

**BESHAIYEM COLLEGE OF EDUCATION**  
(Accredited with 'A' Grade by NAAC)  
(Affiliated to Tamil Nadu Teachers Education University)

**KARUNGAL - 629 157**

**Kanyakumari District**

**Phone: 04651 - 267900**



# **CALENDAR**

**2021 - 2022**

**B.Ed. & M.Ed. Course**



- Our Emblem
- Brief History of the College
- Details of the Educational Agency
- Details of the Staff
- Course of Study
- Personal Memoranda
- College Regulations
- General Rules and Regulations
- College Activities
- Library Rules and Regulations
- Academic Calendar

## OUR EMBLEM

The emblem of any nation, state, institution, organization or society signifies its aims and functions. Such emblem brings a sense of pride, joy and unity. The emblem would offer inspiration, confidence and courage to meet any challenge at time of crisis.

Our emblem has a shield bearing the following components arranged in an order, signifying something as mentioned and motto banner beneath. The shield at its top right corner has the star of Bethlahem and its rays denote the blessings from above, the cross in the centre-the link between heaven and earth, the book beneath the word of God-the store house of knowledge and wisdom, the ears of grains on both the sides-the fertility and prosperity of our nation, the extended hands at the base-the friendship, fellowship and understanding. The motto space beneath the shield covering the breadth is banner like bearing the motto "Arise and Shine", which is taken from the word of God. We are proud of our emblem.

## **PRAYER BEFORE THE CLASS**

O GOD, thou art the origin of all Knowledge and Truth, Bless our studies, which we consecrate to you, enlighten our minds, strengthen our memories and direct our wills towards what is right. Grant us to seek truth always and make us truly wise.

## **PRAYER AFTER THE CLASS**

O GOD, infinite wisdom and the source of all knowledge, grant that we may remember what we have learnt. We offer you our work and endeavours, our failures and successes. Forgive us, our shortcomings and give us the courage to follow the path of truth always.

## **LORDS PRAYER**

Our Father in Heaven,  
Hallowed be Your name.  
Your kingdom come,  
Your will be done,  
on earth as it is in heaven.  
Give us this day our daily bread.  
And forgive us our debts,  
as we forgive our debtors.  
And do not lead us into temptation,  
but deliver us from the evil one.  
For Yours is the kingdom and the power  
and the glory forever.

- Amen

## **BRIEF HISTORY OF THE COLLEGE**

Bethlahem College of Education, a self supporting Teacher's Training College, affiliated to Tamil Nadu Teachers Education University, is owned and managed by Nesamony Memorial Trust, Karungal. Thiru. Gerald Selvaraja is the Secretary of this reputed institution. The aim of the Managing Trustee is to impart Teachers Training Education to the weaker sections of the society with a Christian sense of service. The aim of the Management is to bring this institution to the International standards of learning. Our Motto is 'Arise and Shine'.

## **OUR VISION**

Producing Quality Teachers at International Standards.

## **MISSION**

- To provide quality teacher education for the rural and unreached.
- To attain excellence in teaching, research and extension activities for a bright and peaceful future.
- To train teachers to imbibe and promote human values for the development of our Nation.

The Members of the staff are well qualified and they are competent enough to encounter any challenges as far as Teacher Education is concerned. The infrastructure of the College is well designed for better learning.

There are well-equipped laboratories for Physical Science, Biological Science, Mathematics, Technology, Psychology and Language. The Language Laboratory is computerized one wherein more than fifty student teachers can sit and practice the Skills of Listening, Speaking, Reading and Writing.

The Library has a good collection of books pertaining to Education and developing general reading skills. The Reading Room is arranged in such a way that the beauty of the “Lake District” can be experienced peeping through the window. In the cool breeze, the Trainees can sit and read various international magazines, newspapers, and books. There are more than fifty one National and International journals, useful for different departments of learning. The number keeps growing every now and then. The library has more than fifteen thousand and six hundred books, and is also increasing every day.

The Teacher Trainees of Bethlahem College of Education will experience a pleasant stay in the college and improve themselves by amalgamating themselves into ideal, committed, dedicated and noble teachers. Best kalvi Sevai award is given to our College for the year 2006-2007 and it is telecasted in the pothikai TV. The college retains its supremacy by the Tamizhan TV award of Best College for the year 2008-2009 and it continues its standard by getting the Best institution award in the year 2009–2010, 2010–2011, 2011–2012, 2012–2013, 2013–2014 and 2014–2015. Bethlahem College of Education was accredited with ‘A’ Grade by NAAC on 23.03.2013. To recognize the selfless service of Bethlahem family, we attained a nationwide recognition named National Educational Excellence Award from National Institute of Cleanliness and Research on 5<sup>th</sup> September 2017.

#### DETAILS OF THE EDUCATIONAL AGENCY

- |                                    |   |
|------------------------------------|---|
| 1.Name of the College              | :Bethlahem College of Education   |
| Postal Address                     | :Bethlahem College of Education<br>Karungal, Kanyakumari District.<br>Pin-629 157 |
| Village                            | :Karungal   |
| Taluk                              | :Vilavancode  |
| District                           | :Kanyakumari District   |
| 2.Name of the Education Agency:    | Nesamony Memorial Trust   |
| 3.Name of the Secretary            | :Thiru. Gerald Selvaraja  |
| Telephone No                       | :04651-267900   |
| 4.College Telephone No             | :04651-267900   |
| 5.S.T.D. Code                      | :04651  |
| 6.Name of the Principal            | :Dr J. Kiruba   |
| Mobile No                          | : 9943337534  |
| 7.Year of establishment            | :2005   |
| Autonomous/                        |   |
| Non Autonomous                     | :Non-Autonomous   |
| NAAC Accredited                    | :Accredited with ‘A’ Grade on 23.03.2013  |
| NCTE Letter of Viability           | : ETN/SEC/SRO/NCTE/2005 – 2006/<br>4151 dated 22-11-2005                          |
| 8.Full details of courses offered: | B.Ed, B.Ed (AI) and M.Ed  |
| Year of affiliation                | : 2006 (B.Ed)<br>2009 (M.Ed)<br>2010 (B.Ed - AI)                                  |
| 9.G.O.No. Permitting the           |   |
| Opening of the College             | :G.O. (Ms) No. 68 dated 01-03-2006.   |



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद  
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
An Autonomous Institution of the University Grants Commission

## Certificate of Accreditation

The Executive Committee of the  
National Assessment and Accreditation Council  
on the recommendation of the duly appointed  
Peer Team is pleased to declare the  
Bethlahem College of Education  
Karungal, Dist. Kanyakumari,  
affiliated to Tamil Nadu Teachers Education University, Tamil Nadu as  
Accredited  
with CGPA of 3.23 on four point scale  
at A grade  
valid up to March 22, 2018

Date : March 23, 2013



*Anur Mishra*  
Director

EC/63/A&A/03

## WORLD EDUCATION CONVENTION 2017

5-6 September 2017 - New Delhi, India

Organised by

Confederation of Indian Universities  
National Institute of Cleanliness Education and Research  
Dr. Sarvepalli Radhakrishnan National Academy of  
Educational Planning and Administration  
International Association of Educators for World Peace  
(Affiliated to United Nations, ECOSOC, DPI)

### INTERNATIONAL FELICITATION

The Search Committee constituted for locating talented  
and dedicated individuals and organisations  
does hereby confer upon  
Bethlahem College of Education, Karungal

Thiru. Gerai Selvaraja, Chairman  
Dr. J. Kiruba, Principal

Award Received by : Mr. P. Ajit Kumar

### NATIONAL EDUCATIONAL EXCELLENCE AWARD 2017

with all the rights and privileges appertaining thereto

Awarded at New Delhi on 5-6 September 2017

*Dr. Charles Mercieca*  
Dr. Charles Mercieca  
President, IAEWP

*Dr. Utkarsh Sharma*  
Dr. Utkarsh Sharma  
Director, NICER

**DETAILS OF B.Ed. TEACHING STAFF (WITH QUALIFICATION / SLET / NET)**

S.N	Name of the Faculty Members	Designation	Qualification
1.	Dr. J. Kiruba	Principal	M.Sc.(Maths), M.Ed., M.Phil(Edn.), SET(Edn.), Ph.D(Edn.)
2.	Mrs. P. Sugirtha Rose	Asst. Professor (Tamil)	M.A.(Tamil), M.Ed., M.Phil (Tamil, Edn.) SET(Tamil, Edn.), NET(Edn.)
3.	Mrs. K. Jebil Tinsha	Asst. Professor (Tamil)	M.A.(Tamil), M.Ed
4.	Mrs. S. Scenty	Asst. Professor (English)	M.A. (Eng.), M.Ed, M.Phil(Eng.)
5.	Ms. R.Sopha	Asst. Professor (English)	M.A. (Eng.), M.Ed, M.Phil(Edn.)
6.	Dr. S. Augustin Bens Raj	Asst. Professor (Mathematics)	M.Sc.(Maths), M.Ed., Ph.D (Edn.)
7.	Mrs. L. Jacklin Nijatha	Asst. Professor (Mathematics)	M.Sc.(Maths), M.Ed., M.Phil(Edn.)
8.	Mr. S. Jeba Raj	Asst. Professor (Phy. Science)	M.Sc.(Chemistry), M.Ed.
9.	Mrs. M. Stary John	Asst. Professor (Bio. Science)	M.Sc.(Zoo.), M.Ed.
10.	Dr. R.J. Beena Florence Donark	Asst. Professor (Bio. Science)	M.Sc.(Zoo.), M.Ed., M.Phil.(Edn.), Ph.D(Edn.)
11.	Dr. D. Gladies Obelia	Asst. Professor (History)	M.A.(His.), M.Ed., M.Phil (His., Edn.), Ph.D(His.)
12.	Mr. P. Suresh	Asst. Professor (History)	M.A.(His.), M.Ed.
13.	Mrs. B. Prabha	Asst. Professor (Commerce)	M.Com, M.Ed., M.Phil. (Commerce, Edn.)

S.N	Name of the Faculty Members	Designation	Qualification
14	Mrs. K. Sheeba Bennet	Asst. Professor (Commerce)	M.Com, M.Ed.
15.	Mrs. G. Jemila	Asst. Professor (Mathematics)	M.Sc.(Maths), M.Ed
16.	Mr. L. Mahesh	Asst. Professor (Comp. Science)	M.Sc.(Comp.), M.Ed., M.Phil(Comp.,Edn.),
17.	Mrs. B. Ligi	Asst. Professor (Comp. Science)	M.Sc.(Comp.), M.Ed., M.Phil(Edn.) Ph.D(Edn.) Submitted
18.	Mrs. J. Latha	Asst. Professor (Perspectives in Education)	M.A.(His.), M.Ed.
19.	Mr. J. Jaba Singh	Asst. Professor (Perspectives in Education)	M.Sc.(Bot.), M.Ed., M.Phil.(Edn.), M.Sc. (Psy.), SET(Edn.)
20.	Mrs. B. Jeya Krishna Rani	Asst. Professor (Perspectives in Education)	M.A. (Eco.), M.Ed, M.Phil(Eco.)
21.	Mr. T. Albert	Asst. Professor (Health & Physical Education)	B.Sc. (Phy.), M.P.Ed., M.Phil, PG Diploma in Yoga
22.	Mr. C. Stalin Kumar	Asst. Professor (Health & Physical Education)	B.Sc. (Phy.), M.P.Ed., M.Phil
23.	Mrs. P.S. Anjali	Asst. Professor (Performing Arts)	MPA
24.	Mrs. P. Sahaya Vince	Librarian	M.Com, B.Ed., M.L.I.Sc, M.Phil, D.O.A
25.	Mrs. T. Emelda Vasantha Kumari	Craft Teacher	T.T.C (Embroidery) T.E.H.G

**DETAILS OF M.Ed., TEACHING STAFF (WITH QUALIFICATION / SLET/NET)**

S.N	Name of the Faculty Members	Designation	Qualification
1.	Dr. Geetha N.R	Asst. Professor	M.Sc. (Che.), M.Ed., M.Phil. (Edn.), PGDCA, NET(Edn.), Ph.D (Edn.)
2.	Mrs. T. Blessy	Asst. Professor	M.Sc.(Comp. Sci.), M.Ed., M.Phil (Edn.), NET (Edn.), Ph.D(Edn.) doing
3.	Mrs. T. Narayani	Asst. Professor	M.Sc. (Phy.), M.Ed, M.Phil, NET (Edn.)
4.	Mrs. D. Girija	Asst. Professor	M.Sc.(Maths), M.Ed, M.Phil(Maths)
5.	Mrs. A. Jasmine Agnal	Asst. Professor	M.Sc.(Phy.), M.Ed., NET(Edn.)
6.	Mrs. S.R. Jaya	Asst. Professor	M.A. (Eng.), M.Ed, (M.Phil)
7.	Ms. R.S. Reena	Asst. Professor	M.Sc. (Bot.), M.Ed, M.Phil (Edn.), NET(Edn.)

**DETAILS OF ADMINISTRATIVE STAFF**

S.N	Name of the Faculty Members	Designation	Qualification
1.	Mr. P. Ajit Kumar	Administrative Officer	M.Com., M.Ed, M.Phil, PGDCA
2.	Ms. E. Dhaya	Junior Assistant	B.Sc., MBA, PGDCA Type Writing (Tamil & English) – Hr., Short Hand Tamil Lower, D.T.P
3.	Mr. V. Suresh Kumar	Junior Assistant	B.Com
4.	Mrs. W. Belsi Bai	Lab Assistant	M.A, B.Ed., D.M.L.T, D.O.A, Type Writing English Senior Grade, Tamil Junior Grade
5.	Mrs. T. Mary Kala	Library Assistant	B.Sc., B.Ed, PGDCA Type Writing (Tamil & English)
6.	Mr. S. Shybin	Office Assistant	(M.Sc)
7.	Mr. Rethnamoni	Security	Hr.Sec.
8.	Mr. Ramasamy	Driver	S.S.L.C
9.	Mrs. M. Rabekal Sworna Bai	Sweeper	Hr. Sec.
10.	Mrs. P. Rajam	Sweeper	S.S.L.C
11.	Mrs. M. Santhana Mary	Sweeper	S.S.L.C

### Pedagogical Subjects Offered

Sl. No.	Pedagogical Subjects
1	Tamil
2	English
3	Mathematics
4	Physical Science
5	Biological Science
6	History
7	Commerce
8	Computer Science

### Details of the Committee

Sl. No.	Name of the Committee	Name of the Co-ordinator with Phone no.	Member
1	Anti-ragging Committee	Mrs. D. Gladies Obelia 9600894377	Ms. Sopha R
2	Students Grievance Cell	Mrs. T. Blessy 9487352132	Mrs. B. Prabha
3	Internal Complaints Committee	Dr. J. Kiruba 9943337534	Mrs. Geetha N.R
4	Placement Cell	Mr. J. Jaba Singh 9487659292	Mrs. T. Blessy
5	Environment Club	Dr. R.J. Beena Florence Donark 9442364760	Ms. R.S. Reena
6	Red Ribbon Club	Mrs. D. Gladies Obelia 9600894377	Dr. S. Augustine Bens Raj
7	Youth Red Cross	Mr. T. Albert	Mr. L. Mahesh

### B.Ed COURSE THEORY COURSES FOR FIRST YEAR

Serial No.	Course Name	Marks for Theory	Marks for T & A	Total
Course 1	Childhood and Growing Up	70	30	100
Course 2	Contemporary India and Education	70	30	100
Course 3	Learning and Teaching	70	30	100
Course 4	Language across the Curriculum	35	15	50
Course 5	Understanding Disciplines and Subjects	35	15	50
Course 6	Gender, School and Society	35	15	50
Course 7(a)	Pedagogy of a School subject – Part – I (Methodology)	35	15	50
<b>Sub – Total</b>		<b>350</b>	<b>150</b>	<b>500</b>

**Note:** T & A refers to ‘Tasks and Assignments’ which are evaluated by continuous internal assessment

### Engagement with the Field for First Year [Courses on Enhancing Professional Capacities (EPC)]

Course EPC 1	Reading and Reflecting on Texts	50 Marks
Course EPC 2	Drama and Art in Education	50 Marks
Course EPC 3	Critical Understanding of ICT	50 Marks
<b>Sub – Total</b>		<b>150 Marks</b>
<b>Grand Total (500+150)</b>		<b>650 Marks</b>

**Note:** The courses on “Enhancing Professional Capacities’ EPC1, EPC2 & EPC3 are evaluated by continuous internal assessment.



**PRACTICAL COMPONENTS IN THE FIRST YEAR 4-WEEK INTERNSHIP**

Sl.No.	Practical Components	Duration
1.	Lesson Plan Writing and Achievement Test Construction	2 weeks
2.	Teaching Skills Practice (Mini-teaching)	1 week
3.	Visit to Innovative Schools	1 week
		<b>4 weeks</b>

**THEORY COURSES FOR SECOND YEAR**

Sl.no	Course Name	Marks for Theory	Marks for T & A	Total
Course 7(b)	Pedagogy of a School Subject – Part II (Content Mastery)	35	15	50
Course 8	Knowledge and Curriculum	70	30	100
Course 9	Assessment for Learning	70	30	100
Course 10	Creating an Inclusive school	35	15	50
Course 11	Optional Courses (Any one) 1. Yoga, Health and Physical Education 2. Environmental Education 3. Values and Peace Education	35	15	50

Note: T & A refers to “**Tasks and Assignments**” which are evaluated by *continuous internal assessment*.

**Engagement with the Field (EPC) for Second Year Courses on Enhancing professional Capacities (EPC)**

Course EPC 4	Understanding the Self	50 Marks
	School Internship	250 Marks
<b>Total Marks</b>		<b>650 Marks</b>

Note: The course on ‘Enhancing Professional Capacities’ (EPC 4) is evaluated by *continuous internal assessment*.

**DISTRIBUTION OF MARKS FOR TASKS AND ASSIGNMENTS FOR EACH COURSE**

S.No.	Type of Course	Marks
1	Full course	2 x 15 = 30
2	Half a course	2x 7.50 = 15

**PRACTICAL COMPONENTS IN THE SECOND YEAR**

**PART - A**

Activity No.	Assessment of Teaching Competency	Marks
1	Teaching Competency Level I	50
2	Teaching Competency Level II	50
<b>Total</b>		<b>100</b>

<b>PART - A</b>		
<b>Activity No.</b>	<b>Assessment of Teaching Competency</b>	<b>Marks</b>
1	Observation Record Level I	5
2	Demonstration Record Level I	5
3	Lesson Plan Record Level I (30 lesson Plans)	20
4	Instructional Materials Record Level I	10
5	Test and Measurement Record Level I	10
6	Observation Record Level II	5
7	Demonstration Record Level II	5
8	Lesson Plan Record Level II (30 lesson Plans)	20
9	Instructional Materials Record Level II	10
10	Test and Measurement Record Level II	10
11	Teaching Skills (Mini-teaching) Practice Record	10
12	Visit to Innovative schools and Healthy Practices	5
13	Students Portfolios / CCE Record	10
14	Reflective Journal – Diary	5
15	Environmental Education Record	10
16	Community based Engagement / Skill Development Record	10
	<b>Total</b>	<b>150</b>
	<b>Grand Total (100 + 150)</b>	<b>250</b>

<b>SCHEME OF CONTINUOUS AND COMPREHENSIVE EVALUATION FOR FULL COURSE (30 MARKS)</b>		
<b>Sl.No.</b>	<b>Components</b>	<b>Marks</b>
1.	Assignments (An average of Two Assignments)	10
2.	Seminar	10
3.	Class Tests (An average of 2 Unit Tests)	10
	<b>Total</b>	<b>30</b>
<b>SCHEME OF CONTINUOUS AND COMPREHENSIVE EVALUATION FOR HALF A COURSE (15 MARKS)</b>		
<b>Sl.No.</b>	<b>Components</b>	<b>Marks</b>
1.	Assignments (An average of Two Assignments)	5
2.	Seminar	5
3.	Class Tests (An average of 2 Unit Tests)	5
	<b>Total</b>	<b>15</b>
<b>M.Ed. COURSE</b>		
<b>M.Ed. FIRST YEAR: THEORY COURSES</b>		
<b>S.N.</b>	<b>Course Code</b>	<b>COURSES</b>
<b>PERSPECTIVE COURSES</b>		
1.	FMPA	Historical and Political Economy of Education in India
2.	FMPB	Advanced Educational Psychology
3.	FMPC	Curriculum Design and Development
<b>TOOL COURSE</b>		
4.	FMTC	Basics in Educational Research
<b>TEACHER EDUCATION COURSE</b>		
5.	FMTE	Teacher Education in India: Elementary Level
<b>SPECIALISATION: CORE COURSE</b>		
6.	FMSC	Curriculum, Pedagogy and Assessment at Elementary level
<b>SPECIALISATION: THEMATIC COURSE</b> <b>(Choose any one of the following courses)</b>		
7.	FMSA	Planning and Administration of Elementary Education
8.	FMSB	Early Childhood Care and Education

M.Ed. FIRST YEAR: PRACTICAL COMPONENTS	
S.N.	ACTIVITIES
1.	<p><b>Field Immersion with Co-operative Schools (2 Weeks):</b> The prospective teacher educators shall be present in the co-operative schools concerned to the Teacher Education Institutions and prepare reflective reports upon the administration, curriculum transaction, mode of evaluation and student – teachers’ curricular and co-curricular activities. The report of the same has to be submitted during the Practical Examinations.</p>
2.	<p><b>Field Visit (2 Weeks):</b> The prospective teacher educators shall visit and write reflective reports on anyone of the Teacher Education Institutions that is engaged in developing innovative curriculum and pedagogic practice, educational policy planning, educational management and administration etc.</p>
3.	<p><b>Dissertation Preliminary Work:</b> Problem identification, selection/construction of tool/instrument conduct of pilot study related to the title of dissertation of the prospective teacher – educators and the same should be submitted as a record during the Practical Examination.</p>
4.	<p><b>Communication Skills :Expository Writing</b> The prospective teacher educators shall write the conceptual framework related to the problem/topic chosen for the dissertation and present it in the form of seminars for discussions and suggestions. The record of the same need to be submitted during the Practical Examination.</p>
5.	<p><b>Self-Development: Yoga</b> The prospective teacher educators shall demonstrate and conduct five sessions of yoga to the students of the cooperative schools. The procedures of these activities have to be recorded and submitted during the Practical Examination.</p>

M.Ed. SECOND YEAR: THEORY COURSES		
S.N.	Course Code	COURSES
<b>PERSPECTIVE COURSES</b>		
1.	SMPA	Philosophical and Sociological Perspectives in Education
2.	SMPB	Advanced Techniques of Instruction
<b>TOOL COURSE</b>		
3.	SMTA	Advanced Educational Research and Statistics
<b>TEACHER EDUCATION COURSE</b>		
4.	SMTE	Teacher Education in India: Secondary Level
<b>SPECIALISATION: CORE COURSE</b>		
5.	SMSC	Curriculum, Pedagogy and Assessment at Secondary Level
<b>SPECIALISATION: THEMATIC COURSE (Choose any one of the following courses)</b>		
6.	SMSA	Planning and Administration of Secondary Education
7.	SMSB	Trends in Indian Higher Education
M.Ed. SECOND YEAR: PRACTICAL COMPONENTS		
S.N.	ACTIVITIES	MARKS
1.	<p>a) <b>Dissertation:</b> The dissertation includes: Appropriate title/topic, statement of the problem; scope and limitations; objectives; operational definitions of variables; need and importance of the study; review of related studies; method of study; analysis and interpretation of data; results, discussion and conclusion; bibliography and appendices.</p> <p>b) <b>Viva-Voce:</b> The prospective teacher educators shall submit the data sheets, master table, analysis output and the completed dissertation during the Viva-voce examinations.</p>	100
2.	<p>a) <b>Field based Internship in the Cooperative School (1 Week):</b> The prospective teacher educators shall observe the teaching and other co-curricular activities both at level I&amp;II of student - teachers in the co-operative schools and submit their Reflective records on the same during the practical examinations.</p>	50

S.N.	ACTIVITIES	MARKS
	<p><b>b) Field based Internship in the Teacher Education Institution (3 Weeks):</b> Each prospective teacher educators should be attached with their Parent Teacher Education Institution or anyone of the Teacher Education Institution for field immersion for a period of 3 weeks continuously to undertake the following activities. The prospective teacher educators shall be engaged handling 12 classes during the field immersion @ 4 classes per week in their Parent Teacher Education Institution or nearby Teacher Education Institutions attached with TNTEU, offering B.Ed., course. Each prospective teacher educators should submit their field attachment appraisal reports duly endorsed by the mentor as well as by the Head of the Institution, where he/she is attached with and the same need to be submitted at the time of Practical Examination.</p>	75
3.	<p><b>Communication Skills II: Academic Writing</b> Publication of minimum ONE research article (Full paper) related to the dissertation topic of the prospective teacher educators in the research colloquium of the respective Teacher Education Institution and the same should be submitted during the Practical Examination.</p>	75
4.	<p><b>Hands on Training:</b> The prospective teacher educators shall prepare a master table based on the data collected and the data shall be statistically analyzed using any software. The output of the data has to be submitted during the Viva – voce Examination.</p>	50

**PERSONAL MEMORANDA**

Name \_\_\_\_\_

Office Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail \_\_\_\_\_

Residential Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ Blood Group \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Chest \_\_\_\_\_

Collar \_\_\_\_\_ waist \_\_\_\_\_

Savings Bank A/c.No. \_\_\_\_\_ Bank \_\_\_\_\_

Passport No \_\_\_\_\_ Issued No. \_\_\_\_\_

Date of Expiry \_\_\_\_\_ Driving License No. \_\_\_\_\_

Date of Expiry \_\_\_\_\_ Vehicle No \_\_\_\_\_

Vehicle Policy No \_\_\_\_\_ Insurance Policy No. \_\_\_\_\_

Due Date \_\_\_\_\_

Birthdays/Anniversaries \_\_\_\_\_

## **COLLEGE REGULATIONS**

### **1. Class Hours**

Forenoon : 9.00 a.m to 12.50 p.m

Afternoon : 1.20 p.m. to 4.00 p.m

### **2. Attendance**

Students should attend the instruction classes on all working days. Written application for leave should be submitted to the principal at least one day in advance.

If a student absent himself for five consecutive working days without applying for leave, his name will be removed from the roll of the college.

Attendance is taken daily at 9.15 a.m and 1.20 p.m. Those who arrive late are marked absent.

No student will be released from the training until the course is completed. No student will be allowed to appear for the B.Ed., Degree Examination unless he has 90% of the attendance of the total working days as prescribed by the university.

### **3. School Internship**

School Internship as part of the training programme is arranged either at Bethlahem Matriculation School, Karungal or in other Higher Secondary Schools. Every student must undergo 16 weeks of continuous training in a High School or Higher Secondary School.

#### **Other Practicals**

Every student should undergo a number of practicals as prescribed by the University. Necessary instructions would be given at the beginning of the academic year.

## **GENERAL RULES AND REGULATIONS**

1. English is the language of communication.
2. High order discipline must be maintained.
3. Students should follow the dress code strictly.
4. Students should avoid all kinds of mannerisms.
5. Students should be punctual and regular in attendance. No late comer shall be allowed to attend the class without the permission of the Principal.
6. The college properties should be handled with maximum care. Students should maintain the cleanliness and tidiness of the building and furniture. Any damage will be charged accordingly.
7. Student should follow the library rules strictly.
8. Students shall not loiter in the varandah and college campus.
9. Students are not permitted to absent themselves without leave, in case where absence without leave is unavoidable application for leave must be submitted immediately.
10. If a student absent himself / herself for five consecutive working days without applying for leave his/her name will be removed from the roll of the college.
11. The necessary attendance certificate will be issued only when he / she has attended 90 percent of working days in the academic year.
12. Unsatisfactory conduct and character would end in the termination of the students concerned.

## COLLEGE ACTIVITIES

### 1. Alumni Association

All the students who have studied in this college are members of the association. Periodic meeting of the alumni is held in the campus for sharing and guiding the current students.

### 2. Anti Ragging Cell

To avoid the ragging act, the institution keeps a cell named Anti Ragging Cell

### 3. Arts and Craft

Arts and Craft training is provided to prepare the students for the all round development.

### 4. Assembly and Thought for the day

The assembly and thought for the day programme are conducted regularly at 9.00 a.m. This programme is guided by the Principal of our college. The objectives of this programme are identifying leadership qualities and nurturing them to improve teacher characteristics, impart self-discipline, and inculcate values to the student teachers.

### 5. Bridge Course

In order to make the new entrants to the degree level feel confident with the medium of instruction an intensive teaching of English is envisaged in the first week of the course.

### 6. Career Guidance Cell

A Career Guidance Cell is working under the leadership of the Principal. The cell provides information regarding future studies and career purposes.

### 7. Clubs

Subject clubs are organized for enrichment of knowledge and development of talents.

### 8. Consumer Club

Consumer club is functioning in our college to develop a sense of awareness among youth and methods of exploitation of consumers by business concerns and measures to protect them.

### 9. Counselling Cell

Counselling cell is functioning in our college under the leadership of Mrs. Beena Florence Donark R.J. Students can approach the counsellor regarding their personal and education problems.

### 10. Eco-club

Eco – club is formed with the aim of giving training to the students about environmental awareness and preparing them to act as agents of environmental protection.

### 11. Internal Quality Assurance Cell

IQAC is functioning in our college in view of enhancing the potentials of future teachers in the field of Education, Research and Extension.

### 12. Mentor System

Students facing any emotional or personal problem can approach the mentor and seek help.

**13. Parent Teachers Association (PTA)**

PTA plays a supportive role in the running of the college and its members involve themselves in the overall development of the students.

**14. Placement Cell**

The Placement cell helps to arrange career opportunities and campus interview.

**15. Red Ribbon Club**

RRC is function in our college in collaboration with TamilNadu Aids Control Board.

**16. Remedial Coaching**

Remedial coaching is also carried out to help the students who are weak in studies and to get reasonable scores.

**17. Scout Training**

Scout Training is conducted to the student teachers to prepare them to make their ethical and moral choices over their lifetime.

**18. Seminar**

In addition to the regular academic programmes, Seminars and Workshop are also organized, inviting experts from different fields.

**19. Sports and Games**

The physical director / directress prepares the students for their physical development. It is the basic activity of the all round development of the individuals.

**21. Student Grievance Cell**

The institution has a mechanism to find out the difficulties of the students and their problems.

**22. Students Council**

The aim of the students council is to strive for the best in academic and extra – curricular activities. The members should see to it that the activities of the students council conform to the rules and regulations prescribed by the college. Every department shall have one representative who discharges the day-to-day activities.

**23. SUPW**

The Art and Craft Instructor prepares the students for Socially Useful Productive Work programmes.

**24. Talent Programmes**

Opportunities are provided for the development of the hidden talents of the students throughout the year.

**25. Women Grievance Cell**

This is a forum in the college to listen the grievances of women students and to take appropriate actions. This forum performs well under the leadership of Principal and senior women members of this college.

**26. Youth Red Cross**

YRC is functioning in our college to promote social values and service – mindedness among the future teachers.

## **LIBRARY RULES AND REGULATIONS**

1. The library will be kept open from 8.30 a.m. to 4.30 p.m. on all working days
2. Personal books and files should be left on the rack at the entrance of the library. Plain sheets may be taken instead.
3. Students/Staff should enter in the Gate Register while entering the library.
4. The library users should possess their ID card while they are inside the library.
5. Silence should be strictly observed in the Library.
6. Books will be issued only on production of Bar-coded ID card.
7. Membership Cards are not transferable.
8. Readers shall be held responsible for any damage done to the book belonging to the Library and shall be required to replace such book or pay the value thereof.
9. For the benefit of the users, the Open Access System is followed. The books, current journals, back volumes taken out of the racks shall not be replaced.
10. Students can borrow three books at a time.
11. Books will be issued normally for a period of seven days. Depending on the demand of the books at a particular time, some books may be issued for three more days or for overnight use. If a book is not returned on the due date, a fine of Rs. 2/- per day will be collected.
12. For the renewal of books:
  - The book has to be produced in the Library for renewal.
  - More than one renewal will not be allowed.

13. Before leaving the counter, the member must satisfy herself as to whether or not the book lent to her is in sound condition. If not she must report immediately to the librarian. Otherwise she is liable to be held responsible for the replacement of the book.
14. Absence from the College will not be allowed as an excuse for the delay in the return of books.
15. Photocopying of full - book is not permitted
16. Users are allowed to take the photocopies of the required articles.
17. While accessing the E-resources of the library, proper entries are to be made in the records of the library. Downloading of the information is also permitted.
18. Accessing unwanted and unnecessary information from the internet is strictly prohibited.
19. New books will be on display in the new arrival rack for a week.
20. Any changes in the rules or information to members will be notified on the Library Notice Board as and when required.



### Academic Calendar

CALENDAR		JULY – 2021
Date	Day	Information
1	Thursday	VOM
2	Friday	
3	Saturday	
4	Sunday	Holiday
5	Monday	
6	Tuesday	
7	Wednesday	
8	Thursday	
9	Friday	
10	Saturday	
11	Sunday	Holiday
12	Monday	
13	Tuesday	
14	Wednesday	
15	Thursday	
16	Friday	
17	Saturday	
18	Sunday	Holiday
19	Monday	
20	Tuesday	
21	Wednesday	Bakrid
22	Thursday	
23	Friday	Book Fair
24	Saturday	
25	Sunday	Holiday
26	Monday	
27	Tuesday	
28	Wednesday	
29	Thursday	
30	Friday	Webinar on Cancer Awareness and Liver Health
31	Saturday	
<b>VOM –Virtue of the month</b>		
Thankfulness is being grateful for what we have. It is an attitude of gratitude for learning, loving and being. Appreciate the little things that happen around you and within you every day. Think positively. Thankfulness brings contentment.		

CALENDAR		AUGUST – 2021
Date	Day	Information
1	Sunday	Holiday
2	Monday	VOM
3	Tuesday	
4	Wednesday	
5	Thursday	
6	Friday	
7	Saturday	
8	Sunday	Holiday
9	Monday	
10	Tuesday	
11	Wednesday	Orientation programme on Research Guidance
12	Thursday	
13	Friday	
14	Saturday	
15	Sunday	Holiday (Independence Day)
16	Monday	Plant a tree – Go Green
17	Tuesday	
18	Wednesday	
19	Thursday	
20	Friday	Moharram
21	Saturday	
22	Sunday	Holiday
23	Monday	Commencement of class (M.Ed III Sem)
24	Tuesday	
25	Wednesday	Harmony Day
26	Thursday	
27	Friday	
28	Saturday	
29	Sunday	Holiday
30	Monday	
31	Tuesday	
<b>VOM –Virtue of the month</b>		
Joyfulness is an inner sense of peace and happiness. You appreciate the gifts each day brings. Without joyfulness, when the fun stops, our happiness stops. Joy can carry us through the hard times even when we are feeling very sad. Joy gives us wings.		

CALENDAR		SEPTEMBER - 2021
Date	Day	Information
1	Wednesday	VOM
2	Thursday	
3	Friday	
4	Saturday	
5	Sunday	Holiday
6	Monday	Workshop on Dramatics
7	Tuesday	TLM Workshop
8	Wednesday	
9	Thursday	
10	Friday	Ganesh Chaturthi
11	Saturday	
12	Sunday	Holiday
13	Monday	Community Development Programme
14	Tuesday	
15	Wednesday	Seminar on EDUBLOGS
16	Thursday	World Ozone Day
17	Friday	Clean Campus Day
18	Saturday	
19	Sunday	Holiday
20	Monday	Innovative School Visit
21	Tuesday	
22	Wednesday	
23	Thursday	Personality Development Programme
24	Friday	
25	Saturday	
26	Sunday	Holiday
27	Monday	
28	Tuesday	Value Education
29	Wednesday	
30	Thursday	Unit Test - I
VOM –Virtue of the month		
Confidence is having faith in someone Self-Confidence is trusting that you have what it take to handle whatever happens. You feel sure of yourself and enjoy trying new things, without letting doubts or fears hold you back. When you have confidence in others, you rely on them.		

CALENDAR		OCTOBER – 2021
Date	Day	Information
1	Friday	World Ahimsa Day, VOM
2	Saturday	Gandhi Jayanthi
3	Sunday	Holiday
4	Monday	
5	Tuesday	
6	Wednesday	Scout Training
7	Thursday	
8	Friday	
9	Saturday	
10	Sunday	Holiday
11	Monday	International Girl Child Day
12	Tuesday	
13	Wednesday	
14	Thursday	Saraswathi Pooja
15	Friday	Vijaya Dasami
16	Saturday	World Food Day
17	Sunday	Holiday
18	Monday	
19	Tuesday	Miladi Nabi
20	Wednesday	
21	Thursday	Dengue Awareness Rally
22	Friday	
23	Saturday	
24	Sunday	Holiday
25	Monday	Classes commence for B.ed II year
26	Tuesday	
27	Wednesday	
28	Thursday	Library Week Celebration
29	Friday	
30	Saturday	Tutor Ward
31	Sunday	Holiday
VOM –Virtue of the month		
Being forgiving is giving someone another chance after they have done something wrong. Everyone makes mistake. Instead of revenge, make amends. Forgive yourself too. Instead of feeling hopeless after a mistake, decide to act differently, and have faith that you can change.		

CALENDAR		NOVEMBER – 2021
Date	Day	Information
1	Monday	Commencement Of teaching Practice (B.Ed II year), VOM
2	Tuesday	Awareness Programme on TRB exam
3	Wednesday	
4	Thursday	Deepawali
5	Friday	
6	Saturday	
7	Sunday	Holiday
8	Monday	Fresher's Day
9	Tuesday	
10	Wednesday	Philosophers Day
11	Thursday	
12	Friday	
13	Saturday	
14	Sunday	Holiday
15	Monday	
16	Tuesday	
17	Wednesday	
18	Thursday	
19	Friday	
20	Saturday	
21	Sunday	Holiday
22	Monday	
23	Tuesday	
24	Wednesday	Terminal Exam – I
25	Thursday	
26	Friday	
27	Saturday	
28	Sunday	Holiday
29	Monday	
30	Tuesday	
VOM –Virtue of the month		
We show respect by speaking and acting with courtesy. We treat others with dignity and honor the rules of our family, school and nation. Respect yourself, and others will respect you.		

CALENDAR		DECEMBER - 2021
Date	Day	Information
1	Wednesday	VOM
2	Thursday	
3	Friday	
4	Saturday	
5	Sunday	Holiday
6	Monday	
7	Tuesday	
8	Wednesday	Eye Camp
9	Thursday	
10	Friday	
11	Saturday	
12	Sunday	Holiday
13	Monday	
14	Tuesday	Micro Teaching Orientation Programme
15	Wednesday	Awareness Programme on Consumer Rights
16	Thursday	
17	Friday	
18	Saturday	Workshop on Identification of and selecting a Problem
19	Sunday	Holiday
20	Monday	Book Publication Programme
21	Tuesday	
22	Wednesday	Ramanujans Birthday Celebration
23	Thursday	Christmas Day Celebration
24	Friday	
25	Saturday	Christmas
26	Sunday	Holiday
27	Monday	
28	Tuesday	
29	Wednesday	
30	Thursday	
31	Friday	
VOM –Virtue of the month		
Honesty is being truthful and sincere. It is important because it builds trust. When people are honest, they can be relied on not to lie, cheat or steal. Being honest means that you accept yourself as you are. When you are open and trustworthy, others can believe in you.		

CALENDAR		JANUARY- 2022
Date	Day	Information
1	Saturday	New Year
2	Sunday	Holiday
3	Monday	VOM
4	Tuesday	
5	Wednesday	
6	Thursday	
7	Friday	Closing of Theory class (M.Ed III Sem)
8	Saturday	
9	Sunday	Holiday
10	Monday	
11	Tuesday	
12	Wednesday	
13	Thursday	
14	Friday	Pongal
15	Saturday	Thiruvalluvar Day
16	Sunday	Holiday
17	Monday	
18	Tuesday	
19	Wednesday	Commencement of Theory class (M.Ed IV Sem)
20	Thursday	
21	Friday	
22	Saturday	
23	Sunday	Holiday
24	Monday	
25	Tuesday	
26	Wednesday	Republic Day
27	Thursday	
28	Friday	
29	Saturday	
30	Sunday	
31	Monday	
VOM –Virtue of the month		
Patience is quiet hop and trust that things will turn out right. You wait without complaining. You are tolerant and accepting of difficulties and mistakes. You picture the end in the beginning and persevere to meet your goals. Patience is a commitment to the future.		

CALENDAR		FEBRUARY– 2022
Date	Day	Information
1	Tuesday	Inauguration of Subject Clubs, VOM
2	Wednesday	Video Conferencing
3	Thursday	
4	Friday	
5	Saturday	
6	Sunday	Holiday
7	Monday	
8	Tuesday	International Safety Day
9	Wednesday	
10	Thursday	
11	Friday	
12	Saturday	
13	Sunday	Holiday
14	Monday	
15	Tuesday	
16	Wednesday	
17	Thursday	
18	Friday	
19	Saturday	
20	Sunday	Holiday
21	Monday	International Mother Language Day
22	Tuesday	
23	Wednesday	
24	Thursday	
25	Friday	
26	Saturday	National Science Day Celebration
27	Sunday	Holiday
28	Monday	Closing date of Internship Training (B.Ed II year)
VOM –Virtue of the month		
Truthfulness is being honest in your words and actions. You don't tell lies even to defend yourself. Don't listen to gossip or prejudice. See the truth for yourself. Don't try to be more than you are to impress other.		

CALENDAR		MARCH - 2022
Date	Day	Information
1	Tuesday	VOM
2	Wednesday	Ash Wednesday
3	Thursday	
4	Friday	
5	Saturday	
6	Sunday	Holiday
7	Monday	
8	Tuesday	Women's Day
9	Wednesday	
10	Thursday	
11	Friday	
12	Saturday	
13	Sunday	Holiday
14	Monday	Commencement of Practical Exam (B.Ed II year)
15	Tuesday	World Consumer Rights Day
16	Wednesday	National Vaccination Day
17	Thursday	
18	Friday	
19	Saturday	
20	Sunday	Holiday
21	Monday	
22	Tuesday	World Water Day
23	Wednesday	
24	Thursday	
25	Friday	Sports Meet
26	Saturday	
27	Sunday	Holiday
28	Monday	
29	Tuesday	
30	Wednesday	Unit Test
31	Thursday	
VOM –Virtue of the month		
<p>Excellence is doing your best, giving careful attention to every task and every relationship. Excellence is effort guided by a noble purpose. It is a desire for perfection. The Perfection of a seed comes in the fruit. When you practice excellence, you bring your gifts to fruition. Excellence is the key to success.</p>		

CALENDAR		APRIL – 2022
Date	Day	Information
1	Friday	Book Day, VOM
2	Saturday	
3	Sunday	Holiday
4	Monday	
5	Tuesday	
6	Wednesday	National Seminar
7	Thursday	
8	Friday	Beth Utsav
9	Saturday	
10	Sunday	Holiday
11	Monday	
12	Tuesday	
13	Wednesday	
14	Thursday	Tamil Ney Year's Day
15	Friday	Good Friday
16	Saturday	
17	Sunday	Holiday (Easter)
18	Monday	
19	Tuesday	
20	Wednesday	College Day
21	Thursday	
22	Friday	
23	Saturday	
24	Sunday	Holiday
25	Monday	
26	Tuesday	
27	Wednesday	
28	Thursday	
29	Friday	
30	Saturday	
VOM –Virtue of the month		
<p>Unity helps us work and live together peacefully. We feel connected with each other and all living things. We value the specialness of each person as a gift, not as a reason to fight or be scared. With unity we accomplish more together than any of one of us could alone.</p>		

CALENDAR		MAY – 2022
Date	Day	Information
1	Sunday	Holiday, May Day
2	Monday	VOM
3	Tuesday	Ramzan
4	Wednesday	
5	Thursday	
6	Friday	
7	Saturday	
8	Sunday	Holiday
9	Monday	
10	Tuesday	
11	Wednesday	
12	Thursday	
13	Friday	
14	Saturday	
15	Sunday	Holiday
16	Monday	Model Exam
17	Tuesday	
18	Wednesday	
19	Thursday	
20	Friday	Closing of theory class (M.Ed IV Sem)
21	Saturday	
22	Sunday	Holiday
23	Monday	
24	Tuesday	
25	Wednesday	
26	Thursday	
27	Friday	
28	Saturday	
29	Sunday	Holiday
30	Monday	
31	Tuesday	Last Working day (B.Ed II year)
VOM –Virtue of the month		
<p>You focus your energy and efforts on a task and stick with it until it is finished. Determination is using your will power to do something when it isn't easy. You are determined to meet your goals even when it is hard or you are being tested. With determination we make our dreams come true.</p>		

CALENDAR		JUNE – 2022
Date	Day	Information
1	Wednesday	VOM
2	Thursday	
3	Friday	
4	Saturday	
5	Sunday	Holiday
6	Monday	
7	Tuesday	
8	Wednesday	
9	Thursday	
10	Friday	
11	Saturday	
12	Sunday	Holiday
13	Monday	Commencement of Theory Exam (B.Ed II year, M.Ed IV Sem)
14	Tuesday	
15	Wednesday	
16	Thursday	
17	Friday	
18	Saturday	
19	Sunday	Holiday
20	Monday	
21	Tuesday	
22	Wednesday	
23	Thursday	
24	Friday	
25	Saturday	
26	Sunday	Holiday
27	Monday	
28	Tuesday	
29	Wednesday	
30	Thursday	
VOM –Virtue of the month		
<p>Flexibility is being open to change. You consider other's ideas and feeling and don't insist on your own way. Flexibility gives you creative new ways to get things done. You get rid of bad habits and learn new ones. Flexibility helps you to keep changing for the better.</p>		

