



FOUNDED IN 2005

ST. THOMAS COLLEGE OF TEACHER EDUCATION

MYLACOMPU

Thodupuzha, Idukki Dist., Kerala - 685608

*(Affiliated to M.G University, Kottayam and Under the Management of the
Corporate Educational Agency, Diocese of Kothamangalam)*

Handbook & Calendar 2024-2025

Telephones:

Office	:	04862 201910
Local Manager	:	9447465137
Principal	:	9947940525
St. Thomas Church	:	04862 200403

E-mail : stmprincipal123@gmail.com

Website : www.stthomascollegemylacompu.org

PATRON

Mar. George Madathikandathil
(Bishop of Kothamangalam)

PROTOSYNCELLUS & MANAGER

Very Rev. Mgr. Pius Malekandathil
(Vicar General)

SYNCELLUS

Rev. Dr. Vincent Nedungatt

SECRETARY, HIGHER EDUCATION

Rev. Dr. Paul Parathazham

SECRETARY, CORPORATE EDUCATION

Rev. Fr. Mathew M. Mundackal

LOCAL MANAGER

Very Rev. Fr. Mathews Malieckal

PRINCIPAL

Rev. Dr. Johnson Oroplackal

OUR HEAVENLY PATRON



The college is named after St. Thomas, one of the Twelve Apostles of Jesus Christ. He is the Patron Saint of architects and his feast day is celebrated on 3rd July. He is also often regarded as the Patron Saint of India. As the patron of architects, he is a perfect model for teachers, who are the architects of future generation.

We seek his intercession
for all our success.

Make Me A Channel

1. Make me a channel of your peace,
Where there is hatred let me bring your love.
Where there is injury your pardon Lord,
And where there's doubt true faith in you.

Ref: Oh Master grant that I may never seek,
So much to be consoled as to console
To be understood as to understand,
To be loved as to love with all my soul.

2. Make me a channel of your peace,
Where there's despair in life let me bring hope
Where there is darkness, Lord your shining light,
And where there's sadness, ever joy.
3. Make me a channel of your peace,
It is in pardoning that we are pardoned,
In giving to all men that we receive,
And in dying that we're born to eternal life.

Prayer

Lead kindly light
Amid the encircling gloom,
Lead thou me on.
The night is dark and I am far from home,
Lead thou me on.
Keep thou my feet, I do not ask to see,
The distant scene, one step enough for me



PLEDGE

India is my country. / All Indians / are my brothers
and sisters./ I love my country, / and I am proud of its / rich,
and varied heritage. / I shall always strive / to be worthy of
it. / I shall give my parents, / teachers / and all my elders,/
respect / and treat everyone / with courtesy.

To my country, / and my people, / I pledge my devotion. / In
their well-being / and prosperity alone, / lies my happiness.

National Anthem

Jana gana, mana adinayaka jaya he
Bharath bhagya vidhata
Punjab- Sindh, Gujrata - Marata
Dravida, Utkala Banga
Vindhya, Himachala, Yamuna, Ganga
Uchala Jaladhi taranga
Tava subha name jage
Tava subha ashisha mage
Gahe tava jaya gatha
Jana gana mangala dayaka, jaya he
Bharatha bhagya vidhata
Jaya he, Jaya he, Jaya he
Jaya, Jaya, Jaya jaya he.

English Translation of National Anthem

Thou art the ruler of the minds of people,
The Dispenser of India's destiny,
Thy name rouses the earth of Punjab, Sind,
Gujarat, Maratha, Dravid, Orissa and Bengal
It echoes in the hills of the Vindhyas and
Himalayas, mingles in the music of
Yamuna and Ganga and is chanted by
The waves of the Indian sea
They pray for Thy blessings and Thy praise
Thou Dispenser of India's destiny
Victory, victory, victory to Thee.

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VISION and MISSION

VISION

Building a generation of excellent teachers fired with a spirit of service and higher values.

MISSION

- ◆ To develop the institution into a centre of academic excellence.
- ◆ To develop cognitively enriched, effectively trained, morally upright, socially committed and spiritually inspired teachers.
- ◆ To provide opportunities to obtain valuable information about teaching techniques and skills.
- ◆ To facilitate Human Resource Development in the field of Education and Research.
- ◆ To create a strong affinity towards the national values.
- ◆ To equip the teachers with the skills and information to create an eco-friendly atmosphere in educational institutions.
- ◆ To develop God's messengers with ever widening thought and action.
- ◆ To guide our trainees in the attainment of professional competency to cope with the rapid advancement in the field of Education and Technology.
- ◆ To make our teachers capable of giving precise educational treatment for every individual student need.
- ◆ To lay stress on self-learning and individual development.
- ◆ To give special emphasis on the four icons-learning to learn, learning to do, learning to be and learning to become.

College Anthem

വിശ്വാസഭീപനാളം കൊളുത്തി
ഭാരത മണൽപ്പാത തെളിച്ച്
വി. തോമസ്...
കനിവായ് സന്തോഷമായി തിളങ്ങിപ്പോകുന്നു.

വിജ്ഞാനം പരമം ഈ വിദ്യാ നീതേനം
നിൻ സൗഖ്യത്തിൽ വളരട്ടെ നീത്യവും
നന്മകൾ പാടി സർവ്വം കൊളുത്തി
ആശ്രയിക്കുന്നു നിൻ പുണ്യ പാദം

സന്തോഷം പരമം സുഖം സുഖം
സൗഹൃദം ചൈതന്യം പരമം
മത ജ്ഞാനം വർദ്ധിപ്പി വർദ്ധിപ്പി മനസ്സ്
തോമസ് തോമസ് ചേർന്നു മുന്നോട്ട്

സേവനമെന്നും കൈമുതലാക്കിയ
ധീനനായ് ശാന്തനായ് മുന്നോട്ട്
മതാപിതാ ഗുരു ദൈവമെന്നും
സർവ്വവും ഹൃദയത്തിൽ സൂക്ഷിച്ചിട്ട്

PROFILE OF OUR COLLEGE

St. Thomas College of Teacher Education owes its existence to God through the farsighted vision of His Excellency Mar George Punnakottil, Bishop Emeritus and His Excellency Mar George Madathikandathil and late Very Rev. Fr. Joseph Puthenkulam, the then Secretary of the Corporate Educational Agency, Diocese of Kothamangalam. It is one of the outstanding colleges established and administered by the said agency in accordance with the rights of the minority community guaranteed in the Constitution of India. St. Thomas College of Teacher Education has been declared as a Minority Educational Institution on 13.09.2011, covered under section 2(g) of National Commission for Minority Educational Institution Act 2004.

St. Thomas College of Teacher Education, Mylacompu, was established in the year 2005 as a self-financing institution affiliated to Mahatma Gandhi University, Kottayam and recognized by National Council for Teacher Education (NCTE) F.KL/SEC/N/328/SRO/NCTE/2004-2005/764 Dtd. 23-02-2005. The college started functioning on 20th July 2005 with 100 students on the rolls for B.Ed Degree Course.

Permission to start M.Ed. Degree Course was received on 5-1-2006 and the affiliation on 7-1-2008. NCTE granted permission to start M.Ed course on 15th February 2008. Classes began for the first batch of 25 M.Ed students on 25-02-2008.

Management

St. Thomas College of Teacher Education is one of the ventures of the Diocese of Kothamangalam in the field of education. Under its management there are 99 aided schools, five affiliated colleges, one TTI and three technical institutions. The Kothamangalam Diocese always has been in the forefront in serving the society and the cause of education for the last five decades of its existence. Behind each of its famed educational institutions is the unflagging efforts of the people of the Diocese.

Location and Environment

The College is located at Mylacompu, a picturesque land-scape surrounded by lush green fields, 1½ km away from Ernakulam-Thodupuzha state highway and 5 km away from Thodupuzha town. It is believed that St. Thomas, one of the twelve Apostles of Jesus Christ visited the place where the college is located. This beautiful village atmosphere is conducive and helpful to learning and research.

Instructional Facilities

The institution provides instructional and learning facilities of high standard with well equipped computer and other Labs, Library, Hostel and College bus.

The college stands for academic excellence, development of professional skills and character formation based on the Christian principles so as to produce cognitively enriched, effectively trained, morally upright, socially committed and spiritually inspired teachers.

Besides academic activities the college offers career guidance and counselling under each faculty. A team of understanding and caring faculty members ensure excellence in teaching and skill formation of the students.

Hostel: Hostel for ladies under the supervision of S.H. Sisters is available.

College Bus : College bus facility is available from Thodupuzha to College and in return too.

PROJECTS AND AWARDS

NCERT Award: The college has won the National Award for *Innovative Practices and Experiments in Education for Teacher Education Institutions* for the year 2018-2019. It was awarded by National Council of Educational Research and Training (NCERT) for the innovative strategy developed by the college for developing Attitude Skill and Knowledge(ASK) among B.Ed. trainees in Biofarming. This strategy was developed by the college through an experimental study conducted in the college among the B.Ed. trainees of the year 2018-2019. The study was completed by a period of six months duration. The report of the project was presented by the project team of the college in the National Seminar at NCERT, New Delhi on 28th June 2018.

The award includes merit certificate and an amount of Rs. 20000/- as award money.

FACULTY IMPROVEMENT PROGRAMME

The college encourages and provides facilities to faculty members to participate in various enrichment programmes and to engage in higher research studies.

ALUMNI ASSOCIATION

To maintain continuous warm relationship and for providing chances to meet each other and for exchanging the experiences of old students of

the college an Alumni Association is functioning in the college. It meets usually in the second Saturday of May every year.

SANTHOM JOURNAL OF EDUCATION

An international educational journal titled Santhom Journal of EDUCATION (Santhom Journal of Educational Researches and Curriculum Enrichment) has been started publishing by the college with ISSN 2455-6947. Its formal inauguration was done by Rt. Rev. George Oliapuram, the Vicar General, Diocese of Kothamangalam on 15th June 2016. Thereafter the journal is being published every year in the month of February and the 9th volume is published in February 2024.

COLLEGE ADMINISTRATION

GOVERNING BODY

Patron : Mar George Madathikandathil (Bishop)

Manager : Very Rev. Mgr. Pius Malekandathil (Proto Syncellus)

Rev. Dr. Vincent Nedungatt (Syncellus)

Rev. Dr. Paul Parathazham (Secretary, Higher Education)

Rev. Fr. Mathew M. Mundackal (Secretary, Corporate Education)

Very Rev. Fr. Mathews Malieckal (Local Manager)

Rev. Dr. Christina Augustine SH

Rev. Dr. Johnson Oropalackal (Principal)

Other Members:

Rev. Fr. Jose Kulathoor

Rev. Fr. Jose Pulparambil

Rev. Dr. Joseph Kallarackal

Rev. Fr. Kuriakose Kodakallil

Rev. Dr. George Thanathuparambil

Rev. Dr. Raju Jacob Pichalakkattu

Rev. Fr. Paul Kalathoor

Rev. Fr. Francis Kannadan

Rev. Fr. Jose Pulloppillil

Prof. Jose Karikunnel

Mr. Antony John (MLA)

Mr. P. J. Joseph (MLA)

Rev. Fr. Paul Nedumpurath

Adv. Mathew Kuzhalsadan (MLA)

Adv. Dean Kuriakose (MP)
Adv. Francis George (MP)
Adv. Johny Nelloor (Ex. MLA)
Dr. Sony Kuriakose
Mr. Jose Kappen FCA
Dr. Jenny K. Alex
Dr. Bijimol Thomas
Dr. Thomas K.V.
Prof. Saji Joseph
Rev.Fr. James Kakkuzhy
Dr. T.M. Joseph
Dr. Johny Scaria
Dr. Badmanaban R.

STAFF COUNCIL

Rev.Dr. Christina Augustine SH
Rev. Dr. Johnson Oroplackal
Dr. Pushpamma C. Vadakel
Dr. Shimna Paul
Dr. C.C Kurian
Mrs. Lincymol Mathew
Mr. Francis K. J
Mrs. Renju John
Mr. Ajai Joseph
Mr. Francis N.V.
Mrs. Ansu Manuel
Mr. George Thomas
Mrs. Megha Varghese

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Dr. Shimna Paul (College Co-ordinator)
Dr. Johnson Oroplackal (College Principal)
Dr. Pushpamma C. Vadakel (M.Ed. Nominee)
Dr. C.C Kurian (M.Ed. Nominee)
Mr. Francis N.V. (B.Ed. Nominee)
Mr. Francis K.J. (B.Ed. Nominee)
Mr. George Thomas (B.Ed. Nominee)
Mr. Binoy Paul (Office Staff)
Mrs. Maya V. (Panchayat Member)
Fr. Pius Malekandathil (Trust Member)

Fr. Jino Punnamattom (Alumni Nominee)
 Fr. Mathew Mundackal (Employer Nominee)
 Mr. Noble John Amamthuruthil (Industrialist)
 Lt. Prajeesh C. Mathew (Stake holder)

TEACHING STAFF

1. Rev. Dr. Johnson Oroplackal, M.Sc.(Maths), M.A.(Eng.), ... 9947940525
M.A. (Socio), M.Sc.(Psy.) , M.A.(Philo.), M.Ed., NET, MBA, Ph.D.
2. Dr. Pushpamma C.Vadakil M.Sc., M.Ed., M.Phil.,Ph.D. 9496822377
3. Dr. Shimna Paul M.Sc., M.Ed, NET, Ph.D. 9495470490
4. Dr. C.C. Kurian, MA(Socio), M.Sc(Maths), M.Ed., 9446132340
Ph.D., PG Dip. in PR&J, DEPA(of NUEPA)
5. Mr. Francis K.J. M.P.Ed. 9746099150
6. Mrs. Lincymol Mathew M.A., M.Ed. 9497285435
7. Mrs. Renju John M.Com., M.Ed. 7902659832
8. Mr. Ajai Joseph, M.A, M.Ed..... 9847223811
9. Mr. Francis N.V. M.C.A. 9447828373
10. Mrs. Ansu Manuel M.A., M.Ed.....9497623856
11. Mr. George Thomas M.Sc., M.Ed.9895637196
12. Mrs. Megha Varghese M.Sc., M.Ed. 9496377337

NON - TEACHING STAFF

1. Mr. Benoy Paul8113031566
2. Mr. Binoy Mathew 9446805777
3. Mrs. Anice K. A. 9961541803
4. Mrs. Monisha Maria George 9946152644
5. Mr. Jijo Paul9846864488
6. Mrs. Jessy Peter 99472 08799

CO-ORDINATORS OF CO-CURRICULAR ACTIVITIES 2024 - 2025

Staff Secretary	: Mr. George Thomas
Faculty Advisor	: Dr.C.C. Kurian
Staff Editor	: Mrs. Lincymol Mathew
Examinations in charge	: Mr. Francis N.V. Mrs. Renju John Mr. Francis K. J.
Returning Officer (College Union Election)	: Mr. Francis K. J.

Talents Day	: Mr. Ajai Joseph Mrs. Shimna Paul
Sports	: Mr. Francis K. J.
Morning Assembly & 1 st Year B.Ed. Mentor	: Mrs. Ansu Manuel
Excursion	: Mr. Francis N. V. Mrs. Shimna Paul
Log Book	: Mr. Francis K.J.
Computer Education and IT Course	: Mr. Francis N. V. Mrs. Megha Varghese
Catholic Students' Movement (CSM)	: Mr. Ajai Joseph
Health Club	: Mr. Francis K. J.
Eco Club	: Dr. Pushpamma C. Vadakel
Social Club	: Mrs. Lincymol Mathew
Oratory Club	: Mr. Ajai Joseph
Language Club	: Mrs. Ansu Manuel
Hand Book & Calendar	: Mr. Francis K. J. Dr. C.C. Kurian Mr. Francis N.V.
Career Guidance Cell	: Dr. Pushpamma C. Vadakkel Mr. George Thomas Mr. Ajai Joseph
College Council for Administration	: Rev. Dr. Johnson Oroplackal Dr. Pushpamma C. Vadakel Mrs. Lincymol Mathew Mr. George Thomas Mr. Binoy Paul
Alumni Association	: Dr. Shimna Paul Mrs. Ansu Manuel Mr. George Thomas
PRO	: Dr. C.C. Kurian
PTA	: Dr. C.C. Kurian Dr. Pushpamma C. Vadakel
Class Time Table arrangement	: Mrs. Lincymol Mathew

Women Cell & Women Counselling	: Dr. Pushpamma C. Vadakel Dr. Shimna Paul Mrs. Lincymol Mathew
Uniform Committee	: Mrs. Ansu Manuel Mrs. Lincymol Mathew Mr. Ajai Joseph Mr. George Thomas
Grievance & Redressal Cell (Staff)	: Very Rev. Mathews Malieckal (Local Manager) Rev. Dr. Johnson Oroplackal (Principal) Mrs. Gracy Thomas President, Kumaramangalam Grama Panchayat Mr. George Thomas (Staff Secretary)
Grievance & Redressal Cell (Students)	: Rev. Dr. Johnson Oroplackal (Principal) Dr. Pushpamma C. Vadakel (HOD, M.Ed.) Mr. George Thomas (Staff Secretary) Dr. C.C. Kurian
Anti Ragging & Ethics Committee	: Rev. Dr. Johnson Oroplackal (Principal) Mr. George Thomas (Staff Secretary) Tom Jose (Union Chairman)
Health & First Aid Committee	: Rev. Dr. Johnson Oroplackal (Principal) Mr. Francis K. J. (Faculty Member) (Sports Secretary)
SC/ST Monitoring Committee	: Rev. Dr. Johnson Oroplackal (Principal) Dr. C.C. Kurian (Faculty Member) Mrs. Gracy Thomas President, Kumaramangalam Grama Panchayat
HOD, M.Ed Department	: Dr. Pushpamma C. Vadakel
College Co-ordinator	: Rev. Dr. Johnson Oroplackal
Editor of Santhom Journal	: Dr. Shimna Paul

PROGRAMMES OF STUDY

B. Ed. PROGRAMME

CORE COURSES IN THE COLLEGE

- | | |
|------------------------------|-------------------------------|
| 1. English Education | 2. Malayalam Education |
| 3. Mathematics Education | 4. Physical Science Education |
| 5. Natural Science Education | 6. Social Science Education |
| 7. Commerce Education | |

ELIGIBILITY FOR ADMISSION AND RESERVATION OF SEATS

Eligibility for admission, Norms for admission and Reservation of seats for B.Ed. Programme shall be according to the rules framed by the University and Government from time to time.

DURATION

- i. Duration of B.Ed. programme shall be 4 semesters spread over two years.
- ii. The duration of odd semester shall be from June to October and that of even semesters from November to March. There shall be three days semester break after each semester and two months' vacation during April and May in every academic year.
- iii. A student may be permitted to complete the programme, on valid reasons within a period of three years from the date of admission to the programme.
- iv. Re-admission:** Those candidates who discontinue the course can be given the provision of readmission if otherwise eligible as long as the same scheme exists. If there is a change in the scheme any time later, candidate will have to join the course as a fresh entrant, if otherwise eligible.
- v. Transitory regulations:** Whenever a course/ scheme of instruction is changed in a particular year, two more examinations immediately following the reafter shall be conducted according to the old syllabus/ scheme. Failed candidates or candidates who could not appear for these examinations have to attend classes for the new course, according to the changed syllabus/ regulations.

MEDIUM OF INSTRUCTION

The medium of instruction shall be English for all courses. However, in case of Languages, instruction may be given partly in the language concerned. Medium of examination shall be English/ Malayalam.

ATTENDANCE

- i. A student shall be considered to have satisfactory attendance to appear the examination if he/she attends not less than 80% of the working days for all the theory courses and practicum and 90% of the working days for 20 weeks(4+16) School Internship. Condonation of shortage of attendance shall be as per existing University statutes and rules. Candidates with shortage of attendance beyond the condonable limit will not be eligible to register for End Semester University Examination. In such cases the candidate has to repeat the programme/course by taking re-admission with the concurrence of the University. Condonation of attendance shall be limited to once during the entire programme.
- ii. All the courses carrying credits/grades should be compulsorily attended by all the candidates for the successful completion of the programme. Only such candidates are permitted to register for the End Semester University Examination.
- iii. Candidates who register his/her name for the End Semester University Examination for a semester will be eligible for promotion to the next semester.
- iv. A student who has completed the entire curriculum requirement, but could not register for the semester examination can register notionally for getting eligibility for promotion to the next semester subject to the concurrence of University.
- v. All the practical works (Engagement with the field) related to all the courses have to be compulsorily completed by all the students to be eligible for appearing for the practical examination of the External Practical Board.
- vi. Students who are eligible/have attended the practical examinations of the External Practical Board, alone will be permitted to register for theory examinations.

EXAMINATION

- i. The evaluation of each theory course shall contain two parts.
 - (a) Internal or In Semester Assessment (ISA)
 - (b) External or End Semester Assessment (ESA)
- ii. The evaluation of practical course shall be conducted by internal or In Semester Assessment. Standardization of the assessment shall be done by external examination board constituted by the University.
- iii. There will be no supplementary examinations. For reappearance / improvement, the students can reappear along with the next batch.

- iv. A candidate who has not secured minimum marks/ credit in internal examinations can re-do the same in concurrence with the University. They should register and reappear for external examination along with the subsequent batch.
- v. A candidate who has not secured minimum marks/ grades in external examinations in any of the course/ courses can reappear for the same within the specified period mentioned above (Duration iii).
- vi. A candidate who has secured minimum marks/ grades in external examinations in all the courses and fails to get semester minimum has to reappear for all the courses within the specified period mentioned above (Duration: iii).
- vii. A candidate who failed to secure minimum grade points in any of the courses of B.Ed. programme, can re-do the same with the ensuing batch in concurrence with the University.
- viii. All courses shall have unique alphanumeric code. Each teacher working in affiliated institutions shall have a unique identification number and this number is to be attached with the codes of the courses for which he/she can perform examination duty.

CREDIT POINT AND CREDIT POINT AVERAGE

- i. Credit Point (CP) of a course is calculated using the formula,
CP = C x GP, Where C= Credit, G P = Grade Point
- ii. Credit Point Average (CPA) of a Semester / Programme is calculated using the formula,

$$\text{CPA} = \frac{\text{TCP}}{\text{TC}}$$

Where TCP = Total Credit Point
TC = Total Credit

- iii. Semester Credit Point Average shall be denoted as SCPA and Cumulative Credit Point Average as CCPA.
- iv. Cumulative Credit point Average (CCPA)

$$= \frac{\text{SCPA I} + \text{SCPA II} + \text{SCPA III} + \text{SCPA IV}}{4}$$

Where, SCPA is Credit Point Average (CPA) of a Semester

- v. For all courses (Theory and Practical), grades are given on a 7 point scale based on the total percentage of marks as given below. For theory courses total mark is calculated by adding internal and external marks. For practical courses total mark is calculated by considering the internal

assessment of each component during 1st semester and that of 2nd, 3rd and 4th semesters are calculated by considering internal marks and the standardization procedure executed by the respective external examination boards.

Percentage of Marks	Grade	Grade Point
90 and above	A+ - Outstanding	10
80-89	A - Excellent	9
70-79	B - Very Good	8
60-69	C - Good	7
50-59	D - Satisfactory	6
40-49	E - Adequate	5
Below 40	F - Failure	4

Note: Decimals are to be rounded to the next whole number

Overall grade and Semester grade for the B. Ed. Programme is calculated on a 7 point scale. Grades for the different semesters and overall programme are given based on the corresponding **CPA** as shown below.

**Grades for the different semesters and overall programme
based on the corresponding CPA**

CPA	Grade
Above or equal to 9.5	A+ - Outstanding
Above or equal to 9, but below 9.5	A - Excellent
Above or equal to 8, but below 9	B - Very Good
Above or equal to 7, but below 8	C - Good
Above or equal to 6, but below 7	D – Satisfactory
Above or equal to 5, but below 6	E – Adequate
Below 5	F – Failure

- vi. For a pass in the examination of B.Ed. programme, a candidate should secure a minimum of E Grade (CPA= 5) in aggregate for each semester with a minimum of E Grade (40% marks) in each theory course and D Grade (50% marks) for each practical course (Engagement with the field) and viva-voce. A separate minimum of 30% marks each for internal and external assessment of all individual theory courses is required for pass for a course.

CURRICULUM DESIGN OF TWO YEAR B.Ed. PROGRAMME

The layout of the programme is conceived as comprising of three broader areas as follows:

A.PERSPECTIVES IN EDUCATION - Learner Studies , Contemporary Studies ,Educational Studies

B.CURRICULUM AND PEDAGOGIC STUDIES - Curriculum Studies and Pedagogic Studies

C. ENGAGEMENT WITH THE FIELD - Professional Capacities, Teacher sensibilities and skills. (School Internship)

I. PROGRAMME FRAMEWORK

Semester	Working Days	Working Hours	Marks		Credits		Total	
			Theory	Practical	Theory	Practical	Marks	Credit
I	100	600	440	160	22	8	600	30
II	100	600	380	220	19	11	600	30
III	100	600	60	540	3	27	600	30
IV	100	600	260	340	13	17	600	30
Total	400	2400	1140	1260	57	63	2400	120

II. COURSE STRUCTURE OF THE PROGRAMME

A. Theory Courses :

Courses	Sem I	Sem II	Sem III	Sem IV
Core Courses	EDU 101 EDU 102 EDU 103	EDU 201 EDU 202 EDU 203		EDU 401 EDU 402
Pedagogic Courses	EDU 104 EDU 105	EDU 204 EDU 205	-----	EDU 403
Associate Courses	EDU 106	----	EDU 301	

B. Engagement with the field (Practical): Comprised of College Based, School Based and Community Based Practicals

Courses	Semester I	Semester II	Semester III	Semester IV
Core- EPC1,EPC2,EPC3,EPC4	EDU 107.1	EDU 206.1	EDU 302.1	EDU 404.1
Pedagogic- EPC1,EPC2, EPC3,EPC4	EDU 107.2	EDU 206.2	EDU 302.2	EDU 404.2
Health & Physical Education, EPC4	EDU 107.3	EDU 206.3	EDU 302.3	EDU 404.3
Drama and Art in Education-EPC2	EDU 107.4	EDU 206.4	EDU 302.4	EDU 404.4
Communicative English- EPC 1	-----	-----	-----	EDU 404.5

NB: EPC-Enhancing Professional Capacities

- EPC 1-Reading and Reflecting on Texts
- EPC 2-Drama and Art in Education
- EPC 3-Critical Understanding of ICT
- EPC 4- Understanding the Self

III. SEMESTER WISE PROGRAMME FRAME

Semester I

Category	Course Code	Course Name	Instructional Hours	Marks			Credit
				External	Internal	Total	
Theory	Core EDU101	Contemporary India and Education	100	80	20	100	5
	Core EDU102	Childhood and Growing Up	100	80	20	100	5
	Core EDU103	Development and Resources in Educational Technology	60	50	10	60	3
	Pedagogic EDU104	Understanding the Discipline of ----- Education	60	50	10	60	3
	Pedagogic EDU105	Learning to function as.....teacher	60	50	10	60	3

Practical/ Engagem ent with the field	Associate- EDU 106	Elective	60	50	10	60	3
	EDU 107.1	Core- EPC1, EPC2, EPC3, EPC4	40	--	40	40	2
	EDU 107.2	Pedagogic-EPC1, EPC2, EPC3, EPC4	80	--	80	80	4
	EDU 107.3	Health& Physical Education-EPC4	20	--	20	20	1
	EDU 107.4	Drama and Art in Education- EPC2	20	--	20	20	1
Semester Total			600	360	240	600	30

Semester II

Category	Course Code	Course Name	Instruct- ional Hours	Marks			Credit
				External	Internal	Total	
Theory	Core EDU201	Knowledge and Curriculum	100	80	20	100	5
	Core EDU202	Learning and Teaching	100	80	20	100	5
	Core EDU203	Assessment for learning	60	50	10	60	3
	Pedagogic EDU204	Pedagogical Dimensions of... ..	60	50	10	60	3
	Pedagogic EDU205	Curriculum and Resource Development in....Education	60	50	10	60	3
Practical/ Engagement with the field (Includes School Internship-Phase I)	EDU206.1	Core- EPC1,EPC2, EPC3,EPC4	80	--	80	80	4
	EDU206.2	Pedagogic- EPC1,EPC2, EPC3, EPC4	100	--	100	100	5
	EDU206.3	Health& Physical Education-EPC4	20	--	20	20	1
	EDU206.4	Drama and Art in Education- EPC2	20	--	20	20	1
Semester Total			600	310	290	600	30

Semester III

Category	Course Code	Course Name	Instructional Hours	Marks			Credit
				External	Internal	Total	
Theory	EDU 301	Language Across the Curriculum	60	50	10	60	3
Practical/ Engagement with the field (Includes School Internship-Phase II)	EDU302.1	Core- EPC1,EPC2,EPC3,EPC4	80		80	80	4
	EDU302.2	Pedagogic- EPC1,EPC2,EPC3,EPC4	360		360	360	18
	EDU302.3	Health& Physical Education,EPC4	40		40	40	2
	EDU302.4	Drama and Art in Education-EPC2	20		20	20	1
		Viva-voce	40	40	----	40	2
Semester Total			600	90	510	600	30

Semester IV

Category	Course Code	Course Name	Instructional Hours	Marks			Credit
				External	Internal	Total	
Theory	Core EDU401	Gender, School and Society	100	80	20	100	5
	Core EDU402	Personality Dynamics in Education	100	80	20	100	5
	Pedagogic EDU403	Professional Development of..... Teacher	60	50	10	60	3
Practical/ Engagement with the field (Includes School Internship-Phase I)	EDU 404.1	Core- EPC1,EPC2, EPC3,EPC4	140	--	140	140	7
	EDU 404.2	Pedagogic- EPC1,EPC2,EPC3,EPC4	120	--	120	120	6
	EDU 404.3	Health& Physical Education- EPC4.	20	--	20	20	1
	EDU 404.4	Drama and Art in Education- EPC2	20		20	20	1
	EDU 404.5	Drama and Art in Education- EPC1	40	--	40	40	2
Semester Total			600	210	390	600	30
Programme Total			2400	970	1430	2400	120

IV. SCHEME OF ASSESSMENT

A . Internal evaluation of theory courses

a. Theory Courses with Credit 5

Title	No of Tasks @ course	Marks	Total Marks
Internal Test	2	10	20
Practicum	1	10	

b. Theory Courses with Credit 3

Title	No of Tasks @ course	Marks	Total Marks
Internal Test	2	5	10
Practicum	1	5	

NB: A detailed report of the Practicum is to be prepared by each student teacher for each course.

B. External evaluation of Theory Courses

Semester I

Course Code	Course Name	Duration of examination External (Hrs)	Marks		
			External	Internal	Total
Core EDU 101	Contemporary India and Education	3	80	20	100
Core EDU 102	Childhood and Growing up	3	80	20	100
Core EDU 103	Development and Resources in Educational Technology	2	50	10	60
Pedagogic EDU 104	Understanding the Discipline of ----- Education	2	50	10	60
Pedagogic EDU 105	Learning to function as ----- Teacher	2	50	10	60
Associate EDU 106	Elective	2	50	10	60

Semester II

Course Code	Course Name	Duration of examination External (Hrs)	Marks		
			External	Internal	Total
Core EDU 201	Knowledge and Curriculum	3	80	20	100
Core EDU 202	Learning and Teaching	3	80	20	100
Core EDU 203	Assessment for Learning	2	50	10	60
Pedagogic EDU 204	Pedagogical Dimensions ofEducation	2	50	10	60
Pedagogic EDU 205	Curriculum and Resource Development in..... Education	2	50	10	60

Semester III

Course Code	Course title	Hours	External marks	Internal marks	Total marks
Associate Course EDU 301	Language Across the Curriculum	2 hours	50	10	60

Semester IV

Course Code	Course Name	Duration of examination External (Hrs)	Marks		
			External	Internal	Total
Core EDU 401	Gender, School and Society	3	80	20	100
Core EDU 402	Personality Dynamics in Education	3	80	20	100
Core EDU 403	Professional Development of.....Teacher	2	50	10	60

C. Pattern of Questions				
Form of questions	Number of questions		Total marks	
	Courses with Credit 5	Courses with Credit 3	Courses with Credit 5	Courses with Credit 3
Very short answer	10	10	10	10
Short answer	10/12	5/6	20	10
Short Essay/ Problem Solving	6/8	4/6	30	20
Essay/Higher Order Thinking	2/4	1/2	20	10
Total	34	24	80	50
V. LIST OF COURSES				
Code	Course Name			
A. CORE COURSES				
EDU 101	Contemporary India and Education			
EDU 102	Childhood and Growing up			
EDU 103	Development and Resources in Educational Technology			
EDU 201	Knowledge and Curriculum			
EDU 202	Learning and Teaching			
EDU 203	Assessment for Learning			
EDU301	Language Across the Curriculum			
EDU401	Gender, School and Society			
EDU402	Personality Dynamics in Education			

B. PEDAGOGIC COURSES

EDU 104.1	Understanding the Discipline of English Education
EDU 104.1	Understanding the Discipline of Malayalam Education
EDU 104.1	Understanding the Discipline of Mathematics Education
EDU 104.1	Understanding the Discipline of Physical Science education
EDU 104.1	Understanding the Discipline of Natural Science Education
EDU 104.1	Understanding the Discipline of Social Science Education
EDU 104.20	Understanding the Discipline of Commerce Education
EDU 105.11	Learning to function as English teacher
EDU 105.12	Learning to function as Malayalam teacher
EDU 105.16	Learning to function as Mathematics teacher
EDU 105.17	Learning to function as Physical Science teacher
EDU 105.18	Learning to function as Natural Science teacher
EDU 105.19	Learning to function as Social Science teacher
EDU 105.20	Learning to function as Commerce teacher
EDU 204.11	Pedagogical Dimensions of English
EDU 204.12	Pedagogical Dimensions of Malayalam
EDU 204.16	Pedagogical Dimensions of Mathematics
EDU 204.17	Pedagogical Dimensions of Physical Science
EDU 204.18	Pedagogical Dimensions of Natural Science
EDU 204.19	Pedagogical Dimensions of Social Science
EDU 204.20	Pedagogical Dimensions of Commerce

EDU 205.11	Curriculum and Resource Development in English Education
EDU 205.12	Curriculum and Resource Development in Malayalam Education
EDU 205.16	Curriculum and Resource Development in Mathematics Education
EDU 205.17	Curriculum and Resource Development in Physical Science Education
EDU 205.18	Curriculum and Resource Development in Natural Science Education
EDU 205.19	Curriculum and Resource Development in Social Science Education
EDU 205.20	Curriculum and Resource Development in Commerce Education
EDU 301	Language Across the Curriculum
EDU 403.11	Professional Development of English teacher
EDU 403.12	Professional Development of Malayalam teacher
EDU 403.16	Professional Development of Mathematics teacher
EDU 403.17	Professional Development of Physical Science teacher
EDU 403.18	Professional Development of Natural Science teacher
EDU 403.19	Professional Development of Social Science teacher
EDU 403.20	Professional Development of -Commerce teacher
C. ASSOCIATE COURSES –ELECTIVE	
EDU 106.11	Health and physical education
EDU 106.12	Guidance and counselling
EDU 106.13	Elementary education
EDU 106.14	Environmental education
EDU 106.15	Special education

PRACTICAL WORK

SEMESTER I

COURSE CODE	COURSE NAME	NAME OF PRACTICAL	FIELD	DOCUMENTS TO BE MAINTAINED	CRITERIA FOR ASSESSMENT	MARKS DISTRIBUTION	TOTAL MARKS	ORE DT
EDU 107.1	Core :	Project on a socially / educationally relevant issue (EDU 101)	Community	Project Report	Report writing (10 Pages) - Relevance of the Topic - Creativity / Novelty - Procedure adopted Timely Submission	10	40	2
					Theme Learning Material Report Timely Submission	10		
		Preparation of a material for a theme on any one adolescent problem (EDU 102)	College	Record & Evidence	Creation of blog Learning material Hard copy Timely Submission	10		
		Creation of blog and uploading of any learning material in the blog (EDU 103)	College	Report & Hard copy of the blog page	Report writing (10-15 pages) - Identification of essential components/prevaling practices in schools/community - Depth of analysis - Suggestions/recommendations Timely Submission	10		
EDU 107.2	Pedagogic:	Micro teaching lesson plans-3 skills for each student	College	Record	Lesson plan Skill components Total - 5x3 (skills)	15		
		Micro teaching class-1 skill by each student complete cycle (preferably video record)	College	Record & Reflective journal	Lesson plan Incorporation of skill components Completion of cycle Teaching competence Reflective journal	15		

COURSE CODE	COURSE NAME	NAME OF PRACTICAL	FIELD	DOCUMENTS TO BE MAINTAINED	CRITERIA FOR ASSESSMENT	MARKS DISTRIBUTION	TOTAL MARKS	CORE DT
EDU 107.3	Health and Physical Education	Link Practice- lesson plan and class@ 1	College	Record	Lesson plan Integration of skills Teaching competence	5 Mark 5 Marks 5 Marks	15	4
		Development and presentation of learning resource materials for school pupils-ICT supported materials, and the like (school based topic) - Extension activity.	College	Report & Evidence	Relevance of the resource material Quality of the resource material Innovation and creativity Report Timely Submission	5 Marks 10 Marks 5 Marks 4 Marks 1 Mark	25	
		Student teacher portfolio (Practical and practicum of all courses)	College	Portfolio	Experiences with report & evidence Meaningful reflection Comprehensiveness and neatness Timely Submission	4 Marks 2 Marks 3 Marks 1 Mark	10	
		Demonstration of various Yogic Asanas / Meditation by student (any two asanas)	College	Record	Demonstration of Asanas Record with evidence Timely Submission	6 Marks 3 Marks 1 Marks	10	
EDU 107.4	Drama and Art in Education (EPC2)	Demonstration of first aid (any two)	College	Record	Demonstration of first aid Report with evidence Timely Submission	6 Marks 3 Marks 1 Mark	10	1
		Theatre Practice - Participation in workshop / training	College	Record & Evidence	Attendance Script writing Performance Report writing Timely Submission	1 Mark 2 Marks 3 Marks 3 Marks 1 Mark	10	
		SUPW - Service - 1 & Product - 1	College	Record & Evidence	Involvement in service Quality of the product Report Timely Submission	3 Marks 3 Marks 3 Marks 1 Mark	10	
Semester Total							160	8

SEMESTER II

COURSE CODE	COURSE NAME	NAME OF PRACTICAL	FIELD	DOCUMENTS TO BE MAINTAINED	CRITERIA FOR ASSESSMENT	MARKS/DIST. REDUCTION	TOTAL CREDIT MARKS
EDU 206.1	Core :	School Profile and practices (student support systems like PTA, Alumni, various forums and Clubs, NCC/NSS SPC, JRC, Scouts and Guides, School Assembly and the like) (EDU 201)	School	Record & Reflective journal	Report Writing (10-15 pages) Details of school profile & practices Description of all practices Concluding remarks Presentation style Reflective Journal Writing Timely Submission	30 4 Marks 1 mark	80 4
		Awareness class on adolescent problems (based on the learning material prepared in first semester) (EDU 202)	School	Record & Supervision diary cum Reflective Journal	Lesson Plan Report Supervision diary cum Reflective Journal Timely Submission	10 1 Mark	
		Critical Analysis of the status of exceptional children in the school (Statistics of Children with special needs and their characteristics) (EDU 202)	School	Record & Reflective journal	Report Writing (10-15 pages) Identifying the exceptional children using appropriate psychological test Analysis & Interpretation of the test Sociogram Reflective Journal Timely Submission	20 4 Marks 1 Mark	
		Analysis of prevailing assessment practices in schools (EDU 203)	School	Record & Reflective journal	Report writing (5-10 pages) Identifying the prevailing assessment practices in school Analysis and interpretation Comprehensiveness of the report Reflective journal Timely submission	10 2 Marks 1 Mark	
		Student teacher portfolio (practical and practicum of all courses)	College	Portfolio	Experiences with report and evidence Meaningful reflection Comprehensiveness and neatness Timely submission	10 4 Marks 2 Marks 3 Marks 1 Mark	

COURSE CODE	COURSE NAME	NAME OF PRACTICAL	FIELD	DOCUMENTS TO BE MAINTAINED	CRITERIA FOR ASSESSMENT	MARKS/DIST REBUTION	TOTAL MARKS	CRE DT
EDU 206.2	Pedagogic	Discussion lesson plans -5	College	Record	Attendance	2 Marks	10	5
					Involvement in discussion Lesson plan	2 marks 5 Marks 1 Mark		
		Demonstration class observation -5	College	Record	Attendance	2 Marks	10	
					Observation report Lesson Plan	2 Marks 5 Marks 1 Mark		
		Criticism Lesson Plans, class observation and evaluation -5 Criticism class@1	College	Record	Attendance Criticism Class observation & Report Lesson Plan Teaching Competence Timely Submission	2 Marks 10 Marks 5 Marks 2 Marks 1 Mark	20	
Class room teaching during school induction @ 5 classes	School	Record and Supervision diary cum reflective journal	Lesson Plan Teaching competency Supervision Diary cum Reflective journal (one journal entry for five classes)	25 Marks 25 Marks 10 Marks	60			
EDU 206.3	Health and Physical Education	Credible participation in games and sports	College	Record & Certificate of the events participated	Participation Prize - Report Timely Submission	5 Marks 2 Marks 2 Marks 1 Mark	10	1
		Organising sports meet and rules and regulations of long jump and shot put	College	Record & Evidence	Role in committee Report on sports meet Record on rules, regulations and diagrams Timely submission	2 Marks 3 Marks 4 Marks 1 Mark	10	
		Interview a local folk artist and prepare a report on the local community art forms	Community	Record & Evidence	Preparation of interview schedule Conducting Interview Report on the interview Report on local community art form Timely Submission	2 Marks 2 Marks 2 Marks 3 Marks 1 Mark	10	
EDU 206.4	Drama and Art in Education (EPC2)	Preparation of criteria for evaluating different art forms— Drawing, Painting, Dance, Music, Drama, Creative Writing (any 2)	College	Record	Description of criteria of any two art forms Report writing Timely submission	5 Marks 4 Marks 1 Mark	10	1
		Semester total					220	11

SEMESTER III

COURSE CODE	COURSE NAME	NAME OF PRACTICAL	FIELD	DOCUMENTS TO BE MAINTAINED	CRITERIA FOR ASSESSMENT	MARKS DISTRIBUTION	TOTAL MARKS	CRE DT
EDU 302.1	Core :	Value education class @2 (Focus on values like honesty, cleanliness, punctuality etc.) (EDU 101 & 201)	School	Record & Supervision diary cum reflective journal (as per format attached)	Relevance of value selected 4 Marks Lesson Plans 5 Marks Resources used 4 Marks Transmission of value 4 Marks Reflective Journal (one journal entry for two classes) 2 Marks Timely Submission 1 Mark	20	80	4
		Case study based on learning problems of school pupils (EDU 102 & 202)	School	Report and reflective journal	Report Writing (15-20 pages) • Identification of the case 5 Marks • Characteristics of the case 5 Marks • Tools and techniques used 5 Marks • Analysis and interpretation 5 Marks • Suggestions & recommendation 5 Marks Reflective Journal Timely Submission 4 Marks Timely Submission 1 Mark	30		
		Action research @1 (EDU 203) Class related issues like late coming, absenteeism difficulty in drawing maps, etc.	School	Report and reflective journal	Report Writing (15-20 pages) • Relevance of the problem 5 Marks • Action Hypothesis 5 Marks • Action Plan 5 Marks • Analysis & interpretation 5 Marks • Suggestions and recommendation 5 Marks Reflective Journal Timely Submission 4 Marks Timely Submission 1 Mark	30		
EDU 302.2	Pedagogic	Unit Plan @1	College	Record	Steps 4 Marks Originality 2 Marks Comprehensiveness 2 Marks Neatness 1 Mark Timely Submission 1 Mark	10	360	18
		50 Lesson plans 50 classes - Teaching competence	School	Record & supervision diary cum reflective journal (as per format attached)	Lesson Plans 100 Marks Teaching competency 100 Marks Supervision Diary cum Reflective journal (one journal entry for five classes) 50 Marks	250		

COURSE CODE	COURSE NAME	NAME OF PRACTICAL	FIELD	DOCUMENTS TO BE MAINTAINED	CRITERIA FOR ASSESSMENT	MARKS/DIST REBUTION	TOTAL MARKS	CRE DT
		Lesson plan and Classes Based on Language Across the Curriculum @2	School	Record & supervision diary cum reflective journal (as per format attached)	Lesson Plans 4 Marks Teaching competency 4 Marks Supervision Diary cum Reflective journal (one journal entry for two classes) 2 Marks	10		
		Subject Club / Forum activities	School	Record & Reflective Journal	Club formation 1 Mark Activities 2 Marks Evidences 2 Marks Report Writing 2 Marks Reflective Journal 2 Marks Timely Submission 1 Mark	10		
		Improvised teaching aids charts and models @2 each (Institution shall conduct workshop for the preparation of the Teaching aids)	College	Record and Evidence	Participation in workshop 3 Marks Preparation of Aids 12 Marks Report Writing with evidence 4 Marks Timely Submission 1 Mark	20		
		Self assessment tool among the school pupils to assess learning performance in the subject preparation and administration	School	Record and Evidence	Self Assessment Tool 2 Marks Analysis and Interpretation 3 Marks Report 2 Marks Evidence 2 Marks Timely Submission 1 Mark	10		
		Peer evaluation of classes @ 2 any subject	School / College	Record - Peer review report	Observation and Analysis of Peer Class 2 Marks Observation Report 2 Marks Timely Submission 1 Mark	10 (5 x 2)		
		Achievement test and analysis and interpretation @ 1	School	Record	Design of the test - 5 Marks Question Paper and marking Scheme 6 Marks Test Analysis & Interpretation 4 Marks Comprehensiveness of the Record 4 Marks Timely Submission 1 Mark	20		
		Diagnostic test analysis and interpretation @ 1 Remedial Programme- Preparation and administration	School	Record	Diagnosis of problem area 2 Marks Preparation of test items 6 Marks Analysis of the result 3 Marks Remedial teaching 6 Marks Comprehensiveness of the Record 2 Marks Timely Submission 1 Mark	20		

COURSE CODE	COURSE NAME	NAME OF PRACTICAL	FIELD	DOCUMENTS TO BE MAINTAINED	CRITERIA FOR ASSESSMENT	MARKS/DIST. REBUTION	TOTAL MARKS	CBE UT
EDU 302.3	Health & Physical Education	Physical Education Lesson Plan and class @ 3	School	Record & supervision diary cum reflective journal (as per format attached)	Lesson Plans Teaching competency Supervision Diary cum Reflective journal (one journal entry for three classes)	6 Marks 6 Marks 3 Marks	15	40 2
		Health Education Lesson Plan and class @ 2	School	Record & supervision diary cum reflective journal (as per format attached)	Lesson Plans Teaching competency Supervision Diary cum Reflective journal (one journal entry for two classes)	4 Marks 4 Marks 2 Marks	10	
		Yoga Lesson Plan and class @ 3	School	Record & supervision diary cum reflective journal (as per format attached)	Lesson Plans Teaching competency Supervision Diary cum Reflective journal (one journal entry for three classes)	6 Marks 6 Marks 3 Marks	15	
EDU 302.4	Drama and Art in education	Class on different Art Forms and cultural heritage of India	School	Record and evidence. Photo of taking class can be the evidence	Learning materials used Class Comprehensiveness of the record	3 Marks 4 Marks 3 Marks	10	20 1
		Organize an activity among students to conscientise national integration/ patriotism/ universal brotherhood etc. (Quiz/competition/seminar/exhibition etc)	School	Record and evidence	Relevance of the activity Organization Skill Report with evidence Timely Submission	2 Marks 4 Marks 3 Marks 1 Mark	10	
	Viva-voce & Student teacher Portfolio	Student teacher portfolio (Practical and Practicum of all courses)	College	Portfolio (sem 1 to sem 3)	Experiences with report and evidence Meaningful reflection Comprehensiveness and neatness Oral presentation	6 Marks 4 Marks 4 Marks 6 Marks	20	40 2
		Viva-voce	College	Work done in 3rd semester	Subject competence Communication skill Genuineness of evidences	5 Marks 5 Marks 10 Marks	20	

1	Value Education classes <ul style="list-style-type: none"> Prepare lesson plan on any values like moral value, social value etc 2 classes should be taken Classes can be video recorded for evaluating 	<ul style="list-style-type: none"> Speak and express their views in group discussions, speech etc. read and comprehend the text prepare questionnaire read and analyse the text/learning material Lesson plan should be prepared by incorporating the language skills like LSRW
2	Case Study <ul style="list-style-type: none"> Learning problems like examination anxiety, Learning Disability, exam fear, Lack of achievement motivation etc., Remedial measures 	4 Report should contain <ul style="list-style-type: none"> Objective of the teaching aids Materials used Procedure- for the preparation of the teaching aid Report should be written in the record and photos of participating in the workshop can be the evidence
3	Language Across The Curriculum <ul style="list-style-type: none"> Use language elements to transact a non linguistic subject or a foreign language other than your mother tongue. The lesson should necessarily focus on Language Objectives. In addition to Learning outcome, can have Linguistic outcomes like, Students demonstrate the ability to : <ul style="list-style-type: none"> narrate events/ incidents from different perspectives 	5 Tool should be prepared by the teacher trainee for the school students to make an assessment of what they know and what they don't know on the topic learned.
6	Peer Class Observation <ul style="list-style-type: none"> The teacher trainee should observe the classes of two other trainees. Observation report of the two classes observed should be submitted 	6

SEMESTER IV

COURSE CODE	COURSE NAME	NAME OF PRACTICAL	FIELD	DOCUMENTS TO BE MAINTAINED	CRITERIA FOR ASSESSMENT	MARKS DISTRIBUTION	TOTAL MARKS	CREDIT
EDU 404.1	Core :	Community citizenship training camp (Edu 401)	College/ Other premise	Record and evidence	Attendance 5 Marks Group Coordination 4 Marks Involvement in various committees 10 Marks Initiative Ability 5 Marks Comprehensiveness of the report with evidence 25 Marks Timely Submission 1 Mark	50		
		Conduct an interview with an eminent teacher or educationist of your locality on the vision & mission of education (Edu 401)	Community /school	Record and evidence	Preparation of Interview Schedule 7 Marks Report with evidence 12 Marks Timely Submission 1 Mark	20		
		Documentary/short film presentation on student abuse in school campus and pcoso rules (Edu 402)	Community	Record and evidence	Relevance of the theme 3 Marks Script 10 Marks Creativity 3 Marks Message to the society 3 Marks Timely Submission 1 Mark	20	140	7

COURSE CODE	COURSE NAME	NAME OF PRACTICAL	FIELD	DOCUMENTS TO BE MAINTAINED	CRITERIA FOR ASSESSMENT	MARKS/DIST REBUTION	TOTAL MARKS	GRE DT
EDU 404.2	Pedagogic	Study tour (Edu 402)	Community	Record and evidence	Attendance 3 Marks Group Coordination 2 Marks Involvement in various Phases of the tour 5 Marks Initiative Ability 3 Marks Comprehensiveness of thereport with evidence 6 Marks Timely Submission 1 Mark	20	120	
		Extension Activities @ 2 (Edu 402)	Community	Record and evidence	Attendance 2 Marks Group Coordination 2 Marks Involvement in activities 6 Marks Initiative Ability 3 Marks Comprehensiveness of thereport with evidence 6 Marks Timely Submission 1 Mark	20		
		Student teacher portfolio (Practical & Practicum of all courses) EDU 401, 402	College	Portfolio	Experiences with report and evidence 4 Marks Meaningful reflection 2 Marks Comprehensiveness and neatness 3 Marks Timely submission 1 Mark	10		
		Developing vision and mission as a teacher- SWOT Analysis	College	Record	Identification of SWOT 12 Marks Preparation of template 8 Marks Vision Mission Statement 7 Marks Comprehensiveness of the report 12 Marks Timely Submission 1 Mark	40		
		Educational journal review (5 research article)	College	Record and evidence	Report Writing (15-20 pages) 29 Marks Need and Significance 5 Marks Brief Overview of the journal 5 Marks Review of articles 15 Marks Comprehensiveness of the report 4 Marks Timely submission 1 Mark	30	6	
		Project on any topic of pedagogic relevance	College	Project Report	Report Writing (15to 20 pages) 29 Marks Relevance of the topic 4 Marks Procedure adopted 10 Marks Analysis and interpretation 6 Marks Summary and conclusion 5 Marks Comprehensiveness of the report 4 Marks Timely Submission 1 Marks	30		

COURSE CODE	COURSE NAME	NAME OF PRACTICAL	FIELD	DOCUMENTS TO BE MAINTAINED	CRITERIA FOR ASSESSMENT	MARKS/DIST. RELATION	TOTAL MARKS	CRE DT
EDU 404.3	Health and Physical Education	Preparation and Uploading of self designed article of pedagogic relevance in the Blog	College	Record and evidence	Preparation of article Uploading of article Comprehensiveness of the report Hard copy of the material uploaded Timely Submission	10 Marks 2 Marks 5 Marks 2 Marks 1 Mark	20	1
		Credible participation in games and sports minimum 2 events	College	Record & Certificate of the events participated	Participation Prize - Report Timely Submission	5 Marks 2 Marks 2 Marks 1 Mark	10	
		Rules and regulations of Volleyball and Shuttle badminton	College	Record	Comprehensiveness of the report Timely Submission	9 Marks 1 Mark	10	
		Film review	College	Record	Relevance of the film selected Comprehensiveness of the report Timely Submission	2 Marks 2 Marks 1 Mark	5	
EDU 404.4	Drama and Art in Education (EPC 2)	Credible Participation in Arts fest minimum 2 events	College	Record and Certificate of the events participated	Participation Prize Report Timely Submission	5 Marks 2 Marks 2 Marks 1 Mark	10	1
		Script on Street Play	College	Record	Relevance of the theme Script Timely Submission	1 Marks 3 Marks 1 Mark	5	
		English Internal test – Written	College	Answer Script	Written Examination	20	20	
		Oral Practical in accordance with the syllabus @1 item	College College	Score sheet Report and evidence	Oral Examination Comprehensiveness of the report Evidence Timely Submission	10 10 4 Marks 5 Marks 1 Mark	40	
EDU 404.5	Communicative							2
Semester total						340	340	17
Programme total						1260	1260	63

PROCEDURE OF ASSESSMENT

The performance of student teachers shall be evaluated by both external and internal assessment mechanisms. A student teacher portfolio showcasing all practicals and practicums and their internal assessment shall be maintained by every student teacher. It shall be duly signed by course coordinators, college coordinator and principal, and shall be made available for verification. A Separate certificate for Competency Profile together with a college certified digital copy of the best class presented by the student teacher shall be given to him/her along with the University Certificate. Competency Profile shall be prepared by the institution. The following competencies may be considered for preparing competency profile.

- i. Knowledge management
- ii. Communication
- iii. Instructional Designing
- iv. Class room Management
- v. Instructional Management
- vi. Student Assessment
- vii. Student Diagnosis
- viii. Professionalism

EXTERNAL EVALUATION:

- i. **External evaluation of all theory courses** shall be done by End Semester Examinations conducted by the university.
- ii. **External evaluation of practical courses** in the II, III and IV semesters shall be done by the examination board constituted by the university from time to time. There shall be no external examination for practical courses in the I semester. The present practice of appointing Zonal Examination Boards on the basis of existing norms shall be continued. In addition, each Zonal Examination Board shall have one expert from the stream of core or associate courses. The examination board of the II and IV semesters shall comprise of the Zonal chairperson and one expert from the stream of Core or Pedagogic courses. The examination board of the III semester shall comprise of the Zonal chairperson and experts from the stream of Pedagogic Courses and Health and Physical Education. The examination board shall evaluate the teaching competence of each student teacher by observing the classroom teaching in the III semester. The examination board shall evaluate all the documentary evidences in the form of records, reports, materials and soft copies in respect of the student teacher portfolio in the respective

semesters. The standardization process of internal assessment shall be done by estimating the average of internal and external assessment marks assigned by the Institution and External Board respectively. The institution shall hand over the internal assessment marks only to the Zonal Chairperson/Coordinating Chairperson. It is the duty of the Zonal Chairperson to compile the internal assessment and external assessment marks. If there exists a difference of 20% or above between internal and external assessment, a third evaluation by the Zonal chairperson shall be done. The decision of the Zonal chairperson shall be the final. If any discrepancies are observed in the matter of documental evidences, it shall be reported to the university. A minimum of 16 school students are to be present for conducting classes for practical examination.

INTERNAL EVALUATION

- i. **Internal evaluation of theory courses** shall be done by class tests and the related practicum. Two class tests and one practicum shall be done by all students for every course. The detailed report of internal assessment shall be maintained in the college and shall be produced if needed.
- ii. **Internal evaluation of practical courses** shall be done by means of appropriate instruments and suitable criteria designed and developed by teacher educators or by means of standardized instruments.

SCHOOL INTERNSHIP

The B.Ed. Programme envisages school internship of 20 weeks duration spreading over two phases, first phase of four weeks during II semester and 16 weeks during III semester. It shall be designed to lead to the development of a broad repertoire of perspectives, professional capacities teacher sensibilities and skills among the prospective teachers. In the first phase, there shall be four week of school engagement.

In the second phase, there shall be a minimum of 15 weeks intensive school internship and one week observation of a regular class room with a regular teacher. During the internship student teachers shall work as a regular teacher and participate in all school activities, including planning, teaching and assessment, interacting with school teachers, community members and children. School internship shall be undertaken in the schools within the purview of 30 kilometres from the Institution and shall be with the concurrence of the institution.

M. Ed. PROGRAMME

CORE COURSES IN THE COLLEGE

- | | |
|----------------------|-----------------------------|
| 1 English Education | 2. Mathematics Education |
| 3. Science Education | 4. Social Science Education |

ELIGIBILITY FOR ADMISSION AND RESERVATION OF SEATS

Eligibility for admission, norms for admission, reservation of seats for M.Ed degree programme shall be in accordance with University/ Government/NCTE norms from time to time.

DURATION

- i. The duration of M. Ed programme shall be of Four Semesters.
- ii. The duration of each semester shall be a minimum of 630 to 700 hours distributed over 90- 100 working days spread over 18-20 five day working weeks. First Semester and third semester is from June to October in the respective year, Second Semester and fourth Semester is from 16th November to 15th April in the respective year. Inter semester break after I Semester and III semester will be from 1st to 15th November in the respective year and Inter semester break after II semester will be from 16th April to 31st May.
- iii. The Internship Programme which is a compulsory part of M.Ed programme is scheduled in the Third and Fourth Semesters. The internship programme in the III semester is scheduled for 10 days in a Primary school and 30 days in Primary Teacher Education Institutions and field sites relevant to the area of specialisation opted from Thematic cluster A and B. The internship programme in the IV semester is scheduled for 45 days of which, 15 days in secondary and sr. secondary schools and 30 days in a secondary teacher education institution and field site relevant to the area of specialisation opted from Thematic Cluster C.
- iv. Data collection related to Dissertation is to be done in the Third semester for a minimum of 20 days. Data can be collected during internship also without affecting its scheduled activities. The period of Inter semester break can also be utilised for data collection/internship.

- v. A student has to complete the programme on valid reasons, within a period of four semesters from the date of commencement of the first semester of the programme.

MEDIUM OF INSTRUCTION AND EXAMINATION

Medium of Instruction and Examination of the course shall be in English. Those candidates who desire to prepare tools for data collection are permitted to prepare it in Malayalam and in other languages but the English version of the same shall be appended in the Dissertation.

ATTENDANCE

- i. One semester of M. Ed programme will normally consist of 100 working days of 6 hours each. A candidate shall earn a minimum of 80% attendance out of the total working days in each semester. For the internship a candidate shall earn a minimum of 90% attendance out of the days allotted for the same.
- ii. Shortage of attendance (each semester) up to 10% may be condoned by the Vice Chancellor on the recommendation of the principal of the college/head of the institution on genuine grounds.
- iii. The percentage of attendance of a candidate shall be calculated based on the total number of working days in the concerned semester as stipulated by University/NCTE. If a candidate is failed to appear for the examination due to shortage of attendance in a semester, he/she shall obtain readmission to the respective semester in any of the subsequent batches and complete the course as per the rules and regulations of the University.
- iv. A candidate who doesn't complete the internship and the requirements of internal evaluation of each course satisfactorily, is not eligible to apply for the final University examination in the fourth semester. After completing the internship and the requirements of internal evaluation of each course satisfactorily, he/she is eligible to apply for the final fourth semester examination.

THE PROGRAMME STRUCTURE

In tune with the framework suggested by NCTE, the M.Ed. Programme comprises theory courses (including common core courses and branches of specialization courses), field internship, research leading to dissertation, and viva voces. A series of Practicum are organised along with the Theory Courses. The Programme is intended to provide supervision to students for guided reading, field internship and research dissertation.

7.1 Credits allotted to the Courses:

The Credits allotted to the Courses of the M.Ed. Programme are as follows:

i. The M.Ed. Programme has a total of 80 credits.

ii. The Common Core Courses (Taught Course & Practicum) have 48 credits.

- Perspective Courses have a total of 24 credits. They are designed so that students attain the robust theoretical perspectives on Education, in general, and Teacher Education, in particular. The Courses include:
 - 1) Advanced Philosophy of Education - 4 credits
 - 2) Advanced Educational Psychology: Learning and Development - 4 credits
 - 3) Perspectives on Education Studies - 4 credits
 - 4) History, Sociology and Political Economy of Education - 4 credits
 - 5) Advanced Educational Psychology: Individual Differences - 4 credits
 - 6) Curriculum Development and Transaction - 4 credits
- Tools Courses have a total of 12 credits. They are envisioned to provide students skills that enable them to work as professionals and scholars in the field. The Courses include:
 - 1) Introduction to Educational Research and Statistics - 4 credits
 - 2) ICT and Skill Development (ICT, Communication Skill & Expository Writing, Academic Writing & Research Proposal, Self-Development including and Yoga) - 4 credits
 - 3) Advanced Educational Research and Statistics - 4 credits

- Teacher Education Courses have a total of 12 credits. They are intended to provide students with focussed exposure and experiences. The Courses include:
 - 1) Trends, Issues, Innovations and Research in Teacher Education - 4 credits
 - 2) Two Field Internships - 4 credits each
- iii. The Specialisation Courses (Taught Course & Practicum) have a total of 20 credits. They are aimed for any one of the school levels/areas, such as elementary and/or secondary and senior secondary, and further thematic specialisations/elective clusters in thematic areas pertinent to that stage. The Courses include:
 - 1) Context and Issues of Elementary Education - 4 credits
 - 2) Context and Issues of Secondary and Senior Secondary Education - 4 credits
 - 3) Current Practices in Education (one Course opted from Thematic Cluster A) - 4 credits
 - 4) Emerging Issues in Education (one Course opted from Thematic Cluster B) - 4 credits
 - 5) Advanced Methodology and Pedagogical Practices of Optional Subjects in Secondary and Senior Secondary Education (one Course opted from Thematic Cluster C) - 4 credits
- iv. The Dissertation has 8 credits.
- v. The Viva Voces have a total of 4 credits.
 - Dissertation Viva Voce - 2 credits
 - Comprehensive Viva Voce - 2 credits

Thus, the Common Core Courses (Perspective Courses, Tool Courses, Teacher Education Course and its Field Internships) in the M.Ed. Programme have an aggregate of 60% of total credits (i.e. 48 credits) while the Specialisation Courses, Dissertation, Dissertation Viva Voce and Comprehensive Viva Voce have an aggregate of 40% of total credits (i.e. 32 credits).

7.2 Semester-wise Course Summary of the Programme:

The Course Codes, Course Titles, Type of Course, Teaching hours per week and Credits for all the Courses in the four Semesters of the M.Ed. Programme are summarised as follows.

Course Code	Title of Course	Type of Course	Teaching hours per week	Credits	Total Credits in Semester
FIRST SEMESTER					
ED010101	Advanced Philosophy of Education	Common Core Course - Perspective Course - Taught Course & Practicum	5	4	20
ED010102	Advanced Educational Psychology: Learning and Development	Common Core Course - Perspective Course - Taught Course & Practicum	5	4	
ED010103	Introduction to Educational Research and Statistics	Common Core Course - Tool Course - Taught Course & Practicum	5	4	
ED010104	Trends, Issues, Innovations and Research in Teacher Education	Common Core Course - Teacher Education Course - Taught Course & Practicum	5	4	
1.0010105	1CT and Skill Development - 1CT - Communication Skill & Expository Writing - Academic Writing & Research Proposal - Self-Development including Yoga	Common Core Course - Tool Course - Taught Course & Practicum (Internal assessment only)	5	1 1 1 1	
SECOND SEMESTER					
ED010201	Perspectives on Education Studies	Common Core Course - Perspective Course - Taught Course & Practicum	5	4	
ED010202	History, Sociology and Political Economy of Education	Common Core Course - Perspective Course - Taught Course & Practicum	5	4	

ED010203	Advanced Educational Psychology: Individual Differences	Common Core Course - Perspective Course - Taught Course & Practicum	5	4	20
LD010204	Advanced Educational Research and Statistics	Common Core Course - Tool Course - Taught Course & Practicum	5	4	
ED010205	Context and Issues of Elementary Education	Specialisation Core Course - Taught Course & Practicum	5	4	
THIRD SEMESTER					
Thematic Cluster A - Current Practices in Education (one Course from Thematic Cluster A shall be opted)		Specialisation Elective Course - Taught Course & Practicum	5	4	22
ED800301	Educational Evaluation				
ED800302	Educational Technology				
ED800303	Guidance and Counselling				
ED800304	Higher Education				
Thematic Cluster B - Emerging Issues in Education (one Course from Thematic Cluster B shall be opted)		Specialisation Elective Course - Taught Course & Practicum	5	4	
ED810301	Environmental Education				
ED810302	Inclusive Education				
ED810303	Non Formal Education				
ED810304	Human Rights and Value Education				
ED010301	Field Internship in Primary Schools, Primary Teacher Education Institution, & Field Site relevant to Cluster A & Cluster B	Common Core Course - Field Internship	-	4	
ED010302	Dissertation	Dissertation	-	8	
ED010303	Viva Voce	Dissertation	-	2	

FOURTH SEMESTER					
D010401	Curriculum Development and Transaction	Common Core Course - Perspective Course - Taught Course & Practicum	5	4	18
ED010402	Context and Issues of Secondary and Senior Secondary Education	Specialisation Core Course - Taught Course & Practicum	5	4	
Thematic Cluster C - Advanced Methodology and Pedagogical Practices of Optional Subjects in Secondary and Senior Secondary Education (one Course from Thematic Cluster C shall be opted)		Specialisation Elective Course - Taught Course & Practicum	5	4	
ED820401	Advanced Methodology and Pedagogical Practices of Language Education - English				
ED820406	Advanced Methodology and Pedagogical Practices of Mathematics Education				
ED820407	Advanced Methodology and Pedagogical Practices of Science Education				
ED820408	Advanced Methodology and Pedagogical Practices of Social Science/ Education				
D010403	Field Internship in Secondary and Senior Secondary Schools, Secondary Teacher Education Institution, & Field Site relevant to Cluster C	Common Core Course - Field Internship	-	4	
ED010404	Viva Voce	Comprehensive	-	2	
TOTAL CREDITS FOR THE PROGRAM ME					80

Summary of Semester-wise Credits

Semester	Credits
I	20
II	20
III	22
IV	18
Total	80

7.3 Specialisation (Taught and Practicum) Courses:

Specialisation Courses are offered in the IInd, IIIrd and IVth semesters of the Programme as follows:

- In the IInd semester, one Specialisation Core Course, viz. Context and Issues of Elementary Education.
- In the IIIrd semester, four Specialisation Elective Courses in Thematic Cluster A - Current Practices in Education & four Specialisation Elective Courses in Thematic Cluster B - Emerging Issues in Education.
- In the IVth semester, one Specialisation Core Course, viz. Context and Issues of Secondary and Senior Secondary Education & ten Specialisation Elective Courses in Thematic Cluster C - Advanced Methodology and Pedagogical Practices of Optional Subjects in Secondary and Senior Secondary Education.

All these Courses are of 4 credits each. The teacher educand shall opt one Course from each of the three Clusters A, B and C. Thus, the total credits acquired will be 20 for the Taught and Practicum Specialisation Courses.

7.4 Field Internships:

Field internship is a compulsory part of the M.Ed. Programme that involves periods of supervised training required for qualifying the profession. The teacher educand is expected to familiarise with the ongoing practices of administration as well as the curricular and co-curricular activities in the Schools, Primary Teacher Education Institutions, Secondary Teacher Education Institutions, and field experiences relevant to the areas of specialisation opted for study from Thematic Clusters A, B, and C.

Each teacher educand shall take a minimum of five classes in the Primary and Secondary Teacher Education Institutions under the supervision of the teacher educator from the respective institutions. Internships in field sites

relevant to the areas of specialisation opted from the three Thematic Clusters shall be completed under the supervision of a teacher educator/field mentor. Separate records/reports shall be maintained for the activities undertaken in each Institution and field site during the internship. The field internships, in the third semester (40 days) and fourth semester (45 days), are to be scheduled and assessed through continuous internal evaluation as follows.

Semester	No. of Days	Institutions for Internship	Credits	Total Credits in a Semester
III	10	Primary Schools	1	4
	30	Primary Teacher Education Institutions	2	
		Field site relevant to the areas of specialisation opted from Thematic Clusters A & B	1	
IV	15	Secondary & Senior Secondary Schools	1	4
	30	Secondary Teacher Education Institutions	2	
		Field site relevant to the area of specialisation opted from Thematic Cluster C	1	

7.5 Dissertation and Dissertation Viva Voce:

Dissertation is an integral component of the M.Ed. Programme. It is distinct from other academic writings and involves distinctive expectations and processes. It is conceived as a curricular exercise wherein teacher educands (under the supervision of a faculty member) learn to plan and conduct research and write a research report. It is a space for them to see and draw linkages between the theories of education (transacted through the theory courses) and the practice of research. Thus, the process as well as the product of the dissertation component are equally significant.

The dissertation should preferably be from the areas of specialisation opted by the teacher educand or the areas in the perspective courses. The dissertation work shall be commenced in the II^d Semester. The finalisation of the title of the Dissertation shall be done by a Research Committee in each Institution, constituting a minimum of three members - the Head of the Department and two Faculty members - and a minimum of one External Expert. The finalised titles of Dissertations shall be approved by the Dean, Faculty of Education, in the IInd Semester.

The various skills that are expected to be developed through this component include formulating a research problem, engaging with the relevant body of theories, reviewing the literature, articulating research questions, designing a plan to conduct the study, implementing the plan, analysing and writing the findings in an academic fashion, and presenting the research work. The data collection for the research work is to be done for a minimum of 20 days. The dissertation is to be submitted in the 111rd Semester. The dissertation report shall be approximately between 10,000 to 20,000 words, depending on OWfr the nature of the topic of research.

The internal assessment shall be done by the supervising teacher and the external assessment by the M.Ed. Faculty (also former M.Ed. Faculty) from universities/colleges of teacher education from a panel of examiners decided by the University. All teacher educands, who have submitted the dissertation and appeared for the 111st Semester examination shall appear before the duly constituted board of examiners for the dissertation viva voce in the 111rd Semester.

7.6 Comprehensive Viva Voce:

The teacher educands who have appeared for all the end semester examinations shall appear for the Comprehensive Viva Voce before the board of examiners duly constituted by the University. The Viva Voce will be comprehensive with adequate coverage of all the Courses included in the M.Ed. Programme. Teacher educands shall be assessed on their attainment of knowledge of the aims and essentials of the M.Ed. Programme.

7.7 Attendance, Improvement, Re-appearance and Re-admission:

A teacher educand has to complete the Programme within a period of four semesters from the date of commencement of the 1st semester of the Programme. One semester of the M.Ed. Programme will normally consist of 90 to 100 working days. The percentage of attendance in a semester shall be calculated based on the total number of working days as stipulated by the University/NCTE. The improvement, re-appearance and re-admission for the M.Ed. Two Year Programme shall be in accordance with the PG CSS Regulations, 2019, of Mahatma Gandhi University.

7.8 Minimum requirements for successful completion of the Programme:

The minimum requirements for successful completion of the M.Ed. Programme are as follows.

Requirement for the complete Programme	80 Credits
Requirement for the Common Core Courses and Field Internships	48 Credits
Requirement for the Specialisation Courses	20 Credits
Requirement for the Dissertation	8 Credits
Requirement for the Dissertation Viva Voce	2 Credits
Requirement for the Comprehensive Viva Voce	2 Credits
Attendance requirement for each Semester	80 %
Attendance requirement for Field Internship	90 %

7.9 The Assessment Process:

Assessment will be conducted as per Mahatma Gandhi University PG CSS Regulations, 2019. The assessment process will be in four stages:

- First stage - both Internal and External shall be done by the Teacher.
- Second stage - calculation of Grade Point Average (GPA) of each Course shall be done by the University.
- Third stage - calculation of Semester Grade Point Average (SGPA) shall be done by the University.
- Fourth stage - calculation of Cumulative Grade Point Average (CGPA) shall be done by the University.

The academic growth of the teacher educand shall be assessed through continuous internal evaluation and end semester examination.

Type and weight of questions for Theory Courses:

Questions shall be set such that due weight is given to each module based on content/teaching hours allotted to each module in a Course. The question setter shall ensure that questions covering all skills are included. A question paper shall be a judicious mix of short answer type questions, short essay type questions, and long essay type questions. The different types of questions shall be awarded different weights to quantify their range as follows.

Type of question	Weights	No. of questions to be answered	Maximum weights
Short answer	1	8 out of 10	1 x 8 = 8
Short essay	2	6 out of 8	2 x 6 = 12
Long essay	5	2 out of 4	5 x 2 = 10
		Total questions to be answered = 16 out of 22	Sum of weights = 30

Grade Points: The questions shall be prepared in such a way that the answers can be awarded A+, A, B, C, D, and E grades. The grade points for the respective grades will be as follows.

Grade	Grade points	Range
A+	5	4.50 to 5.00
A	4	4.00 to 4.49
B	3	3.00 to 3.99
C	2	2.00 to 2.99
D	1	0.01 to 1.99
E	0	0.00

Hence, the maximum Weighted Grade Point (WGP) is 150 (i.e. $5 \times 30 = 150$)
 The Grade Point of a Course = Sum of WGP / Sum of Weight

Weights for Assessment of Theory, Dissertation and Comprehensive Viva Voce: The weights for the assessment of each Theory Course, Dissertation, and Comprehensive Viva Voce shall be as follows.

Assessment	Weights
Internal	5
External	15

Components and Weights for Internal Assessment:

The components and weights for the Internal Assessment of Theory Courses shall be as follows.

Components	Weights
Assignment	1
Seminar	2
Two Test papers	2 (1 each)
Total	5

Components and Weights for Assessment of Dissertation:

The components and weights for the Internal and External Assessments of the Dissertation shall be as follows.

Components	Weights	
	Internal	External
Relevance of the Topic	1	1
Methodology	2	5
Analysis	1	4
Dissertation Viva Voce	1	5
Total	5	15

Components and Weights for Assessment of Comprehensive Viva Voce:

The components and weights for the Internal and External Assessments of the Comprehensive Viva Voce shall be as follows.

Components	Weights	
	Internal	External
Comprehensive Viva Voce (all Courses from Semesters I to IV)	5	15
Total	5	15

Grading System: The Direct Grading System based on a 7-point scale shall be used to assess the performance of students, both External and Internal. All Courses, Semesters, and overall Programme shall be assessed on this scale. All Letter Grades, Grade Point Average (GPA), Semester Grade Point Average (SGPA), and Cumulative Grade Point Average (CGPA) shall be awarded based on the scale. The 7-point grading scale is as follows.

Range	Grade	Indicator
4.50 to 5.00	A+	Outstanding
4.00 to 4.49	A	Excellent
3.50 to 3.99	B+	Very Good
3.00 to 3.49	B	Good /Average
2.50 to 2.99	C+	Fair
2.00 to 2.49	C	Marginal
upto 1.99	D	Deficient / Fail

There shall be no separate minimum Grade Point for internal assessment of Theory, Dissertation, and Comprehensive Viva Voce. A minimum of 'C' Grade is required for a pass in External Assessment as well as for a Course.

THE SYLLABUS AND MODEL QUESTION PAPERS	
8.1	SEMESTER I
ED010101	Advanced Philosophy of Education
ED010102	Advanced Educational Psychology: Learning and Development
ED010103	Introduction to Educational Research and Statistics
ED010104	Trends, Issues, Innovations and Research in Teacher Education
ED010105	ICT and Skill Development
8.2	SEMESTER II
ED010201	Perspectives on Education Studies\
ED010202	History, Sociology and Political Economy of Education
ED010203	Advanced Educational Psychology: Individual Differences
ED010204	Advanced Educational Research and Statistics
ED010205	Context and Issues of Elementary Education
8.3	SEMESTER III
Thematic Cluster A - Current Practices in Education	
ED800301	Educational Evaluation
ED800302	Educational Technology
ED800303	Guidance and Counselling
ED800304	Higher Education
Thematic Cluster B - Emerging Issues in Education	
ED810301	Environmental Education
ED810302	Inclusive Education
ED810303	Non Formal Education
ED810304	Human Rights and Value Education
8.4	SEMESTER IV
ED010401	Curriculum Development and Transaction
ED010402	Context and Issues of Secondary and Senior Secondary Education

Thematic Cluster C - Advanced Methodology and Pedagogical Practices of Optional Subjects in Secondary and Senior Secondary Education	
ED820401	Advanced Methodology and Pedagogical Practices of Language Education - English
ED820402	Advanced Methodology and Pedagogical Practices of Language Education - Malayalam
ED820403	Advanced Methodology and Pedagogical Practices of Language Education - Hindi
ED820404	Advanced Methodology and Pedagogical Practices of Language Education - Sanskrit
ED820405	Advanced Methodology and Pedagogical Practices of Language Education - Arabic
ED820406	Advanced Methodology and Pedagogical Practices of Mathematics Education
ED820407	Advanced Methodology and Pedagogical Practices of Science Education
ED820408	Advanced Methodology and Pedagogical Practices of Social Science Education
ED820409	Advanced Methodology and Pedagogical Practices of Commerce Education
ED8204010	Advanced Methodology and Pedagogical Practices of IT and Computer Science Education

RULES AND REGULATIONS

Days and Class Hours

Classes begin everyday at 9.40 am. Immediately after the first bell students shall assemble in the college auditorium for prayer. The prayer is followed by pledge and thought for the day. Immediately after the morning assembly students shall move to their respective class rooms. Morning session will be over at 12.30 pm

After noon session begins at 1.15 pm. Students must be in their class rooms at the first bell. Classes begin at the second bell.

Attendance

1. Teachers shall take attendance at the beginning of each period.
2. A student who is not in the class when attendance is taken shall be marked absent. It will, however, be permissible for the teachers to mark present a student coming late after dealing with him as he/she thinks fit.
3. At the end of each term or beginning of the following term, a list will be put up on the general notice board showing the number of days of attendance lost so far by each student.
4. Absence from class for a period will be considered absent for the forenoon or the afternoon as the case may be.
5. Students are strictly forbidden from bunking classes. If there is sufficient reason to forego any one class they must get prior permission from the respective lecturer, but for more than one class, they must get leave from the principal.
6. Coming late to classes is a source of disturbance both to the teacher and the class, especially when it becomes frequent. Students are, therefore, requested to avoid coming late.
7. Those who have reasons for absenting from classes, have to apply for leave to the teacher before the class begins. A student requiring leave for a whole session or more must apply for it in writing to the principal. Application for leave must be submitted in proper forms, failing which, leave will not be granted.

8. No student will be granted more than ten days of casual leave in the year and more than seven days at a stretch inclusive of Saturdays and Sundays.
9. The principal may demand the production of medical certificate when casual leave applied for is due to sickness. Students who are absent without leave for three or more consecutive days should submit an immediate written explanation of their absence to the principal.
10. A student absenting himself / herself without leave for 10 consecutive working days will be removed from the rolls.
11. Casual leave should not be availed of as a matter of course. Proper and acceptable reasons should be given.
12. A student will forfeit one day's casual leave for every four times he is marked late.
13. Day system is followed in the college, with Saturdays and Sundays as holidays.
14. The Semester certificate of attendance and progress required for admission to the university examination will not be granted unless
 - a. The student has the required percentage of attendance specified by the university.
 - b. The student has completed the course of instruction to the satisfaction of the authorities of the college and
 - c. His/her progress in studies and conduct in the college and outside have been satisfactory.

Tests / Examinations

1. There will be one terminal examination and a model examination in each semester
2. In addition to the above periodic test papers will also be conducted in all subjects.
3. Tests/examinations will not be deferred or anticipated to suit individual conveniences.
4. Perfect order and discipline should be maintained during tests and examinations.

Identity Card

- 1 Every student shall possess an identity card issued by the college with the signature and seal of the principal.
- 2 Students should always carry the identity card with them.
- 3 The principal shall have the right to send back home any student if he/she doesn't possess the identity card.

Residence of students

1. The students not staying with their parents or guardians are instructed to stay in recognized hostels or lodges approved by the principal
2. The college office should be informed of the correct up-to-date home address as well as local address to which any communication may be sent.
3. The written approval of the principal should be obtained before changing the residence once approved
4. There is a ladies hostel (L.F. Boarding), attached to the college. This is run by the Sacred Heart Sisters. L.F. Boarding Phone No. 04862-200469
5. Students leaving the hostel or remaining in the hostel on working days without the permission of the hostel warden will be treated as serious misconduct.
6. There is a college bus for the convenient transportation of the students

GENERAL DISCIPLINE AND CODE OF BEHAVIOUR

The following guidelines will help the students to behave in a courteous manner and to maintain general discipline in the college premises.

1. Our mornings begin with a prayer. The students should join the prayer.
2. All the students have to be inside the classroom before the second bell goes. The students have to enter the respective class room after the bell rings for the next hour.
3. Rise from your seats and greet the teacher when he/she enters the class room. Rise again and thank the teacher when he/she leaves the class room.

4. All are expected to be punctual and regular in attendance. No student will enter or leave the classroom when the session is on, without the permission of the teacher concerned.
5. Students who happen to have no class should not loiter in the verandah during class hours. They may either read in the library or leave the premises of the college with the permission of the principal.
6. Students are forbidden to attend or organize any meeting in the college which is not approved by the college authorities or collect money for any such purpose. They should not circulate among the students any notice or petition or poster anywhere in the college premises without the written sanction of the principal.
7. Students are not allowed to leave the college campus during working hours without the permission of the principal.
8. Our students are expected to hold values, be polite and courteous, respect and greet seniors and authorities both inside and outside the campus.
9. Our students are expected to be clean, tidy and pleasing in appearance. Students should use uniform on the prescribed days as per the instructions given by the principal. On all other days use neat dress befitting student-teachers.
10. All are expected to keep the college campus, class rooms, verandahs, auditorium etc clean and tidy. Students are expected to be eager and ready to assist the teachers or other staff in keeping our environment healthy and beautiful.
11. Smoking, consumption of tobacco, pan-masala, liquor, drugs etc are not allowed in the campus. The trainees are expected to follow this restriction outside the campus also.
12. The grievance redressal cell can be approached in case of any grievance or complaint
13. Every one shall use the property of the college with care and preserve the cleanliness of the furniture, building and the campus.
14. Mobile phones shall not be used in the campus.
15. Discipline is an integral part of the teacher training programme. The general behaviour of a trainee both inside and outside the campus shall be in a dignified manner.

MAHATMA GANDHI UNIVERSITY STUDENTS' CODE OF CONDUCT - RULES 2005 - EXTRACTS

1. Prohibition on Political Activity inside the campus

- a. No student of a college shall get involved in any political activity by himself or abet the said activity to be carried on by fellow students inside the campus in any manner whatsoever and any such activity is hereby banned inside the campus.
- b. Taking part in any political activity by organizing students or to cause gatherings inside the college campus for the purpose of doing any activities shall constitute serious indiscipline. Every member of such a gathering shall be individually liable and responsible for the gross indiscipline in this regard and the Principal shall have the power to take disciplinary action against students who indulge in the aforesaid activities.
- c. It shall constitute gross indiscipline to call for and appeal to strike based on policies and ideologies that may be preached by the political parties or their sister organizations or students wings. The participants in the strike as aforesaid shall be dealt with by the disciplinary authority and they shall be imposed appropriate punishment as provided in these rules.
- d. No student of a college shall stage or indulge in any activity like Dharna, Gherao, obstructing entry to and from any class room, office, hall or other places inside the campus and such activities shall be treated as misconduct.
- e. No student shall shout slogans inside the class rooms, office or any other place inside the campus and obstruct and interfere or to cause disturbance and nuisance to the ordinary functioning of the institution. These activities shall be treated as misconduct.

2. Procedure for imposition of punishment

- a. The Principal of the college shall be the disciplinary authority in respect of the students in the college.
- b. If, it comes to the notice of the Principal that a student or a class of students have committed misconduct as referred to in Rule 1 above and that the Principal is satisfied that there is prima facie enough material in the allegation against the delinquent student, he shall immediately pass an order suspending student/students from the college.

- c. If the Principal is satisfied that the delinquency alleged in the complaint requires further investigation/enquiry, he shall report the matter to the College Council. After reporting the matter and after seeking the views of the Council referred to above the Principal shall appoint a competent teacher/teachers to enquire into the matter and to submit the report immediately.
- d. The Enquiry Officer so appointed shall conduct enquiry without delay after gathering oral or written evidence from the complainant as well as person against whom the allegations/delinquency, were made. The Enquiry Officer also shall give fair and reasonable opportunity to all the parties and shall submit a report to the Principal without unnecessary delay. After the receipt of the report, the Principal shall consider the report and take appropriate action, which he deems fit including the imposition of the following punishments.
 1. Imposition of fine
 2. Issuance of compulsory transfer certificate
 3. Dismissal from the college.

In the event of imposition of punishment of dismissal or compulsory issuance of transfer certificate, the Principal shall forward the order along with the report to the University.

3. Prohibition of damage to property

The student shall not disfigure the class rooms, compound wall, or other buildings, inside the college campus by pasting posters or writing on the walls in connection with any activity. They shall not damage or destroy any furniture, equipment and other materials inside the college campus. In the event of any student indulging in any such activities, a fine shall be imposed on him, to be fixed by the Principal of the College after evaluating the extent and magnitude of the damages so caused. The aforesaid imposition of fine is without prejudice to the liability of the delinquent student for prosecution under the provisions of the Indian Penal Code or under the provisions of Prevention of Damage to Public Properties Act. The damage so fixed by the Principal shall be recovered as arrears of land revenue and in the event of non-payment, the recovery proceedings shall be taken against the person responsible.

COLLEGE LIBRARY

1. The college endeavours to maintain a well-equipped Library. All the students of the college are entitled to make use of the books/ journals/ magazines etc. and the other facilities available in the Library.
2. Only the members of the staff and students of the college are entitled to use the library.
3. The service hours of the library is from 9.00 am to 4.30 pm on all class days and from 10 am to 4 pm on other days except Sunday, public holidays, and specially announced holidays of the college.
4. Students are allowed to take only note books/ white paper in to the library. Other books, umbrellas, bag etc. shall be left at the counter at their own risk before they move into the library. Perfect silence should be observed in the library and its premises.
5. Students are permitted to walk amidst the book racks and to take any book for reading. The books should be handled most carefully.
6. No person shall write upon, tear out or make any mark upon any book or article belonging to the library.
7. Students are given borrowers cards which are not transferable. Four books can be borrowed at a time, for a period of seven days and must be returned on or before the date indicated in the book. An overdue charge of Rs. 1 per volume will be levied per day after due date. Once a book is issued, it will not be taken back on the very same day.
8. To borrow a book from the library, find out the required book by searching through the book shelves or with the help of the library staff. Make the necessary entries in the borrower's card. Then hand over the book to the library assistant who will make necessary entries in the ledger placed in the library and stamp the due date on the label and issue the book.
9. If a book is damaged or lost by a member, he or she should pay the cost for replacing the book.
10. Before leaving the counter the members must examine the book borrowed and report to the library staff, any damage found therein.

If they fail to do so, they will be held responsible for any damaged detected after wards. If it becomes necessary, the librarian shall have the authority to ask for the return of a book, irrespective of the due date of return of the book and the student shall return the book forth with.

11. Dictionaries, periodicals and reference books shall not be lent out to the teachers and students. If any of them is issued out with special permission for over night reference, it shall be returned to the library, the very next day as soon as the library opens.
12. Members are not permitted to sublend the books or cards issued to them
13. Books are issued to members of the staff when they make the necessary entries in the ledger maintained for them. At the end of the academic year they are expected to return all the books borrowed.
14. Every student is expected to make a record of his/her work. The records of the library work shall be submitted to the respective teachers when asked for.
15. The facilities of a xerox copier is provided at nominal rates
16. Identity card should be produced at the time of taking (or giving) books from (or to) the library.
17. If the student requires the book in custody for more than 7 days, the librarian should be contacted on the due date of return, who will renew the book for another 3 days if no other student is waiting for the same book.
18. If all the copies of the book a student is looking for have been issued to other students he/she can request the librarian to reserve one copy for him /her on the return of the book. The librarian should be contacted to verify the return of such books.
19. If the book is not returned within 30 days of the due date of return, it will be presumed that the book is lost.
20. Book lost will have to be replaced with a new copy of the same edition (or a new edition) by the teacher/student. If the student fails to replace the lost book, a penalty of three times of the cost of the book will be levied if the copies of the book are available and ten times will be levied if the book is out of print.

21. All books must be returned to the library 3 days before the close of each term.
22. Books, not exceeding four, may be taken out for Onam and Christmas holidays. All such books must be returned on the date of reopening.
23. Outsiders are not allowed to enter the library without the permission of the principal.

ISSUE OF CERTIFICATES

1. Transfer certificates will be issued only after the payment of all dues to the college
2. A student past or present, applying for certificates of transfer, character, age, marks, identification etc shall do so to the principal in writing with the year of study, admission number and the class number and the home address of the student.
3. Stipulated fee must be paid for issue of certificates.
4. A notice of not less than 24 hours is necessary for the issue of a certificate.
5. No certificate will be sent by post unless the charge for transmission by registered post is prepaid.

Dismissal

Irregular attendance, disobedience or defiance of authority, malpractice in examinations / tests, conduct injurious to the moral tone of the college are sufficient reasons for the dismissal of a student.

Amendment of rules

The principal has the right to introduce, amend the rules and regulations in case of exigencies and in the furtherance of the aims and objectives of the college, as and where necessity arises.

Awards

The former director of the college, Dr. P.J. Paulose, has instituted a cash prize to the highest scorer in B.Ed as well as M.Ed. An endowment is established in memory of Rev. Fr. Joseph Puthenkulam to honour the winners of an annual inter college elocution competition.

Eligibility for admission and reservation of seats

Eligibility for admission, norms for admission, reservation of seats for B.Ed. Degree Programme shall be according to the rules framed by the University and NCTE from time to time.

KERALA RAGGING PROHIBITION ACT 1998

For the information of the students and their parents, the pertinent parts from the Kerala Ragging Prohibition Act published in 1998, forbidding ragging in the educational institutions of Kerala are quoted below.

2 (B) By Ragging, it is meant any physical or mental torture or any disorderly conduct towards any student of an educational institution causing apprehension, dread, humiliation or agitation in him / her.

1. It can be any harassment like insulting, teasing, bullying or manhandling.
2. It can also be forcing upon him / her to do something which he/ she voluntarily won't dare to do normally.
3. **Prohibition of Ragging** : Ragging is prohibited both inside and outside an educational institution.
4. **Punishment for Ragging** : Any student involved in ragging/ persuades others for ragging or advocates ragging / either inside or outside an educational institution shall be subject to a punishment of not more than two years imprisonment in addition to a penalty of not over Rs. 10,000.
5. **Dismissal of a Student** : A student subject to the punishment under section (4) is liable to be dismissed from the institution and is barred from being admitted to any other institution for a period of three years from the date of receipt of his / her dismissal order.
6. **Suspension of a Student** : If a student / parent / guardian or any teacher of the institution forwards a written complaint to the head of the institution, he has to make an urgent enquiry into the matter within 7 days of receipt of such a complaint. If the allegation

is proved to be correct, the accused must be suspended with immediate effect and the matter must be referred to the police for further proceedings. 2 (1) As is said in sub-section 1, if a written complaint is received by the head of the institution, he has to make a detailed enquiry and if it is found baseless, the complainant must be informed of it in writing.

7. **Abetting:** If the head of the institution refuses to take action in the manner described under section 6 or is negligent in initiating any steps, he is to be treated as one abetting the crime and is liable to be punished under section 4.

WHAT CONSTITUTES RAGGING ?

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

- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher; e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. any act of financial extortion or forceful expenditure burden put on
 - a. fresher or any other student by students;
- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

- h. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student; any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

STM VALUE ADDED COURSES

Introduction

Add-on course is a venture started in 2021 in our college along with the regular B. Ed. and M. Ed. programmes. It is sponsored by the It aims to mould the students with employable skills. These job-oriented courses are designed to equip the students to face the emerging challenges in the job market. We offer the following 4 courses. Students are free to select one or more courses.

STM 01. DATA ENTRY AND CONSOLE OPERATION

Duration : 40 Hours

Course Syllabus

Unit I : Computer Fundamentals (Theory 2 hrs)

- 1.1 Introduction to Computers
- 1.2 Computer Generation
- 1.3 Classification of Computers
- 1.4 Units of Computer
- 1.5 Memory and Storage Unit

Unit II : Operating System (Theory 2 hrs & Practical 2 hrs)

- 2.1 MS-DOS
- 2.2 MS-Windows
- 2.3 Linux

Unit III : MS-Office (Theory 10 hrs & Practical 12 hrs)

- 3.1 MS-Word
- 3.2 MS-Excel
- 3.3 MS-Powerpoint

Unit IV : DTP (Desk Top Publishing) (Theory 4 hrs & Practical 5 hrs)

- 4.1 PageMaker
- 4.2 Photoshop
- 4.3 Corel Draw

Unit V : Internet and E-mail (Theory 1 hrs & Practical 2 hrs)

- 5.1 Evolution of WWW
- 5.2 Browsers & URL
- 5.3 Internet Explorer
- 5.4 Saving and printing of web pages
- 5.5 Introduction to E-Mail (Creating Email Address, Email Header-Body, Attachments).

STM 02. SOFT SKILL TRAINING

Duration : 40 Hours

Course Syllabus

Unit I : Soft Skills

- 1.1 Meaning, Definition and Significance of Soft Skills
- 1.2 Soft skills vs hard skills
- 1.3 Benefits of soft skills training

Unit II : Communications and Interpersonal Skills

- 2.1 Communication - Self Introduction, Listening Vs Hearing, Body Language, Barriers to Communication.
- 2.2 Communication Styles- Aggressive Communication Skill, Passive Communication Skill, Assertive Communication Skill
- 2.3 Interpersonal Skills - Meaning, Benefits, team communication; developing Interpersonal relationships through effective communication; listening skills

Unit III: Leadership and Time Management

- 3.1 Leadership - Meaning and Significance of Leadership, Qualities of a Leader.
- 3.2 Types of Leadership Styles - Autocratic, Democratic, Charismatic, Laissez-Faire, Paternalistic.
- 3.3 Time Management- Meaning, Significance and Benefits of Time Management, Time Wasters.

Unit IV: Goal Setting, Team Building and Stress Management

- 4.1 Goal Setting - What is Goal, Significance of Goal, Steps towards setting effective Goals, Role of Motivation and Commitment in Goal Setting.
- 4.2 Team Building – Definition of Team, Group Vs Team, Strategies of developing Groups into Team, Stages of team development
- 4.3 Stress Management - Definition of Stress, Types of Stress - Eustress, Distress, Acute Stress, Chronic Stress, Hyper Stress, Hypo Stress

- 4.4 Stress Management – Understanding the causes of stress, Signs of Stress and the measures to overcome stress

Unit V : Group Discussion and Job Interviews

- 5.1 Group Discussion: Importance, Planning, Elements, Skills assessed; Effectively disagreeing, Initiating, Summarizing and Attaining the Objective.
- 5.2 Job Interviews: Personal Presentations (Attire and grooming, Attitude, Etiquette, Confidence, Communication.

STM 03. CERTIFICATE COURSE IN PHYSICAL FITNESS AND HEALTH

Duration : 40 Hours

Course Syllabus

Unit I : Physical Fitness

- 1.1 Definition and Objectives of physical fitness
- 1.2 General fitness and Specific Fitness
- 1.3 Factors affecting fitness - Gender (sex), Age, Environment, Stress, Drug- taking Illness and Fatigue, Physical disability, Exercise, Diet, Build Factors .

Unit II : Components of Physical Fitness

- 2.1 Skill Related Fitness – Agility, Balance, Coordination, Reaction time, Speed
- 2.2 Health Related Fitness - Muscle strength, Muscle endurance, Cardiovascular endurance, Flexibility, Body Composition
- 2.3 Means of fitness development-aerobic and anaerobic activities, sports and games, yoga and recreational activities.
- 2.3 Benefits of Physical Fitness

Unit III : Health Concept of Physical Education

- 3.1 Definition and Meaning of Health
- 3.2 Benefits of Physical activity and Health.
- 3.3 Role of Physical Education programme on Community Health promotion (Individual, Family & Society)

Unit IV : Nutrition and Health

- 4.1 Define nutrients,
- 4.2 Classification of Nutrients – Macronutrients and Micronutrients
- 4.3 Carbohydrates and performance

- 4.4 Nutritional problems in physically active persons- Mineral Malnutrition, Vitamin Malnutrition, Eating Disorders

Unit V : Health Education and Fitness

- 5.1 Health and safety in daily life.
5.2 Modern life style and Hypo-kinetic disease- prevention and management.
5.3 Values in Sports and Socialisation.
5.4 Sports for World Peace and International Understanding.

STM 04. CERTIFICATE COURSE IN LIBRARY MANAGEMENT

Duration : 40 Hours

Course Syllabus

Unit I : Library, Information and Society: Concepts

- 1.1 Definition, Objectives, Purpose of Libraries
1.2 Development of Libraries in India
1.3 Role of Library in the development of modern Society

Unit II : Types of Libraries and their role

- 2.1 National Library
2.2 Academic Libraries
2.3 Special Libraries
2.4 Public Libraries

Unit III : Reference and Information Sources

- 3.1 Definition and Need of reference.
3.2 Types of reference : Primary, Secondary and Tertiary.

Unit IV : Categories of Reference and Information Source

- 4.1 Description and Scope of Encyclopaedias, Language Dictionaries, Biographical Sources, Atlases, Year Books , Directories, Bibliographical tools.

Unit V : Principles of Library Management

- 5.1 General Principles and their Application.
5.2 Library Organisation Structure and Library Governance.
5.3 Library Planning: Need, Objectives and Procedures.
5.4 Basics of Total Quality Management.

Evaluation

It will be a four credited course. The evaluation will be purely internal and will be conducted at the end of the course. Theory and practical parts will be evaluated separately.

Issue of Certificate

On the completion of the course certificate showing their grade level will be issued to the student by the college.

GRADE CLASSIFICATION			
Grade	Marks	Grade	Marks
A+	90+	C	50 - 59
A	70 - 89	D	40 - 49
B	60 - 69	E	<40

CURRICULUM RELATED ACTIVITIES

The college provides several opportunities to the students of this college to discover and develop their creative and artistic talents along with their academic pursuit. The activities are organised with the guidance of competent teachers in each field and under the leadership of the college union. The following are some of the important activities.

The College Union : All the co-curricular activities of the college are organised and conducted by the college union under the guidance of the staff advisor. The election and activities of the college union will be governed by the rules and regulations of the university.

Oratory Club : Oratory Club secretaries will organise lectures, seminars, debates etc.

Eco Club : The aim of the club is to generate awareness and interest in the environment and habitat systems in which we live.

Social Club : This club aims at conducting society related programmes, awareness programmes and competitions.

Health Club : It aims at sound body and sound mind of students.

CSM : The main objective of Catholic Students Movement is to foster moral and spiritual values among the students.

COLLEGE CALENDAR 2024 - 25

JUNE 2024		
Date	Day	Particulars
1	Sat	
2	Sun	Holiday
3	Mon	College Opening Day
4	Tue	
5	Wed	World Environment Day
6	Thur	
7	Fri	
8	Sat	Holiday, Second Saturday
9	Sun	Holiday
10	Mon	
11	Tue	
12	Wed	
13	Thur	
14	Fri	World Blood Donation Day
15	Sat	
16	Sun	
17	Mon	Holiday, Bakrid
18	Tue	Death Anniversary of Ayyankali 3rd sem. school internship programme starts
19	Wed	Vayanadinam
20	Thur	
21	Fri	International Yoga Day
22	Sat	
23	Sun	Holiday, Olympic Day
24	Mon	
25	Tue	
26	Wed	World Anti Drugs Day
27	Thur	
28	Fri	
29	Sat	
30	Sun	Holiday

COLLEGE CALENDAR 2024 - 25

JULY 2024		
Date	Day	Particulars
1	Mon	Vanamahotsav Dinam
2	Tue	
3	Wed	Holiday, St. Thomas Day
4	Thur	
5	Fri	
6	Sat	
7	Sun	Holiday
8	Mon	
9	Tue	
10	Wed	
11	Thur	World Population Day
12	Fri	
13	Sat	Holiday, Second Saturday
14	Sun	Holiday
15	Mon	
16	Tue	Holiday
17	Wed	
18	Thur	
19	Fri	
20	Sat	
21	Sun	Holiday
22	Mon	Commencement of First year B.Ed. Programme
23	Tue	
24	Wed	
25	Thur	
26	Fri	Loka Prakrutisamrakshana Dinam
27	Sat	
28	Sun	Holiday
29	Mon	
30	Tue	
31	Wed	

COLLEGE CALENDAR 2024 - 25

AUGUST 2024		
Date	Day	Particulars
1	Thur	
2	Fri	
3	Sat	Karkadaka Vavu
4	Sun	Holiday
5	Mon	
6	Tue	Hiroshima Day
7	Wed	
8	Thur	
9	Fri	Quit India, Nagasaki Day
10	Sat	Holiday, Second Saturday
11	Sun	Holiday
12	Mon	World Youth Day
13	Tue	
14	Wed	
15	Thur	Holiday, Independence Day
16	Fri	
17	Sat	Karshaka Dinam
18	Sun	Holiday
19	Mon	
20	Tue	Holiday, Sreenarayana Guru Jayanthi
21	Wed	
22	Thur	
23	Fri	
24	Sat	
25	Sun	Holiday
26	Mon	Holiday, Sree Krishna Jayanthi
27	Tue	
28	Wed	Holiday, Sri. Ayyankali Jayanti
29	Thur	National Sports Day
30	Fri	
31	Sat	

COLLEGE CALENDAR 2024 - 25

SEPTEMBER 2024		
Date	Day	Particulars
1	Sun	
2	Mon	
3	Tue	
4	Wed	
5	Thu	Teachers Day
6	Fri	
7	Sat	
8	Sun	Loka Saksharatha Dinam
9	Mon	
10	Tue	
11	Wed	
12	Thu	
13	Fri	College closes for onam holidays
14	Sat	National Hindi Day
15	Sun	Holiday, Thiruvonam
16	Mon	Nabidinam
17	Tue	Viswakarma Dinam
18	Wed	
19	Thu	
20	Fri	
21	Sat	Holiday, Sree narayana Guru Samadhi
22	Sun	Holiday
23	Mon	College Re Opens after Onam
24	Tue	Tool Construction Workshop for Survey on Social Issue (107.1)
25	Wed	Inauguration of Oratory Club
26	Thu	
27	Fri	Survey on Health Practice (107.3)
28	Sat	
29	Sun	Holiday
30	Mon	

COLLEGE CALENDAR2026 - 25

OCTOBER 2024		
Date	Day	Particulars
1	Tue	World Oldage Day , National Blood Donation Day
2	Wed	Holiday, Gandhi Jayanti
3	Thu	Inauguration of Social Club
4	Fri	
5	Sat	
6	Sun	
7	Mon	
8	Tue	
9	Wed	World Postal Day
10	Thu	National Postal Day
11	Fri	
12	Sat	Holiday, Second Saturday, Mahanavami
13	Sun	Holiday, State Kayika Dinam, Vijaya Dashami
14	Mon	
15	Tue	World Students' Day, APJ Abdulkalam Day
16	Wed	World Food Day
17	Thu	
18	Fri	
19	Sat	
20	Sun	Holiday
21	Mon	
22	Tue	
23	Wed	Micro Teaching for 1st Sem B.Ed. (Knowledge Aquisition Phase 107.2)
24	Thu	
25	Fri	Psycology Test Administration (107.1)
26	Sat	
27	Sun	
28	Mon	Model Exam of 1st Sem bigins
29	Tue	
30	Wed	
31	Thu	Holiday, Deepavali

COLLEGE CALENDAR 2024 - 25

NOVEMBER 2024		
Date	Day	Particulars
1	Fri	Kerala Piravi Day, Micro Teaching Skill Aquisition Phase 107.2)
2	Sat	
3	Sun	Holiday
4	Mon	Tool Cosnstruction Workshop for Syrvey on health Practices
5	Tue	
6	Wed	
7	Thu	CV Raman Day (Link Practice)
8	Fri	ICT Enabled Classes
9	Sat	Holiday, Second Saturday
10	Sun	Holiday
11	Mon	
12	Tue	
13	Wed	Completion of Reflecting Journal on Micro Teaching
14	Thu	Childrens Day, One Day Field visit
15	Fri	Workshop on Theatre Practice 107.4
16	Sat	
17	Sun	Holiday
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	Designing and Performance of Different Art 107.4
23	Sat	
24	Sun	
25	Mon	Preparation & Uploading of E-Learning Materials In the Blog 107.1
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	

COLLEGE CALENDAR 2024 - 25

DECEMBER 2024		
Date	Day	Particulars
1	Sun	Holiday, World AIDS Day
2	Mon	
3	Tue	Loka Bhinnaseshi Dinam
4	Wed	Workshop on Hand work Products (SUPW)
5	Thu	Preparation of Discussion Lesson Plan Starts (206.1)
6	Fri	
7	Sat	
8	Sun	Holiday
9	Mon	Demonstration Classes for 2nd Sem B.Ed Starts (206.2)
10	Tue	World Human Rights Day
11	Wed	
12	Thu	Preparation of Criticism Lesson Plan(206.2)
13	Fri	Criticism Class Starts (206.2)
14	Sat	Holiday, Second Saturday
15	Sun	Holiday
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	College Closes for X'mas
21	Sat	X'mas Holidays
22	Sun	Holidays
23	Mon	
24	Tue	
25	Wed	Christmas
26	Thu	
27	Fri	
28	Sat	
29	Sun	
30	Mon	College Reopens after X'mas Holidays
31	Tue	

COLLEGE CALENDAR 2024 - 25

JANUARY 2025		
Date	Day	Particulars
1	Wed	
2	Thu	Holiday, Mannam Jayanthi
3	Fri	
4	Sat	
5	Sun	Holiday
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	World Hindi Day, School Induction Programme begins (2nd Sem B.Ed. 206.2)
11	Sat	Holiday, Second Saturday
12	Sun	Holiday, National Youth Day
13	Mon	
14	Tue	
15	Wed	
16	Thu	
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	National Girl's Day
25	Sat	
26	Sun	Holiday, Republic Day
27	Mon	
28	Tue	
29	Wed	
30	Thu	World Martyr's Day, Gandhi Samadhi
31	Fri	

COLLEGE CALENDAR 2024 - 25

FEBRUARY 2025		
Date	Day	Particulars
1	Sat	
2	Sun	Holiday
3	Mon	
4	Tue	
5	Wed	
6	Thu	
7	Fri	Annual Sports Meet (206.3)
8	Sat	Holiday, Second Saturday
9	Sun	Holiday
10	Mon	
11	Tue	
12	Wed	
13	Thu	
14	Fri	
15	Sat	
16	Sun	Holiday
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	International Mother Tongue Day
22	Sat	World Scouts Day
23	Sun	Holiday
24	Mon	
25	Tue	
26	Wed	Holiday, Sivaratri
27	Thu	
28	Fri	National Science Day

COLLEGE CALENDAR 2024 - 25

MARCH 2025		
Date	Day	Particulars
1	Sat	
2	Sun	Holiday
3	Mon	
4	Tue	
5	Wed	
6	Thu	
7	Fri	
8	Sat	Holiday, Second Saturday, International Women's Day
9	Sun	Holiday
10	Mon	
11	Tue	5 Days Community Living Camp begins
12	Wed	
13	Thu	
14	Fri	
15	Sat	
16	Sun	Holiday
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	Loka Vanavatkarana Dinam
22	Sat	World Water Day
23	Sun	Holiday
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	College Closes for Summer Vaccation
29	Sat	Holiday
30	Sun	Holiday
31	Mon	Holiday, Ramsan (Id-ul-fither)

COLLEGE CALENDAR 2024 - 25

APRIL 2025		
Date	Day	Particulars
1	Tue	
2	Wed	
3	Thu	
4	Fri	
5	Sat	
6	Sun	
7	Mon	World Health Day
8	Tue	
9	Wed	
10	Thu	
11	Fri	
12	Sat	Holiday - Second Saturday
13	Sun	Holiday
14	Mon	Holiday, Vishu, Dr. B R Ambedkar Jayanthi
15	Tue	
16	Wed	
17	Thur	Maundy Thursday
18	Fri	Good Friday
19	Sat	
20	Sun	Holiday, Easter
21	Mon	
22	Tue	World Earth Day
23	Wed	
24	Thur	
25	Fri	
26	Sat	
27	Sun	Holiday
28	Mon	
29	Tue	
30	Wed	

COLLEGE CALENDAR 2024 - 25

MAY 2025		
Date	Day	Particulars
1	Thu	Holiday, May Dinam
2	Fri	
3	Sat	
4	Sun	Holiday
5	Mon	
6	Tue	
7	Wed	
8	Thur	
9	Fri	
10	Sat	Holiday - Second Saturday, Alumni Meeting
11	Sun	Holiday
12	Mon	
13	Tues	
14	Wed	International Mothers Day
15	Thur	
16	Fri	
17	Sat	
18	Sun	Holiday
19	Mon	
20	Tue	
21	Wed	World Earth Day
22	Thu	
23	Fri	
24	Satu	
25	Sun	Holiday
26	Mon	
27	Tue	
28	Wed	
29	Thur	
30	Fri	
31	Sat	World Anti Tobacco Day

SUCCESSION LIST

PATRONS

Mar George Punnakottil	2005 - 2013
Mar George Madathikandathil	2013 -

MANAGERS

Very. Rev. Mgr. Thomas Malekudy	2005 - 2012
Very. Rev. Mgr. Francis Alappatt	2012 - 2015
Very. Rev. Mgr. George Oliapuram	2015 - 2017
Very. Rev. Mgr. Cherian Kanjirakombil	2017 - 2021
Very. Rev. Mgr. Pius Malekandathil	2021 -

SECRETARIES TO THE MANAGING BOARD

Rev. Fr. Joseph Puthenkulam	2005 - 2005
Rev. Fr. Kuriakose Kodakallil	2005 - 2015
Rev. Dr. Stanislaus Kunnel	2015 - 2021
Rev. Dr. George Thanathuparambil	2015 - 2021
Rev. Fr. Mathew M. Mundackal	2021 -
Rev. Fr. Paul Nedumpurath	2021 - 2023
Rev. Dr. Paul Parathazham	2023 -

LOCAL MANAGERS

Rev. Fr. Jacob Kalapurackal	2005 - 2006
Rev. Fr. Jose Vengooran	2006 - 2009
Rev. Dr. Thomas Pothanamuzhy	2009 - 2012
Rev. Fr. John Elanjedath	2012 - 2015
Rev. Dr. Francis Alappatt	2015 - 2020
Rev. Fr. Mathew Kakkanatt	2020 - 2022
Rev. Fr. Mathews Malieckal	2022 -

PRINCIPALS

Rev. Dr. Christina Augustine S H	2005 - 2007
Dr. Baby John	2007 - 2009
Rev. Dr. P.T Mary CMC	2009 - 2011
Dr. Pushpamma C. Vadakel	2011 - 2012
Rev. Dr. Christina Augustine S H	2012 - 2018

FACETS OF HISTORY

- 23-02-2005 : The college received recognition from National Council for Teacher Education.
- 23-02-2005 : Rev. Fr. Jacob Kalapurackal took charge as Local Manager.
- 09-07-2005 : The first Principal, Rev. Sr. Dr. Christina Augustine, took charge.
- 20-07-2005 : The college was inaugurated by Rt. Rev. Msgr. Thomas Malekudy, the Vicar General of the Diocese and it started functioning with 100 students on rolls for B. Ed Programme.
- 03-10-2005 : His Excellency Rev. Dr. Joshua Mar Ignathios, the Auxiliary Bishop of the Diocese of Thiruvananthapuram, visited the college.
- 05-01-2006 : Permission to start M. Ed. Degree Course was received.
- 17-01-2006 : Ex-minister Sri. P.J Joseph presided over the inauguration of the college union.
- 05-06-2006 : Rev. Fr. Jose Vengooran took charge as Local Manager.
- 09-10-2006 : The college shifted to the new block.
- 23-12-2006 : Dr. Cyriac Thomas, former V.C of M.G University, presided over the college union inauguration and Christmas celebrations.
- 24-03-2007 : The college secured the overall championship in the Inter-Training College Athletic Meet at St. Joseph's Training College, Mannanam.
- 25-09-2007 : Dr. Baby John took charge as Principal.
- 21-12-2007 : His Excellency Mar. George Punnakottil, the Bishop of Kothamangalam, presided over the Christmas celebrations.
- 07-01-2008 : Received affiliation for M. Ed.

- 15-02-2008 : NCTE granted permission to start M.Ed Course.
- 25-02-2008 : Classes began for the first batch of M. Ed with 25 students.
- 30-05-2009 : Rev. Fr. Dr. Thomas Pothanamuzhy took charge as Local Manager.
- 01-06-2009 : Rev. Sr. Dr. P.T. Mary CMC took charge as the Principal of the college.
- 26-09-2009 : Dr. K.S. Radhakrishnam, Former Vice-Chancellor, SreeSankaracharya University, Kalady, inaugurated the College Day celebrations.
- 13-02-2010 : First Alumni Meeting of the college was held.
- 17-05-2010 : Rev. Fr. Johnson Oroplackal took charge as Vice Principal.
- 29-05-2010 : The college won the trophy in the Collegiate Sports Meet held at Nagambadam Stadium, Kottayam.
- 06-09-2010 : Fr. Joseph Puthenkulam Memorial Inter Collegiate Elocution Competition was held for the first time.
- 15-11-2010 : College bus started service.
- 03-06-2011 : Dr. Pushpamma C. Vadakkal took charge as the Principal of the college.
- 13-09-2011 : The college was declared as a Minority Educational Institution covered under section 2(g) of National Commission for Minority Educational Institution Act 2004.
- 16-09-2011 : College Day was inaugurated by Minister Sri. P.J Joseph.
- 20-05-2012 : Msgr. Francis Alappatt took over as Manager.
- 23-05-2012 : Rev. Fr. John Elanjedath took charge as Local Manager.
- 01-01-2013 : Rev. Sr. (Dr.) Christeena Augustine took charge as Principal of the college.
- 09-02-2013 : Mar George Madathikandathil took over as Patron.

- 24-05-2013 : Report of Value Education Project done in connection with the National Level Competition of Innovative Practices and Experiments was presented in the National Seminar in NCERT, New Delhi.
- 19-06-2013 : The college received NCERT Award for Innovative Practices and Experiments.
- 29-06-2013 : Completion of 'Ramanujan Mathematics Project' and submission of the report at the district Project Office SSA, Idukki.
- 16-08-2013 : Mar George Madathikandathil, Bishop of Kothamangalam, visited the college to congratulate for the achievement of NCERT Award.
- 21-08-2013 : Dr. A.V. George, Hon. Vice Chancellor of MG University presided over the Felicitation Meeting for winning the NCERT Award.
- 10-01-2014 : The College Union and the Arts Club was formally inaugurated by Honourable Minister Sri. P J Joseph.
- 16-01-2014 : Dr. C Gokuldasan Pillai, former Head of Curriculum Department, SCERT, Thiruvananthapuram, presented the paper in the seminar on 'Vision 2030'.
- 24-01-2014 : Mr. K.P Thomas, Dronacharya Award Winner, inaugurated the College Athletic Meet.
- 17-03-2014 : Social Club was inaugurated by Sri P. C George, Government Chief Whip of Kerala.
- 30-06-2014 : Sri. Ajit Patil IAS, District Collector of Idukki, inaugurated the seminar on Anti-addiction.
- 04-10-2014 : Dr. Bharadwaj, HOD of Teacher Education Department, NCERT, visited the college.
- 24-10-2014 : Proposal for the Assessment of Achievement of Std II and III in Kerala (a study undertaken for SSA Kerala) was presented in SSA State Project Office, Trivandrum.

- 28-10-2014 : Received approval for conducting the Achievement Study.
- 21-03-2015 : Secured the Runners Up Ever Rolling Trophy in the M.G. University Inter-training Collegiate Athletic Meet held at Nehru Stadium Kottayam.
- 30-03-2015 : Successfully completed the Achievement Study and submitted the report (of the Achievement Study of Std II and III in Kerala) in SSA State Project Office, Thiruvananthapuram.
- 25-05-2015 : Mgr. George Oliapuram took over as Manager.
- 26-05-2015 : Rev. Dr. Francis Alappatt took charge as Local Manager.
- 01-06-2015 : Dr. Sr. Christina Augustine, Principal, received Bharath Gowra Award from Delhi
- 22-6-2015 : Welcome ceremony Rev. Fr. Francis Alappat as the Local Manager
- 23-9-2015 : Bio-Farming. Mr. Cyriac John, the Agriculture Officer, Gramapanchayat, Kumaramangalam handled a class as part of the innovative programme.
- 19-11-2015 : Seminar on Higher Studies Abroad by Mr. Sujith S. Viswanath from Choice International Overseas Edu.
- 20-11-2015 : Workshop on 'Performing Arts by Mr. Bosco Neelanal
- 25-11-2015 : Orientation on ASAP by Ditty Thomas, Programme Manager, ASAP Thodupuzha
- 3-2-2016 : Visit to B.R.C Arakulam. Mr. Saji Mathew B.P.O, took classes on SDP preparation and SMC formation.
- 9-3-2016 : Proposal presentation in S.S.A, TVM on Training Need Assessment of Elementary School Teachers.
- 27-3-2016 : Training Need Assessment of Elementary School Teachers- Report was submitted to State S.S.A Office, Thiruvananthapuram.
- 2017 - 18 : Survey on E-Gaming
- 2018-19 : The Bio farming project report presented by the project team of the college in the National Seminar at NCERT, New Delhi, on 28th June 2018
- : National Award for Biofarming was received on 11th July 2018

TELEPHONE NUMBERS

Mahatma Gandhi University, Kottayam

Vice Chancellor	0481-2731001
P.V.C	0481-2731005
Registrar	0881-2731007
Controller of Examinations	0481-2731000
P.R.O	0481-2730020
Enquiry	0481-2731009
CBCSS Helpline	0481-2731005
CBCSS Exam Time Table	0481-6065051
CBCSS Exam Hall Ticket	0481-6065018

Corporate Educational Agency, Diocese of Kothamangalam

Bishop's House	0485-2862236
Rt. Rev. Mgr. George Oliappuram	0485-2862237
Very Rev. Dr. Stanislaus Kunnel	0485-2861625

Institutions

Little flower Hostel, Paynkulam	04862-200462
Newman College, Thodupuzha	04862-222686
Nirmala College, Muvattupuzha	0485-2832361
Pavanatma College, Murickassery.....	04868-2863235
Santhigiri College, Vazhithala	04862-273476
St. Joseph's College, Moolamattam	04862-252043
St. Rithas H.S.S Mylacompu	04862-200185
St. Thomas Forane Church, Mylacompu.....	04862-200403
University College of Engineering, Muttom	04862-256222
ViswaJyothi Engineering College, Vazhakulam.....	0485-2262977

Public Utilities

Police Station, Thodupuzha	04862-222100
Fire Station, Thodupuzha	04862-222101
Taluk Hospital, Thodupuzha	04862-222630
KSRTC, Thodupuzha	04862-222388
Post Office Thodupuzha.....	04862-222286
District Educational Office, Thodupuzha	04862-222863
Catholic Syrian Bank, Paynkulam	04862-200857
Kumaramangalam Grama Panchayat	04862-200687
Jai Rani Hostel	6282656687

USEFUL WEBSITES

www.stthomascollegemylacompu.org

www.mgu.ac.in

www.e-grantz.kerala.gov.in

www.dcescholarship.kerala.gov.in

www.kshec.kerala.gov.in

www.ugc.ac.in

www.ignou.ac.in

www.kerala.gov.in

www.india.gov.in

www.keralaresults.nic.in

www.results.nic.in

www.inflibnet.ac.in

www.keralapsc.org

www.cusat.ac.in

www.nseindia.com

www.newmanthodupuzha.org

www.nirmalacollege.ac.in

www.kothamangalamdiocese.org

www.idukkidiocese.org

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