
| August 07, 2024     | Pre-Internship Sessions Started              |
| October 16, 2024    | Phase II School Internship                   |
| November 08, 2024   | Sharing of Experiences                       |
| November 9, 2024    | Task and Assignment for Course               |
| November 11, 2024   | Third Semester Model Examination             |
| November third week | Third Semester practical exam and Viva voice |

### B.Ed Fourth Semester

| DATE              | PROGRAMME                              |
|-------------------|--|
| December 2, 2024  | Fourth Semester Begins                 |
| December 2nd week | Tour                                   |
| March 26, 2025    | Arts Day                               |
| June 03, 2025     | Fourth Semester Model Examination      |
| June 19, 2025     | Fourth Semester University Examination |

### General Rules of Conduct

1. Trainees are expected to reach the class enough early. Late coming without valid reasons may be treated as an act of indiscipline. Those who are late due to unavoidable reasons should meet the principal or optional teacher and obtain permission to enter into the class room.
2. Trainees shall be clean and decent in appearance and dress. They should follow the dress code.
3. When the trainees meet for the first time in a day. They should wish each other. The trainees shall wish the members of staff in the same way.
4. No Trainees shall leave the class room or seminar hall when the class/ lecture is a progress except for unavoidable reasons and that too with permission. Leaving without permission is an act of indiscipline.
5. Crowding on the verandah or the doorway is an unwelcome behavior on the part of Trainees.
6. When a member of the staff or a visitor enters into the class. The Trainees shall stand up and will remain standing till the staff member or visitor is seated or has directed the trainees to sit down.
7. Furniture in the classroom should not be damaged or misplaced.
8. Trainees are expected to be in the library/ reading room when they have no classes. Loitering on the veranda or campus will be treated as indiscipline.
9. Use of mobile phones in the campus is strictly prohibited as it directed by departmental authorities. Trainees are advised to be punctual in the submission of Records. Seminar papers and assignments.

### Leave and Attendance Rules

Trainees are expected to be regular in the college. Absence without leave application will not be permitted. Application for leave in the prescribed format should be submitted sufficiently earlier and got it sanctioned by the authority.

Absence for the part of the day or full day without proper leave application shall be treated as absence for one full day. However, trainees can 10 days leave at a stretch, including holidays, on ground of illness, for which medical certificates should accompany the leave application. Absence from the class tests or examinations without convincing reasons, will be treated as indiscipline.

Leave shall not be granted on the days of demonstration-criticism classes practice teaching, practical examinations and terminal- Model examination.

## Library Rules

The college library shall be kept open from 9 AM to 5PM on all working days. All trainees are members of the library. They can borrow books on production of borrower's card.

Necessary arrangements for the issue of books will be done by the librarian. Trainees are to keep strict silence in the library.

Reference books will not be issued. Trainees are allowed to keep the borrowed library books with them only for a week. Leave/absence from the college will not be an excuse for delay in returning books.

Students shall not damage books or journals of library. They are also not allowed to bear out certain pages or mark up on the book. They should satisfy that the books are in good health when it is borrowed. Any how students can secure photocopy of relevant pages of the book with the permission of the librarian. Students shall not on any account sub-lend the library books.

The librarian may recall an issued book from the student, at any

time even when the normal period of loan.

Trainees will have to return all books borrowed from library before collecting Admission Tickets for the University Examination.

The principal may make arrangements for issue of more books to students. If found necessary, considering the special work assigned to them.

At the time of loss or damage of a particular book, students are bound to replace the same book or remit the estimated cost as per rules from time to time.

## Staff in charges

| SI No. | Duty                         | Co-ordinator/In-Charge teacher  |
|--------|------------------------------|---|
| 1      | Staff Secretary              | Ms. Bhavya  |
| 2      | Staff Advisor                | Mrs. Meera Thomas   |
| 3      | Staff Editor                 | Mrs. Neenu James  |
| 4      | IQAC- Co-Ordinator           | Mrs. Preetha Kuriakose  |
| 5      | Admission Committee          | Mrs. Vani, Mrs. Preetha, Mrs. Ruby, Mrs. Krishnapriya, Mrs. Libina, Mr. Rahul, Mrs. Vijisha |
| 6      | National Scholarship Portal  | Mrs. Vani,  |
| 7      | AISHE                        | Mrs. Vani, Mr. Rahul  |
| 8      | College Website              | Mr. Rahul   |
| 9      | NSS Programme Officer        | Mrs. Neenu  |
| 10     | NAAC Coordinator             | Mr. Rahul   |
| 11     | MOOC                         | Mrs. Akhila, Mrs. Anjuna  |
| 12     | Grievance Redressal Cell     | Ms. Bhavya  |
| 13     | Anti Ragging cell            | Mrs. Meera  |
| 14     | Research Advisory Committee  | Mrs. Anjuna   |
| 15     | Discipline Committee         | Mrs. Libina   |
| 16     | Uniform Committee            | Mrs. Shyma  |
| 17     | Fine Arts Teachers in charge | Mrs. Navya  |
| 18     | Tour And Tourism Club        | Mr. Rahul, Mrs. Libina  |

|    |                                     |  |
|----|-------------------------------------|--|
| 19 | Sports Promotion Council            | Mrs. Libina                              |
| 20 | Remedial Teaching                   | Subject teachers                         |
| 21 | Academic Monitoring Cell            | Mrs. Vinaya, Mrs. Meera                  |
| 22 | Women Development Cell              | Mrs. Navya                               |
| 23 | Nature Club                         | Ms. Bhavya                               |
| 24 | Scholarship Committee               | Mrs. Vanisree, Principal                 |
| 25 | Placement Cell                      | Mrs. Vijisha                             |
| 26 | Competitive exam                    | Mrs. Akhila                              |
| 27 | Palliative care cell                | Mrs. Preetha                             |
| 28 | Blood Donors Forum                  | Mrs. Libina                              |
| 29 | Music Club                          | Mrs. Meera, Mrs. Preetha                 |
| 30 | Science Club                        | Mrs. Vinaya                              |
| 31 | Social Science Club                 | Mrs. Vijisha                             |
| 32 | Mathematics Club                    | Mrs. Anjuna                              |
| 33 | Literacy Club                       | Mrs. Neenu                               |
| 34 | Enrichment Programme                | Mrs. Anjuna                              |
| 35 | Library Advisory Committee          | Mr. Mohanan AC, Mrs. Shyma,<br>Mr. Rahul |
| 36 | Purchase Committee                  | Mr. Mohanan AC                           |
| 37 | Curriculum Planning Forum           | Mrs. Neenu, Mrs. Meera                   |
| 38 | Alumni Association                  | Mrs. Ruby                                |
| 39 | Waste Management Cell               | Mrs. Krishnapriya                        |
| 40 | Water Management Cell               | Mrs. Vinaya                              |
| 41 | Energy Management                   | Mrs. Vinaya                              |
| 42 | Green Campus                        | Ms. Bhavya, Mr. Narayanan                |
| 43 | Village Extension<br>and Enrichment | Mrs. Preetha                             |
| 44 | Antihuman trafficking club          | Mrs. Neenu                               |
| 45 | Vimukthi Club                       | Mrs. Meera                               |
| 46 | Internal Complaints<br>Committee    | Ms. Bhavya, Principal                    |
| 47 | Ethics Committee                    | Principal, Mr. Pramod, Mrs. Seema,       |

|    |                                   |  |
|----|-----------------------------------|--|
|    |                                   | Mr. Ashraf, Dr. Sajan                        |
| 48 | Computer Lab & IT Club            | Mrs. Vinaya, Mr. Rahul                       |
| 49 | Psychology Lab                    | Mrs. Preetha                                 |
| 50 | Science Lab                       | Mrs. Navya                                   |
| 51 | Language Lab                      | Mrs. Neenu, Mrs. Akhila                      |
| 52 | SUPW                              | Mrs. Krishnapriya                            |
| 53 | Election                          | Mrs. Meera                                   |
| 54 | Examination                       | Mrs. Anjuna                                  |
| 55 | Internship                        | Mrs. Vijisha, Mrs. Libina                    |
| 56 | Assembly & Thought<br>for the day | Mrs. Libina                                  |
| 57 | Community Living Camp             | Mrs. Ruby                                    |
| 58 | EPC - Art & Drama                 | Mrs. Ruby                                    |
| 59 | Attendance                        | 1st year Mrs. Ruby<br>2nd year- Mrs. Vijisha |
| 60 | College Calendar                  | Mr. Rahul                                    |
| 61 | Record Printing                   | Mrs. Shyma                                   |
| 62 | ID Card Printing                  | Mrs. Shyma                                   |
| 63 | Cleaning Committee                | Mrs. Mini & Mrs. Shyni                       |
| 64 | Media                             | Mr. Rahul                                    |
| 65 | Demo classes                      | Option teachers                              |

## Lab in Charge

Psychology Lab - Preetha Kuriakose

Science Lab - Navya K R

## College Magazine

The college magazine committee is a term of enthusiastic individuals who work together to bring out the best of creative talents in the college. The committee comprises of various individuals who contribute towards the creation selection and publication of the college magazine.

College magazine will be published at the end of every academic year.

### **Editorial Board**

Chief Editor - Principal

Staff Editor

Student Editor

Chairman and general secretary

Six students from each optional subjects nominated by the staff editor.

### **Literary Club**

Literary club aims to develop analytical and creative thinking skills. It enhances the literary skills of the students to bring to light the hidden talents among the students. It is organized by the students of Malayalam and English option. Poetry writing, story writing, recitation writing, extempore, debate, group discussion etc. The best workers of the students can be rewarded. This would encourage them to participate more such competition.

### **Cultural Committee**

Cultural committee responsible to organize and promote all intra and inter collegiate cultural events in the college. To plan and schedule cultural events for the academic year. It is one of the most dedicated platforms whose main motive is to find our inner talent and abilities.

### **Research Cell**

The main objective of the cell is to conduct the research activities for faculty and students, it helps to raise their scientific mind. The research cell is responsible for informing students about their research opportunities and encouraging them to publish their research work in a reputed journals and presenting their work in a conference.

### **NSS**

NSS cell is being formed to develop social competency among students. It is considered as an educational programme for personality development of the students through different kinds of community services.

It helps the students to improve various skills like communication, leadership qualities problem-solving skill, group processing skills etc.

### **Physical Education/Sports and Games**

Physical Education and sports activities are under the guidance of faculty in Physical Education Department. A Sports cell formed with the faculty of Physical Education. The general captain, The house captain and Vice captains are members.

All the students are the part of every sports events. All of them have to participate minimum 2 event in annual athletic meet conducted by the college and they have to participate one intramural activity. Our students are well aware about sports and Physical Education.

### **ALUMNI ASSOCIATION**

An alumni association is an organization formed by graduates or former students of a particular school college or university. Its purpose is to foster a sense of community among alumni and to maintain connections between alumni and their alma mater. An Alumni Association is operating in the college. The membership is open to all students who have passed out of this college. All students newly admitted are enrolled as life members of the college Alumni Association. The association contributes much to the progress of the college by providing fund for extension activities like seminar, poor aid fund and scholarships.

Alumni association president- Nithin Varghese

Alumni association secretary- Rahul TV

### **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

An internal quality assurance cell is a common term in educational institution especially in India used to denote a body responsible for monitoring and ensuring the quality of Education and academic standards within the institution. The IQAC typically focuses on various aspects such as curriculum development teaching and processes research activities, infrastructure development, student support services. Its main objective is to facilitate continuous improvement and quality enhancement in all aspects



of the institutions functioning. IQAC often play a crucial role in accreditation processes and continuous improvement efforts within institutions.

The Cell consists of following members:

- |                         |                      |
|-------------------------|----------------------|
| 1. Indu K Matthew       | Chairman (Principal) |
| 2. Preetha Kuriakose    | IQAC Coordinator     |
| 3. Sri. Valsan Matathil | Repr. Management     |
| 4. Reena Manoharan      | Ward member          |
| 5. Fr. Nitin Varghese   | Alumni               |
| 6. Vishnu N             | Student              |
| 7. Sunny Thomas         | Headmaster           |

(St. Josephs HSS Peravoor)

### **Evaluation and examination committee**

To enhance the quality of continuous and the comprehension evaluation of whole programs and evaluation and examination committee is functioning in the college. The committee consists of following members:

1. Indu K Matthew    Principal (Chairman)
2. Anjuna            (Convenor)
3. Bhavya (Staff Secretary)
4. Preetha Kuriakose
5. Vijisha PP
6. Akhila Antony

### **Timetable committee**

To prepare the timetable for the B.Ed course during the academic year, a timetable committee functions in the college. The committee consists:

1. Indu K Matthew    Principal (Chairman)
2. Meera Thomas      (Convenor)

3. Anjuna MP

4. Bhavya K

### **College Union**

College union is an organization within a college that represents and serves the student body. The College Union often plays a central role in the campus life by providing opportunities for student leadership development. The objective of a college union is to enhance the overall college experience for students by providing opportunities for social interaction personal development and involvement in campus life. It serves as a platform for students to engage in extracurricular activities access resources and support services and foster a sense of community and belonging on campus.

### **Fine Arts Committee**

A finance committee is a group within an organization often a school college or cultural institution dedicated to promoting and supporting various forms of the arts music literature and more. Committee organize programs on occasions of social relevance like Independence Day, Republic Day, Gandhi Jayanthi, Teaches Day, World Literacy Day, Onam, Eid, Christmas, New Year etc.

The committee consists:

1. Indu K Matthew    Principal (Chairman)
2. Mrs. Navya (Director of fine arts & celebration)
3. Meera Thomas                      (Staff advisor)
4. Adwaith VV                          (Fine arts secretary)

### **PTA**

PTA is a collaborative organization comprised of parents, teachers and other staffs working together to support and enhance the educational experience of students. The members of PTA consist of:

President

Vice president

Secretary

Treasurer

All faculty members

All parents

Faculty in charge - Mrs. Preetha Kuriakose, Mrs. Meera Thomas, Mrs. Vinaya K

## **Extension service**

### **School adoption program**

One of the best practices of the college is that school adoption program. The college adopted government UP school, Vekkalam. The college extends material support and expert services for the overall quality improvement of the school. The faculty in charge is Mrs. Preetha Kuriakose

### **Curricular and non-curricular activities**

#### **School internship**

The internship program forms an integral component of B.Ed course. It provides experiences to student teachers to connect theory to practice and help them acquire as perspective regarding functioning of school. School internship provide students with a valuable handsome experience opportunities for professional growth and insights into their chosen career path within the context of an educational environment. The internship will be organized for a continuous period of 16 weeks.

#### **Thought for the day**

Teacher trainees should participate in Thought for the day program conducted every day.

#### **Field trip/ tours**

Study tool for field trip is a compulsory curricula requirement. The college conduct field trips and tours suiting educational requirements of various categories of students.

#### **Competitions**

The college conduct competitions such as debates, essay writing,

dance and music competitions, annual sports competitions etc.

### **Celebrations**

The college celebrates various occasions of special relevance. They include Independence Day, Republic Day, Teacher's Day, Human Rights Day, Eid, Onam, Christmas etc.

## **National Service Scheme (NSS)**

One unit of NSS (unit no. 101) sanctioned to our institution during the year 2023. At present our unit is having 50 NSS volunteers. The Unity is actively involving in all services inside and outside the campus.

Mrs. Preetha Kuriakose is the NSS programme officer.

## **VALUE ADDED COURSES**

### **YOGA- Basic**

Course duration :30 hrs

#### **Objectives**

The objective of yoga is multifaceted, but generally include physical health, mental well-being, spiritual growth, and overall self-awareness. Yoga aims to harmonize the body, mind, and spirit, promoting balance, flexibility, strength, relaxation, and inner peace.

### **UNIT 1**

#### **1. Introduction to Yoga**

Definition of Yoga, Advantages of yoga, Breathing techniques in yoga- Alternate nostril breathing, Ujjayi Pranayama, Deep breathing.

#### **2. Loosening exercises (head to toe)**

Neck Roll, shoulder roll, standing hip rotation, ankle roll. Importance of loosening exercises before doing asanas.

### **UNIT 2**

#### **1. Meditative Asanas**

Meditative asanas-Meaning and description.

Sukhasana – meaning, important, Advantages of practicing sukhasa

Vajrasana - meaning, important, Advantages of practicing vajrasana

### **UNIT 3**

#### **1. Standing Asanas**

Standing asanas-Meaning and description.

Tadasana , Vrikshasana, Nadarajasana - meaning, important, Advantages of practicing Standing Asanas.

### **UNIT 4**

Sitting Asanas

#### **1. Paschimottanasana, Purvottanasana, Ardhamatsyendrasana-**

Introduction, Meaning, Description, Advantages of practicing sitting asanas

#### **2. Supine Asanas Pavanamuktasana, Utthita padottanasa, Kandharasana Setu bandhasana- Introduction, Importance, advantages of practicing supine asanas**

### **UNIT 5**

#### **1. Prone lying asanas Salabhasana, Dhanurasana – A deep description about prone lying asanas.**

#### **2. Suryanamaskar- A combination of 12 yoga asanas, importance and benefits**

### **PEACE AND NON-VIOLENCE EDUCATION**

Duration: 30 Hours

#### **Course Objectives**

- This course on Peace and Non-Violence Education aims to equip participants with the field of peace and conflict resolution skills.
- The programme is to enhance competency in handling local conflicts and to design a peace intervention based on one's own experiences and knowledge of the conflict.

### **Course Syllabus.**

#### **Unit 1**

(6 Hours)

This unit consists of lectures that classify and compare peace in a variety of religious texts, foundational texts from M.K Gandhi as well as other contemporary peace theories. By looking at different meanings, the course aims to strengthen peace practices and have the student think about the relevance of achieving sustainable peace (and nonviolent development) in contemporary times.

#### **Unit 2**

(6 Hours)

This unit consists of lectures on strategies for peacebuilding such as listening and sensitive communication, dialogue, meditation, and reconciliation. It also looks at ways of transforming oneself to greater peace through social and economic cooperation.

#### **Unit 3**

(6 Hours)

This unit with lectures consists of the “hows” of becoming a peacebuilder, nonviolent actor, resolver of conflict and practitioner of more sustainable life-style.

#### **Unit 4**

(6 Hours)

This unit consists of lectures which reviews various cases of people that have carried out peacebuilding in variety of ways. Through films, class presentations, and resource persons, the student will get an in-depth view of other's experiences in peacebuilding.

#### **Unit 5**

(6 Hours)

This is a practicum where the course participant will take up an activity in which they have to apply the peace and nonviolence learnings.

### **COMMUNICATIVE ENGLISH COURSE**

Duration: 30 Hours

#### **\* OBJECTIVES:**

- To enable the learners to construct simple and short sentences in English

language.

- To introduce to the learners the basic Grammatical rules of English language.
- To enable the learners to produce short and simple connected sentences.
- To enable the learners to understand the usage & verb forms in Sentences.
- To enable the learners to Structure questions based on the basic grammatical rules.

#### **UNIT- 1** [6 Hours]

Parts of Speech and Articles

- Noun, Pronoun, Verb, Adjective, Adverb, Preposition Conjunction, Interjection.
- Articles Such as a, an, the.

#### **UNIT- 2** [6 Hours]

Usage of Verb forms in Sentences

Verb forms of-

- Present Tense : Simple Present, Present Continuous, Present Perfect, Present Perfect Continuous.
- Past Tense : Simple past, Past Continuous, Past Perfect, Past Perfect Continuous.
- Future Tense : Simple Future, Future Continuous, Future Perfect, Future Perfect Continuous.

#### **UNIT- 3** [6 Hours]

Communicative words and Imperative Sentences

- Communicative Words:  
Words used in conversation, Words related to human relationship and animal sound.

- Imperative Sentences:

Sentences using Affirmative, Imperative, Request Instructions, Advice and Command verbs.

#### **UNIT- 4** [6 Hours]

Usage of Connectives

Types : Adding, Cause and Effect, Comparing and Contrasting, emphasizing, Illustrating, Qualifying, Sequencing etc.

#### **UNIT- 5** [6 Hours]

Structuring of Questions

Wh -Questions making, Negative questions, Yes or no Questions, Questions beginning with Auxilliary verbs, Polite Questions.

### **COMMUNICATIVE ENGLISH COURSE**

Duration: 30 Hours

#### **OBJECTIVES:**

- To enable the learners to construct simple and short sentences in English language.
- To introduce to the learners the basic Grammatical rules of English language.
- To enable the learners to produce short and simple connected sentences.
- To enable the learners to understand the usage & verb forms in Sentences.
- To enable the learners to Structure questions based on the basic grammatical rules.

#### **UNIT- 1** [6 Hours]

Parts of Speech and Articles

- Noun, Pronoun, Verb, Adjective, Adverb, Preposition Conjunction, Interjection.
- Articles Such as a, an, the.

## UNIT- 2 [6 Hours]

Usage of Verb forms in Sentences

Verb forms of-

- Present Tense : Simple Present, Present Continuous, Present Perfect, Present Perfect Continuous.
- Past Tense : Simple past, Past Continuous, Past Perfect, Past Perfect Continuous.
- Future Tense : Simple Future, Future Continuous, Future Perfect, Future Perfect Continuous.

## UNIT- 3 [6 Hours]

Communicative words and Imperative Sentences

- Communicative Words:  
Words used in conversation, Words related to human relationship and animal sound.
- Imperative Sentences:  
Sentences using Affirmative, Imperative, Request Instructions, Advice and Command verbs.

## UNIT- 4 [6 Hours]

Usage of Connectives

Types : Adding, Cause and Effect, Comparing and Contrasting, emphasizing, Illustrating, Qualifying, Sequencing etc.

## UNIT- 5 [6 Hours]

Structuring of Questions

Wh -Questions making, Negative questions, Yes or no Questions, Questions beginning with Auxilliary verbs, Polite Questions.

### CRITICAL UNDERSTANDING OF ICT

Total Marks: 30

Duration: 30 hrs

## Objectives

- \* To enable the learners to know about use of information and communication technology (ICT) such as Internet applications, CD ROMS video technology and various computer attachments and software programs
- \* To enable the learners to understand the use of ICT in appropriate contexts in education can add value teaching and learning, by enhancing the effectiveness of learning.
- \* To enable student-teachers to recognize, understand and appreciate ICT as an effective learning tool.
- \* To enable the learners to understand different perspectives of ICT.
- \* To enable the learners to get updated with the new technology based classroom learning and teaching methods.

## UNIT 1: 6hrs

Perspectives on ICT

Meaning of ICT based learning, The Comprehensive Nature of the Term ICT, Difference between ICT Learning and ICT in Learning, ICT and Teacher: Misconceptions and the Reality, Significance of ICT in Schooling with Reference to New Generation Routines, how to make effective use of ICT in classrooms both in teaching and learning, Factors to be considered when Using ICT in School

## UNIT 2: 8hrs

ICT in Classroom (Practical Sessions only)

Major Software to be Made Use of in Dally Classroom Teaching and Related Guidelines, PPT Presentations: Creation of Standard and Attractive PPT Presentations Image, Audio & Video Inserting in PPT, You Tube Videos: Downloading, Editing and Effective Using of You Tube Videos., E- Collage Preparation Training in Collage Preparation by Making Use of Latest Softwares Available, Projector Handling: Training in LCD Projector Handling- Possible Technical Failures- Cell Phone Projectors and other Devices that can overcome power failures., Image Downloading,

Editing and Simple Designing for Classroom Use ,Handling of CDs, DVDs and USBs: CD and DVD Writing, and Possible Errors-Storing in and Using USB Drives, Familiarising Animation software, Assessment using ICT,

**UNIT 3:** 7hrs

ICT for Self Development and Updating (Purely Practical Sessions)

Online Searching: Effective Keyword using Downloading Word and Saving Necessary Parts- Note Making Summarizing Rewriting, Infilbnet Searching, Searching for Synopsis and Full Research Papers, Online Purchasing of Books and Learning Materials, Publishing PPT Presentations on Slide share, Online Chatting with Educational Experts Downloading and Using Skype and Such Video Charming Soft wares , Information on Online Courses provided by Sites like Lynda.com, Information on Linkedin.com etc.

**UNIT 4:** 5hrs

Ethics in using ICT

Concept of Plagiarism and its Bad Effects, Dangers of Pornography, Immoral Online Chatting etc, Consequences of Excessive Use of ICT-Mental Dryness, Autism, Indifference, Degeneration of Teaching Skills etc.

**UNIT 5:** 4hrs

Challenges in using ICT

Environmental factors, Training in technology to teachers, Personal factors, Teacher Attitude, Resistance to change, Challenge of new models of teaching, Technical support for technology use and maintenance.

**Suggested Tasks :**

1. Creation of Power point Narratives
2. Collection of You Tube Videos and Editing
3. Handling of Classes by using ICT (minimum one)
4. Publishing at least One PPT Presentation on Slide share

**Master Timetable**

| 1st Semester |       |           |                           |                           |             |                           |  |                           |            |                    |  |  |  |  |  |  |
|--------------|-------|-----------|---------------------------|---------------------------|-------------|---------------------------|--|---------------------------|------------|--------------------|--|--|--|--|--|--|
| Days         | BATCH | 9.30-9.45 | 9.45-10.45                | 10.45-11.30               | 11.30-11.45 | 11.45-12.30               | 12.30-1.30   | 1.30-2.30                 | 2.30-3.30  | 3.30-4.30          |  |  |  |  |  |  |
| Monday       | A     |           | BEd. C 101                | BEd. C 102                |             | BEd. P 101,(3,6,7,8,9,11) | L<br>U<br>N<br>C<br>H<br><br>B<br>R<br>E<br>A<br>K | BEd. P 101,(3,6,7,8,9,11) | PE         | Library            |  |  |  |  |  |  |
|              | B     |           | BEd. P 101,(3,6,7,8,9,11) | BEd. P 101,(3,6,7,8,9,11) | BEd. C 101  | BEd. C 102                |  | BEd. C 102                | BEd. C 103 | Club Activities    |  |  |  |  |  |  |
|              | A     |           | BEd. C 102                | BEd. C 101                | BEd. C 102  | BEd. C 101                |  | BEd. C 102                | PE         | Club Activities    |  |  |  |  |  |  |
| Tuesday      | B     |           | BEd. C 101                | BEd. C 102                |             | BEd. C 101                |  | PE                        | BEd. C 103 | Remedial/Mentoring |  |  |  |  |  |  |
|              | A     |           | BEd. C 101                | BEd. C 102                |             | BEd. C 101                |  | BEd. C 102                | BEd. C 103 | Cultural program   |  |  |  |  |  |  |
|              | B     |           | BEd. C 102                | BEd. C 101                |             | BEd. C 102                |  | BEd. C 101                | PE         | Library            |  |  |  |  |  |  |
| Wednesday    | A     |           | BEd. C 102                | BEd. C 101                |             | RRT                       |  | BEd. C 101                | BEd. C 103 | Remedial/Mentoring |  |  |  |  |  |  |
|              | B     |           | BEd. C 101                | RRT                       |             | BEd. C 102                |  | BEd. C 102                | PE         | ICT                |  |  |  |  |  |  |
|              | A     |           | BEd. C 101                | BEd. C 102                |             | BEd. P 101,(3,6,7,8,9,11) |  | BEd. P 101,(3,6,7,8,9,11) | PE         | ICT                |  |  |  |  |  |  |
| Thursday     | B     |           | BEd. P 101,(3,6,7,8,9,11) | BEd. P 101,(3,6,7,8,9,11) |             | BEd. C 101                |  | BEd. C 102                | BEd. C 103 | Cultural program   |  |  |  |  |  |  |
|              | A     |           | BEd. C 101                | BEd. C 102                |             | BEd. C 101                |  | BEd. C 102                | BEd. C 103 | Cultural program   |  |  |  |  |  |  |
|              | B     |           | BEd. C 102                | BEd. C 101                |             | BEd. C 102                |  | BEd. C 101                | PE         | Library            |  |  |  |  |  |  |
| Friday       | A     |           | BEd. C 101                | BEd. C 102                |             | BEd. C 101                |  | BEd. C 102                | BEd. C 103 | Remedial/Mentoring |  |  |  |  |  |  |
|              | B     |           | BEd. P 101,(3,6,7,8,9,11) | BEd. P 101,(3,6,7,8,9,11) |             | BEd. C 101                |  | BEd. C 102                | BEd. C 103 | Cultural program   |  |  |  |  |  |  |
|              | A     |           | BEd. C 101                | BEd. C 102                |             | BEd. C 101                |  | BEd. C 102                | BEd. C 103 | Cultural program   |  |  |  |  |  |  |

2nd Semester

| Day | BATCH | 9.30.9.45 | 9.45.10.45 AM             | 10.45-11.30 AM            | 11.30-11.45AM | 11.45-12.30 PM            | 12.30-1.30 | 1.30 ~ 2.30PM             | 2.30-3.30PM               | 3.30-4.30.PM              |
|-----|-------|-----------|---------------------------|---------------------------|---------------|---------------------------|------------|---------------------------|---------------------------|---------------------------|
| MON | A     |           | BEd. C 201                | BEd. P 201.(3,6,7,8,9,11) |               | BEd. P 202.(3,6,7,8,9,11) |            | BEd. C 201                | PE                        | Library                   |
|     | B     |           | BEd. P 201.(3,6,7,8,9,11) | BEd. C 201                |               | BEd. C 201                |            | BEd. P 202.(3,6,7,8,9,11) | Library                   | PE                        |
| TUE | A     |           | BEd. C 202                | BEd. P 201.(3,6,7,8,9,11) |               | BEd. P 202.(3,6,7,8,9,11) |            | BEd. C 201                | BEd. C 202                | Library                   |
|     | B     |           | BEd. P 201.(3,6,7,8,9,11) | BEd. C 202                |               | BEd. C 201                |            | BEd. P 202.(3,6,7,8,9,11) | Library                   | BEd. C 202                |
| WED | A     |           | BEd. C 201                | BEd. P 202.(3,6,7,8,9,11) |               | BEd. C 202                |            | BEd. P 202.(3,6,7,8,9,11) | PE                        | Library                   |
|     | B     |           | BEd. P 202.(3,6,7,8,9,11) | BEd. C 201                |               | BEd. P 202.(3,6,7,8,9,11) |            | BEd. C 202                | Library                   | PE                        |
| THU | A     |           | BEd. C 201                | BEd. P 202.(3,6,7,8,9,11) |               | BEd. C 201                |            | BEd. C 202                | PE                        | Library                   |
|     | B     |           | BEd. P 202.(3,6,7,8,9,11) | BEd. C 201                |               | BEd. C 202                |            | BEd. C 201                | Library                   | PE                        |
| FRI | A     |           | BEd. C 201                | BEd. P 202.(3,6,7,8,9,11) |               | BEd. P 201.(3,6,7,8,9,11) |            | BEd. C 202                | BEd. P 201.(3,6,7,8,9,11) | Library                   |
|     | B     |           | BEd. P 202.(3,6,7,8,9,11) | BEd. C 201                |               | BEd. C 202                |            | BEd. P 201.(3,6,7,8,9,11) | Library                   | BEd. P 201.(3,6,7,8,9,11) |

4th Semester

| Day | BATCH | 10-10.15 AM | 10.15-11.00AM      | 11.00-11.45AM | 11.45-12.00 Noon | 12.00-1.00 PM | 1.00-2.00PM | 2-2.45 PM          | 2.45-3.30 PM       | 3.30-5.00 PM |
|-----|-------|-------------|--------------------|---------------|------------------|---------------|-------------|--------------------|--------------------|--------------|
| MON | A     |             | BEd. C 401         | EPC           |                  | Library       |             | BEd. C 401         | BEd. C 403         | BEd. C 402   |
|     | B     |             | EPC                | Library       |                  | BEd. C 401    |             | BEd. C 402         | BEd. C 401         | BEd. C 403   |
| TUE | A     |             | BEd. C 403         | BEd. C 401    |                  | Library       |             | PE                 | BEd. E 401.(1,2,4) | BEd. C 402   |
|     | B     |             | BEd. C 401         | Library       |                  | PE            |             | BEd. C 402         | BEd. E 401.(1,2,4) | BEd. C 403   |
| WED | A     |             | BEd. C 401         | BEd. C 403    |                  | Library       |             | BEd. E 401.(1,2,4) | EPC                | BEd. C 402   |
|     | B     |             | EPC                | Library       |                  | BEd. C 401    |             | BEd. E 401.(1,2,4) | BEd. C 402         | BEd. C 403   |
| THU | A     |             | BEd. E 401.(1,2,4) | BEd. C 402    |                  | Library       |             | BEd. E 401.(1,2,4) | BEd. C 403         | EPC          |
|     | B     |             | BEd. E 401.(1,2,4) | Library       |                  | EPC           |             | BEd. E 401.(1,2,4) | BEd. C 402         | BEd. C 403   |
| FRI | A     |             | BEd. C 401         | BEd. C 402    |                  | Library       |             | BEd. C 403         | BEd. E 401.(1,2,4) | PE           |
|     | B     |             | BEd. C 402         | Library       |                  | BEd. C 403    |             | PE                 | BEd. E 401.(1,2,4) | BEd. C 401   |

## ALMANAC 2024-25

JUNE 2024

| DATE | DAY | GENERALACTIVITY                       | CO-CURRICULAR<br>ACTIVITY |
|------|-----|---------------------------------------|---------------------------|
| 1    | Sat |                                       |                           |
| 2    | Sun |                                       |                           |
| 3    | Mon |                                       |                           |
| 4    | Tue |                                       |                           |
| 5    | Wed | World Environmental Day Celebration   |                           |
| 6    | Thu |                                       |                           |
| 7    | Fri |                                       |                           |
| 8    | Sat |                                       |                           |
| 9    | Sun |                                       |                           |
| 10   | Mon |                                       |                           |
| 11   | Tue |                                       |                           |
| 12   | Wed |                                       |                           |
| 13   | Thu |                                       |                           |
| 14   | Fri |                                       |                           |
| 15   | Sat | Global wind day                       |                           |
| 16   | Sun |                                       |                           |
| 17   | Mon | Bakrid                                |                           |
| 18   | Tue |                                       |                           |
| 19   | Wed | Reading Day                           |                           |
| 20   | Thu | Observation of International Yoga Day |                           |
| 21   | Fri | International Yoga Day                |                           |
| 22   | Sat |                                       |                           |
| 23   | Sun |                                       |                           |
| 24   | Mon |                                       |                           |
| 25   | Tue |                                       |                           |
| 26   | Wed | International Day against Drug abuse  |                           |
| 27   | Thu | Hellen Keller Day                     |                           |
| 28   | Fri |                                       |                           |
| 29   | Sat | World Statistics Day                  |                           |
| 30   | Sun |                                       |                           |

July 2024

| DATE | DAY | GENERALACTIVITY                  | CO-CURRICULAR<br>ACTIVITY |
|------|-----|----------------------------------|---------------------------|
| 1    | Mon | National Doctors Day             |                           |
| 2    | Tue |                                  |                           |
| 3    | Wed |                                  |                           |
| 4    | Thu |                                  |                           |
| 5    | Fri |                                  |                           |
| 6    | Sat |                                  |                           |
| 7    | Sun |                                  |                           |
| 8    | Mon |                                  |                           |
| 9    | Tue |                                  |                           |
| 10   | Wed |                                  |                           |
| 11   | Thu | World Population Day             |                           |
| 12   | Fri | Malala Day                       |                           |
| 13   | Sat |                                  |                           |
| 14   | Sun |                                  |                           |
| 15   | Mon | World Youth Skill Day            |                           |
| 16   | Tue | AI Day, Muharram                 |                           |
| 17   | Wed | International Day of Justice     |                           |
| 18   | Thu | International Nelson Mandela Day |                           |
| 19   | Fri |                                  |                           |
| 20   | Sat |                                  |                           |
| 21   | Sun | Moon day                         |                           |
| 22   | Mon |                                  |                           |
| 23   | Tue |                                  |                           |
| 24   | Wed |                                  |                           |
| 25   | Thu |                                  |                           |
| 26   | Fri | Kargil Victory Day               |                           |
| 27   | Sat |                                  |                           |
| 28   | Sun | World Nature Conservation Day    | World Hepatitis Day       |
| 29   | Mon | Tiger Day                        |                           |
| 30   | Tue | World Embroidery Day             |                           |
| 31   | Wed |                                  |                           |



**August 2024**

| DATE | DAY | GENERAL ACTIVITY           | CO-CURRICULAR ACTIVITY |
|------|-----|----------------------------|------------------------|
| 1    | Thu |                            |                        |
| 2    | Fri |                            |                        |
| 3    | Sat | Karkkidakavavu             |                        |
| 4    | Sun |                            |                        |
| 5    | Mon |                            |                        |
| 6    | Tue | Hiroshima Day              |                        |
| 7    | Wed | National Handloom Day      |                        |
| 8    | Thu | Quit India Movement Day    |                        |
| 9    | Fri | Nagasaki Day               |                        |
| 10   | Sat |                            |                        |
| 11   | Sun |                            |                        |
| 12   | Mon | International Youth Day    |                        |
| 13   | Tue |                            |                        |
| 14   | Wed |                            |                        |
| 15   | Thu | Independence Day           |                        |
| 16   | Fri |                            |                        |
| 17   | Sat |                            |                        |
| 18   | Sun |                            |                        |
| 19   | Mon | Photography Day            |                        |
| 20   | Tue | Sreenarayana Guru jayanthi | World Mosquito Day     |
| 21   | Wed |                            |                        |
| 22   | Thu |                            |                        |
| 23   | Fri |                            |                        |
| 24   | Sat |                            |                        |
| 25   | Sun |                            |                        |
| 26   | Mon | Sreekrishna jayanthi       | Womens Equality Day    |
| 27   | Tue |                            |                        |
| 28   | Wed |                            |                        |
| 29   | Thu | National Sports Day        |                        |
| 30   | Fri |                            |                        |
| 31   | Sat |                            |                        |

**September 2024**

| DATE | DAY | GENERAL ACTIVITY                                | CO-CURRICULAR ACTIVITY       |
|------|-----|---|------------------------------|
| 1    | Sun |   |                              |
| 2    | Mon |   |                              |
| 3    | Tue |   |                              |
| 4    | Wed |   |                              |
| 5    | Thu | Teachers day                                    | International Day Of Charity |
| 6    | Fri |   |                              |
| 7    | Sat |   |                              |
| 8    | Sun |   |                              |
| 9    | Mon |   |                              |
| 10   | Tue |   |                              |
| 11   | Wed |   |                              |
| 12   | Thu |   |                              |
| 13   | Fri |   |                              |
| 14   | Sat | National Hindi Day Celebration (Dept. of Hindi) |                              |
| 15   | Sun | Onam  |                              |
| 16   | Mon | Ozone day                                       |                              |
| 17   | Tue | International Day of Peace                      |                              |
| 18   | Wed |   |                              |
| 19   | Thu |   |                              |
| 20   | Fri |   |                              |
| 21   | Sat | Sreenarayana Guru Samadhi                       |                              |
| 22   | Sun |   |                              |
| 23   | Mon |   |                              |
| 24   | Tue |   |                              |
| 25   | Wed |   |                              |
| 26   | Thu |   |                              |
| 27   | Fri |   |                              |
| 28   | Sat |   |                              |
| 29   | Sun |   |                              |
| 30   | Mon | Internal exam                                   |                              |

**OCTOBER 2024**

| DATE | DAY | GENERALACTIVITY          | CO-CURRICULAR<br>ACTIVITY |
|------|-----|--------------------------|---------------------------|
| 1    | Tue | World old age day        |                           |
| 2    | Wed | Gandhi Jayanti           |                           |
| 3    | Thu |                          |                           |
| 4    | Fri |                          |                           |
| 5    | Sat |                          |                           |
| 6    | Sun | World Cerebral Palsy Day |                           |
| 7    | Mon |                          |                           |
| 8    | Tue | Indian Air Force Day     |                           |
| 9    | Wed |                          |                           |
| 10   | Thu | World Mental Health Day  |                           |
| 11   | Fri |                          |                           |
| 12   | Sat |                          |                           |
| 13   | Sun |                          |                           |
| 14   | Mon |                          |                           |
| 15   | Tue | World Students Day       |                           |
| 16   | Wed | World food day           |                           |
| 17   | Thu |                          |                           |
| 18   | Fri |                          |                           |
| 19   | Sat |                          |                           |
| 20   | Sun |                          |                           |
| 21   | Mon |                          |                           |
| 22   | Tue |                          |                           |
| 23   | Wed |                          |                           |
| 24   | Thu | Avogadro day celebration |                           |
| 25   | Fri |                          |                           |
| 26   | Sat |                          |                           |
| 27   | Sun |                          |                           |
| 28   | Mon |                          |                           |
| 29   | Tue |                          |                           |
| 30   | Wed |                          |                           |
| 31   | Thu | Rashtriya Ekta Divas     |                           |

**NOVEMBER 2024**

| DATE | DAY | GENERALACTIVITY   | CO-CURRICULAR<br>ACTIVITY |
|------|-----|---|---------------------------|
| 1    | Fri | Kerala Piravi   |                           |
| 2    | Sat |   |                           |
| 3    | Sun |   |                           |
| 4    | Mon |   |                           |
| 5    | Tue |   |                           |
| 6    | Wed |   |                           |
| 7    | Thu |   |                           |
| 8    | Fri |   |                           |
| 9    | Sat |   |                           |
| 10   | Sun |   |                           |
| 11   | Mon |   |                           |
| 12   | Tue |   |                           |
| 13   | Wed |   |                           |
| 14   | Thu | Childrens Day   | World Diabetes Day        |
| 15   | Fri |   |                           |
| 16   | Sat |   |                           |
| 17   | Sun |   |                           |
| 18   | Mon |   |                           |
| 19   | Tue |   |                           |
| 20   | Wed |   |                           |
| 21   | Thu |   |                           |
| 22   | Fri |   |                           |
| 23   | Sat |   |                           |
| 24   | Sun |   |                           |
| 25   | Mon | International day for the Elimination of violence against women |                           |
| 26   | Tue | Constitution Day Celebrations                                   |                           |
| 27   | Wed |   |                           |
| 28   | Thu |   |                           |
| 29   | Fri |   |                           |
| 30   | Sat |   |                           |

**DECEMBER 2024**

| DATE | DAY | GENERAL ACTIVITY                                | CO-CURRICULAR ACTIVITY |
|------|-----|---|------------------------|
| 1    | Sun | Aids Day  |                        |
| 2    | Mon | National Pollution control Day                  |                        |
| 3    | Tue | International Day Of Persons With Disabilities- |                        |
| 4    | Wed | National Pollution control Day                  |                        |
| 5    | Thu |   |                        |
| 6    | Fri |   |                        |
| 7    | Sat |   |                        |
| 8    | Sun |   |                        |
| 9    | Mon |   |                        |
| 10   | Tue | Human Rights Day Celebration                    |                        |
| 11   | Wed |   |                        |
| 12   | Thu |   |                        |
| 13   | Fri |   |                        |
| 14   | Sat | World Energy Conservation Day                   |                        |
| 15   | Sun |   |                        |
| 16   | Mon |   |                        |
| 17   | Tue |   |                        |
| 18   | Wed |   |                        |
| 19   | Thu |   |                        |
| 20   | Fri |   |                        |
| 21   | Sat |   |                        |
| 22   | Sun |   |                        |
| 23   | Mon |   |                        |
| 24   | Tue |   |                        |
| 25   | Wed | Christmas                                       |                        |
| 26   | Thu |   |                        |
| 27   | Fri |   |                        |
| 28   | Sat |   |                        |
| 29   | Sun |   |                        |
| 30   | Mon |   |                        |
| 31   | Tue |   |                        |

**JANUARY 2025**

| DATE | DAY | GENERAL ACTIVITY   | CO-CURRICULAR ACTIVITY |
|------|-----|--------------------|------------------------|
| 1    | Wed | New Year           |                        |
| 2    | Thu | Mannam Jayanthi    |                        |
| 3    | Fri |                    |                        |
| 4    | Sat |                    |                        |
| 5    | Sun |                    |                        |
| 6    | Mon |                    |                        |
| 7    | Tue |                    |                        |
| 8    | Wed |                    |                        |
| 9    | Thu |                    |                        |
| 10   | Fri |                    |                        |
| 11   | Sat |                    |                        |
| 12   | Sun | National Youth Day |                        |
| 13   | Mon |                    |                        |
| 14   | Tue |                    |                        |
| 15   | Wed | Indian Army Day    |                        |
| 16   | Thu |                    |                        |
| 17   | Fri |                    |                        |
| 18   | Sat |                    |                        |
| 19   | Sun |                    |                        |
| 20   | Mon |                    |                        |
| 21   | Tue |                    |                        |
| 22   | Wed |                    |                        |
| 23   | Thu |                    |                        |
| 24   | Fri |                    |                        |
| 25   | Sat |                    |                        |
| 26   | Sun | Republic Day       |                        |
| 27   | Mon |                    |                        |
| 28   | Tue |                    |                        |
| 29   | Wed |                    |                        |
| 30   | Thu | Martyrs Day        |                        |
| 31   | Fri |                    |                        |

**FEBRUARY 2025**

| DATE | DAY | GENERALACTIVITY          | CO-CURRICULAR<br>ACTIVITY |
|------|-----|--------------------------|---------------------------|
| 1    | Sat |                          |                           |
| 2    | Sun |                          |                           |
| 3    | Mon |                          |                           |
| 4    | Tue |                          |                           |
| 5    | Wed |                          |                           |
| 6    | Thu |                          |                           |
| 7    | Fri |                          |                           |
| 8    | Sat |                          |                           |
| 9    | Sun |                          |                           |
| 10   | Mon |                          |                           |
| 11   | Tue |                          |                           |
| 12   | Wed |                          |                           |
| 13   | Thu |                          |                           |
| 14   | Fri |                          |                           |
| 15   | Sat |                          |                           |
| 16   | Sun |                          |                           |
| 17   | Mon |                          |                           |
| 18   | Tue |                          |                           |
| 19   | Wed |                          |                           |
| 20   | Thu | World Social Justice Day |                           |
| 21   | Fri |                          |                           |
| 22   | Sat |                          |                           |
| 23   | Sun |                          |                           |
| 24   | Mon |                          |                           |
| 25   | Tue |                          |                           |
| 26   | Wed |                          |                           |
| 27   | Thu |                          |                           |
| 28   | Fri | National Science Day     |                           |

**MARCH 2025**

| DATE | DAY | GENERALACTIVITY                | CO-CURRICULAR<br>ACTIVITY |
|------|-----|--------------------------------|---------------------------|
| 1    | Sat |                                |                           |
| 2    | Sun |                                |                           |
| 3    | Mon |                                |                           |
| 4    | Tue |                                |                           |
| 5    | Wed |                                |                           |
| 6    | Thu |                                |                           |
| 7    | Fri |                                |                           |
| 8    | Sat | Womens Day                     |                           |
| 9    | Sun |                                |                           |
| 10   | Mon |                                |                           |
| 11   | Tue |                                |                           |
| 12   | Wed |                                |                           |
| 13   | Thu |                                |                           |
| 14   | Fri |                                |                           |
| 15   | Sat |                                |                           |
| 16   | Sun |                                |                           |
| 17   | Mon |                                |                           |
| 18   | Tue |                                |                           |
| 19   | Wed |                                |                           |
| 20   | Thu | International Day of Happiness |                           |
| 21   | Fri |                                |                           |
| 22   | Sat | World water day                |                           |
| 23   | Sun |                                |                           |
| 24   | Mon |                                |                           |
| 25   | Tue |                                |                           |
| 26   | Wed |                                |                           |
| 27   | Thu |                                |                           |
| 28   | Fri |                                |                           |
| 29   | Sat |                                |                           |
| 30   | Sun |                                |                           |
| 31   | Mon |                                |                           |

**APRIL 2025**

| DATE | DAY | GENERAL ACTIVITY | CO-CURRICULAR ACTIVITY |
|------|-----|------------------|------------------------|
| 1    | Tue |                  |                        |
| 2    | Wed |                  |                        |
| 3    | Thu |                  |                        |
| 4    | Fri |                  |                        |
| 5    | Sat |                  |                        |
| 6    | Sun |                  |                        |
| 7    | Mon |                  |                        |
| 8    | Tue |                  |                        |
| 9    | Wed |                  |                        |
| 10   | Thu |                  |                        |
| 11   | Fri | Good Friday      |                        |
| 12   | Sat |                  |                        |
| 13   | Sun | Easter           |                        |
| 14   | Mon | Vishu            | Ambedkar Jayanthi      |
| 15   | Tue |                  |                        |
| 16   | Wed |                  |                        |
| 17   | Thu |                  |                        |
| 18   | Fri |                  |                        |
| 19   | Sat |                  |                        |
| 20   | Sun |                  |                        |
| 21   | Mon |                  |                        |
| 22   | Tue | Earth Day        |                        |
| 23   | Wed |                  |                        |
| 24   | Thu |                  |                        |
| 25   | Fri |                  |                        |
| 26   | Sat |                  |                        |
| 27   | Sun |                  |                        |
| 28   | Mon |                  |                        |
| 29   | Tue |                  |                        |
| 30   | Wed | College          |                        |

**MAY 2025**

| DATE | DAY | GENERAL ACTIVITY   | CO-CURRICULAR ACTIVITY |
|------|-----|--------------------|------------------------|
| 1    | Thu | May Day            |                        |
| 2    | Fri |                    |                        |
| 3    | Sat |                    |                        |
| 4    | Sun |                    |                        |
| 5    | Mon |                    |                        |
| 6    | Tue |                    |                        |
| 7    | Wed |                    |                        |
| 8    | Thu | Red Cross Day      |                        |
| 9    | Fri |                    |                        |
| 10   | Sat |                    |                        |
| 11   | Sun |                    |                        |
| 12   | Mon |                    |                        |
| 13   | Tue |                    |                        |
| 14   | Wed |                    |                        |
| 15   | Thu |                    |                        |
| 16   | Fri |                    |                        |
| 17   | Sat |                    |                        |
| 18   | Sun |                    |                        |
| 19   | Mon |                    |                        |
| 20   | Tue |                    |                        |
| 21   | Wed | Anti-Terrorism Day |                        |
| 22   | Thu |                    |                        |
| 23   | Fri |                    |                        |
| 24   | Sat |                    |                        |
| 25   | Sun |                    |                        |
| 26   | Mon |                    |                        |
| 27   | Tue |                    |                        |
| 28   | Wed |                    |                        |
| 29   | Thu |                    |                        |
| 30   | Fri |                    |                        |
| 31   | Sat |                    |                        |

### **Leave form format**

Name :

Roll no. & Option :

Date of leave :

Reason for leave :

No. of leaves already taken :

Signature of the guardian :

Signature of student with date :

Recommendation of tutor :

Order of the principal :