

TABLE OF CONTENTS

| | Page |
|---|------|
| 01 College Anthem | 4 |
| 02 CMI Educational Policy | 5 |
| 03 CMI Institutions of Higher Education | 6 |
| 04 The College | 6 |
| 05 The Campus | 9 |
| 06 Sister Institutions | 9 |
| 07 Pioneers | 10 |
| 08 Managers | 10 |
| 09 Principals | 11 |
| 10 Faculty Members | 12 |
| 11 Administrative Staff | 13 |
| 12 B. Ed. Degree Programme Curriculum Design | 14 |
| 13 M.Ed. Degree Programme Curriculum Design | 19 |
| 14 College Rules | 24 |
| 14.1 Code of Behaviour | 24 |
| 14.2 Class Hours | 25 |
| 14.3 Attendance and Leave | 25 |
| 14.4 Remittance of Fees | 26 |
| 14.5 Issue of Certificates | 28 |
| 15 College Hostels | 28 |
| 16 Facilities Available | 29 |
| 17 Co-curricular Activities | 34 |
| 18 Faculty: Development programmes | 36 |
| 19 Publications | 36 |
| 20 Scholarships/Endowments | 37 |
| 21 Parent Teacher Association | 38 |
| 22 FOSSA | 39 |
| 23 Grievance Redressal Cell | 39 |
| 24 Surprise Inspection Squads & Ethics Committee | 40 |
| 25 Anti-harassment Cell | 40 |
| 26 Tobacco Control Cell | 40 |
| 27 Anti Ragging Cell | 40 |
| 28 Library Catalogue Index | 41 |
| 29 Calendar | 46 |
| 30 College Governing Body | 60 |
| 31 Teachers in-charge of Activities | 60 |
| 32 Discipline Committee | 61 |
| 33 Various Committees for Academic, Administrative & Extensional Activities | 61 |

COLLEGE ANTHEM

Hail Alma Mater, hail to thee:
St. Joseph's College, hail to thee:
Shap'd by the hands of 'Kuriakose',
Bright on the hills of Mannanam,
Ever thou our mother be:
Ever thou our mother be: Ever thou our mother be:
Hail Alma Mater, hail to thee:
St. Joseph's College, hail to thee:
A peaceful spring of learning great,
A joyful stream of culture good;
All through our lives we rejoice in thee
And sing those songs of joyous days-
Ever this our prayer be:
Ever this our prayer be: Ever this our prayer be:
Hail Alma Mater, hail to thee
St. Joseph's College, hail to thee:
Ever to we sing your beauty,
Ever in you we will see our duty.
Let's remember all that you taught us,
Seek we love and truth and goodness-
Ever this our motto be:
Ever this our motto be: Ever this our motto be:

02 CMI Educational Policy Statement

We, the Carmelites of Mary Immaculate, following the example of our Founder Saint Kuriakose Elias Chavara, consider education an integral part of the human development for the fulfillment of one's individual and social responsibilities.

Our educational endeavours aim at forming leaders who are intellectually competent, spiritually mature, morally upright, psychologically integrated, physically healthy, socially acceptable and God loving, who will champion the cause of justice, love, truth and peace and who are ever open to further growth.

The secret of the success of our educational institution is a community of teachers who are committed to their vocation, professionally competent, morally upright, just and humane in dealing and who grow in the true vision of education.

We aspire towards creating a just and humane society where dignity of the human person is respected, where unjust social structures are challenged, where our cultural heritage of ahimsa, religious harmony and national integration are upheld, and where the poor and marginalised are specially taken care of.

We aim at reaching out to the families, primarily of the students, to assist them in their needs, to share joys and sorrows and to help them experience love and freedom so that the students realize that our educational institution is an extension of their homes.

Our Institutions are open to all students irrespective of their caste and creed; they are accepted and cherished as they are; and helped to grow in their cultural, social and religious traditions. As they are privileged to be in our institutions, they will also have the right to get acquainted with the Person of Jesus Christ and His Gospel. The institutions being established by and for a minority community based on religion; they have a special concern for the faith formation of the Christian youth.

Our institutions are open to society at large by making their resources available for the ongoing education and non-formal teaching.

For the realization of these C.M.I. aims of education, we expect teachers, students and parents to share the vision and co-operate with us wholeheartedly.

03 CMI Institutions of Higher Education

- | | | | |
|-----|--------------|---|-----------------------|
| 1. | Arakulam | St. Joseph's College 682 591 (Moolamattam) | Ph: 0486-2252043 |
| 2. | Bangalore | Christ University 560 029 | Ph: 0805-5536280 |
| 3. | Bangalore | Christu Jayanthi College, 560 077 | Ph: 0808-465353 |
| 4. | Bhopal | Christ College, Anand Nagar M.P.462 021 | Ph: 07552750538 |
| 5. | Calicut | St. Joseph's College, Devagiri 673 008 | Ph: 0495-355901 |
| 6. | Chethipuzha | Kristu Jyoti College of Management and Technology, Changanachery | Ph.0481-2720695 |
| 7. | Elthuruth | St. Aloysius College, Thrissur 680 611 | Ph: 0487-360748 |
| 8. | Irinjalakuda | Christ College 680 125 | Ph: 0488-825258 |
| 9. | Jagdapur | Christ College | |
| 10. | Kalamassery | Rajagiri College of Social Science. 683 104 | Ph: 0484-555564 |
| 11. | Mannanam | Kuriakose Elias College 686 561 | <i>Ph:0481-597374</i> |
| 12. | Mannanam | St. Joseph's Training College 686 561 | Ph:0481-597347 |
| 13. | Punnapra | Carmel Polytechnic, Alleppey 688 004 | Ph: 0477-257825 |
| 14. | Rajkot | Christ College 360 005 | Ph:0281-699336 |
| 15. | Sitapur | S. H. College, Naipalapur, U.P. | |
| 16. | Thevara | Sacred Heart College, Ernakulam 682 013 | Ph: 0484-315380 |

04 The College

St. Joseph's Training College, Mannanam, is owned by St. Joseph's Monastery, of the Carmelites of Mary Immaculate (CMI) Religious Congregation, St. Joseph's Province, Thiruvananthapuram and is an integral part of the vast network of CMI Educational Institutions.

The College with the motto: “Lux et Virtus” (Light & Virtue) was established in 1957 as a minority community institution to train teachers for secondary schools. It was then affiliated to Kerala University and since 1983 to Mahatma Gandhi University. It comes under the jurisdiction of Deputy Director of Collegiate Education, Kottayam, recognised by the National Council for Teacher Education and is reaccredited (3rd cycle) by the National Assessment & Accreditation Council in 2014 with 'A' Grade.

Since 1986, the college has become a co-education institution. It offers B.Ed. and M.Ed. Courses, each of two years duration. The Degree of Bachelor of Education, (B.Ed.) is offered in five school subjects, viz., English, Mathematics, Natural Science, Physical Science and Social Science. The M.Ed. Course is offered with specialisation in English education, Mathematics education, Science education and Social Science education.

Vision

To nurture teachers who are globally competent who shall promote democratic and spiritual values to create a just and humane society.

Mission

- To form teachers who remain ever committed to excellence in academic standards.
- To form teachers who uphold and promote holistic development of the individuals.
- To form leaders of quality in all walks of life who serve their fellowmen with justice, truth and love.
- To form teachers who promote an appreciation of our cultural heritage and help to mould a just society.
- To form teachers who are sensitive to environmental issues.
- To form educators who are recognized for their contribution in the field of teaching, research, and extension.
- To form teachers who imbibe national, social, spiritual values and international understanding.

Core values

- Faith in God
- Integrity of character
- Respect for the dignity of the individual

- Commitment to the nation
- Global Competency
- Being Vision and Value led
- Field independence
- Fostering Positive Interdependence
- Quest for excellence

Aims and Objectives

St. Joseph's Training College, Mannanam, is established with clear goals in view, following the educational policy of the CMI Congregation. The college stands for academic excellence, good discipline, development of skills, and character formation based on the love of God and the service of mankind as modelled in the person of Jesus Christ. Accordingly, the Governing Body redefined the objectives of St. Joseph's Training College as follows:

- to form teachers who are intellectually competent, spiritually mature, morally upright, psychologically integrated, physically healthy and socially acceptable.
- to enable teacher trainees champion the cause of justice, love, truth and peace, and be ever open to further growth.
- to motivate the teacher trainees to serve the nation in general and the local community in particular.
- to form skillful, learned and dedicated teachers committed to the cause of national development and education.
- to develop healthy study habits and refined social relations.
- to instil the national values of dharma, ahimsa, spirituality, truth, tolerance, fraternity, democracy, secularism, national integration and international understanding and to uphold these even at the risk of their life.
- to conscientise teacher trainees on the need of eco-friendly and sustainable development.

The Code of Conduct

The Code of Behaviour regarding various stakeholders which is provided in the college website is binding for all. The Code of Conduct for students is provided as item No. 14.1

05 The Campus

St. Joseph's Training College is situated at Mannanam in Kottayam District, adjacent to the famous Church where the tomb of Saint Kuriakose Elias Chavara is venerated. It attracts tourists as well as pilgrims from far and wide. It is the birthplace of the first indigenous religious congregation for men of the Catholic Church known as CMI. It has contributed much to the development of our country in the cultural, educational and spiritual spheres right from its inception in 1831.

The fact that the first Printing Press (1846) of the Catholic Church in India and the Sanskrit School (1846) sprouted at Mannanam adds reputation to the place as a Centre for dissemination of knowledge and spirituality.

Geographically, the college is on the north-east side of the summit of the Mannanam hills, facing the backwaters of Upper Kuttanad on the west, the hilly landscape of Kottayam Medical College on the east, the Mahatma Gandhi University campus on the north and Kudamaloor, the sacred birth place of Saint Alphonsa on the south. The Mother House of the CMI Congregation stands at the apex of the hills. The college atmosphere is always calm, serene and suited for intellectual and spiritual pursuit.

The scenery all around is enchanting. The gentle breeze far from the Arabian Sea in the west across the paddy fields and over the greenery of the long stretches of coconut and rubber trees, brings peace and solace to all those on the summit of Mannanam hills. There is a good network of transportation by road from all sides to Mannanam.

The College is visible from Mannanam junction. It is 10 Kms away from Kottayam Railway station, 6 Kms from Ettumanoor bus station, 1.5 Kms from Mahatma Gandhi University Campus, 3 Kms from Kottayam Medical College and 70 Kms from International Air Port Kochi, by road.

06 Sister Institutions

The Management owns several other institutions which are located near the College campus. They are:

- | | |
|---|----------------------|
| 1. St. Joseph's Church and Monastery, Estd.1831 | Ph: 2597237, 2598100 |
| 2. St. Joseph's Press, Estd. 1846 | Ph: 2597296 |
| 3. St. Ephrem's High School, Estd. 1885, upgraded to HSS in 1998 | Ph: 2597719 |
| 4. St. Aloysius Boarding for Boys, Estd. 1887 | Ph: 2597692 |
| 5. St. Joseph's L.P. School, Estd. 1890, upgraded to U.P.S. 1998 | Ph: 2594041 |
| 6. St. Joseph's Training College Hostel, Estd.1957 | Ph: 598370 |
| 7. Kuriakose Elias College, Estd. 1964 | Ph: 2597374, 2597074 |
| 8. Pope John Hostel, Estd. 1966 | Ph: 2597406 |
| 9. Sanjos Book Stall and Publications, Estd.1976 | Ph: 2597050 |
| 10. St. Joseph's Computer Centre, Estd. 1988 | Ph: 2598390 |
| 11. K. E. English Medium High School, Estd.1991 | Ph: 2597180, 2596170 |
| 12. Computer Point, K. E. College, Estd. 1998 | Ph: 2590915 |
| 13. K. E. Offset Press, Estd. 1998 | Ph: 2597296 |
| 14. K. E. English Medium Boarding, Estd. 1999 | Ph: 2598190 |

07 Pioneers

Rev. Fr. James Pallivathukkal CMI, with his vision and courage initiated the College. Rev. Fr. Thomas William Neriamparampil CMI, a well-known educationist and administrator, was the first Principal. Right from the inception, erudite and able administrators have served the college as Managers and Principals. The college has a team of talented and devoted faculty.

08 Managers

- | | |
|--|---------|
| 1. Rev. Fr. James Pallivathukkal CMI | 1957-59 |
| 2. Rev. Fr. Colombiere Gnavally CMI | 1959-63 |
| 3. Rev. Fr. Fabian Kalam CMI | 1963-66 |
| 4. Rev. Fr. Christopher J.Thayil CMI | 1966-69 |
| 5. Rev. Fr. Thomas More Karikampally CMI | 1969 |

| | | |
|-----|--|----------------|
| 6. | Rev. Fr. Maximin Parappally CMI | 1969-72 |
| 7. | Rev. Fr. Romulus Mampuzhackal CMI | 1972 |
| 8. | Rev. Fr. Isidore M. Vadakkan CMI | 1972-75 |
| 9. | Rev. Fr. Dositheus Anithottathil CMI | 1975-78 |
| 10. | Rev. Fr. Joseph Mathew Nedumparampil CMI | 1978-79 |
| 11. | Rev. Fr. James Julian Padinjarechira CMI | 1979-81, 87-90 |
| 12. | Rev. Fr. Probus Perumalil CMI | 1981-84 |
| 13. | Rev. Fr. Alexander Koolipura CMI | 1984-87 |
| 14. | Rev. Fr. John Menonkary CMI | 1990-93 |
| 15. | Rev. Fr. Philip Pazhekari CMI | 1993-96 |
| 16. | Rev. Fr. James Puthenparampil CMI | 1996-99 |
| 17. | Rev. Fr. Joseph T. Muttathu CMI | 1999-02 |
| 18. | Rev. Dr. Thomas Kalayil CMI | 2002-2005 |
| 19. | Rev. Fr. James Thayil CMI | 2005-2008 |
| 20. | Rev. Fr. Thomas Choolaparambil CMI | 2008-2011 |
| 21. | Rev. Dr. Antony Edanad CMI | 2011-2014 |
| 22. | Rev. Fr. Sebastian Chamathara CMI | 2014-2017 |
| 23. | Rev. Fr. Scaria Ethirett CMI | 2017-2020 |
| 24. | Rev. Fr. Mathews Kurian Chackalackal CMI | 2020- |

09 Principals

| | | |
|-----|---|----------------|
| 1. | Rev. Fr. Thomas William Nerimparampil CMI M.A.; L.T. | 1957-60 |
| 2. | Rev. Fr. Papias Mampra CMI, M.A.; B.Ed. | 1960-61 |
| 3. | Rev. Fr. Isidore M. Vadakkan CMI, M.A.; B.Ed. | 1961-70, 72-74 |
| 4. | Rev. Fr. Joseph James CMI, M.A.; M.A.T. | 1970-72, 74-83 |
| 5. | Rev. Fr. Thomas V. Kalarickal CMI, M.A.; M.Ed.; Ph.D. | 1983-85 |
| 6. | Rev. Fr. Sebastian P. Palathara CMI, M.A.; M.Ed.; M.Sc.; M.Phil.; M.S. (U.S.A) | 1985-94 |
| 7. | Rev. Sr. Sicily K.C. CMC, M.Sc.; M.Ed. | 1994-2003 |
| 8. | Rev. Fr. Ouseph P.V. Puthenpura CMI M.A.; M.Ed.; PGDCA | 2003-2004 |
| 9. | Dr. V.T. Mathew M.Sc.; M.Ed.; Ph.D.; PG.Dip.in PR&JM | 2005-2006 |
| 10. | Mr. Jose Augustine M.A. (Eco.); M.A. (Psy); M.Ed.; M.Phil.; PG.Dip.in PR&JM | 2004-05, 06-08 |
| 11. | Mrs. Alice Mathew, M.A. (His.); M.A. (Eco.); M.Ed. | 2008 - 2010 |
| 12. | Fr. (Dr.) K.M. Rajan, M.Sc., M.Ed., Ph.D. (U.S.A.) | 2010-2012 |
| 13. | Dr. Varghese K. Cheriyan, M.Sc., M.Ed., M.Phil., Ph.D. | 2012- |

10 Faculty Members (B.Ed.)

Ph. Nos.

- | | | |
|----|---|----------------------------|
| 1 | Dr. Varghese K.Chcrian M.Sc; M.Ed.; M.Phil., Ph.D. Principal & Associate Professor in Mathematics | 9447353546 0481-2595649 |
| 2 | Fr. (Dr.) Thomas P.J. M.A.(Eco.); M.A. (Socio.); M.Sc. (Psy.) M.Ed., Ph.D.(Edu, Psy) Associate Professor in Education | 0481-2597237 |
| 3 | Dr. K.M.Benny, M.P.Ed.; M.Phil.; Ph.D. Asst. Professor in Physical Education | 9447129799 |
| 4 | Dr.Tessy Joseph Kallararakal M.Sc. (Zool); M.Phil; M.Sc. (Psy.) M.Ed., Ph.D.(Edu, Psy) Associate Professor in Natural Science | 9447407354 |
| 5. | Fr. (Dr.) Sibichen K.K., M.A., M.Sc. (Psy.), M.Ed., M.Phil., Ph.D. Vice Principal & Asst. Professor in Education | 9446820653 |
| 6 | Dr.Latha Joseph M.A.; M.Ed., Ph.D. Asst. Professor in English | 9946256326 |
| 7 | Dr. Shaiju Francis M.A., M.Ed., M.Phil., Ph.D. Asst. Professor in Social Science | 9497388910 9847466070 |
| 8 | Dr. Ronu Thomas, M.Sc., M.Ed., Ph.D. Asst. Professor in Physical Science | 9526096958 |
| 9 | Dr. Anisha V. Gopalakrishnan, M.Sc., M.Sc. (Psy.), M.Ed., M.Phil., Ph.D. Asst. Professor in Natural Science | 9447135987 |
| 10 | Dr. Sunitha Susan Jose, M.A., M.Ed., Ph.D. Asst. Professor in Social Science | 9447271756 |
| 11 | Dr. Praveena Gopinath, M.Sc., M.Ed. Asst. Professor in Mathematics | 9946980305 |
| 12 | Dr. Jisha Baby, M.Sc., M.Ed.; Ph.D. Asst. Professor in Physical Science | 9645901990 |
| 13 | Dr. Rose Ligia V.M., M.A., M.Phil., Ph.D. Guest Lecturer | |
| 14 | Mrs. Aswathi N.N., M.A., NET Guest Lecturer | |

Faculty Members (M.Ed.)

- | | | |
|---|--|--|
| 1 | Dr. Varghese K.Chcrian, M.Sc; M.Ed.; M.Phil., Ph.D. Principal | |
|---|--|--|

- 2 Dr. Anne Mary Thomas, M.Sc., M.Ed., Ph.D.
HOD
- 3 Dr. K.V. George, M.Sc., M.Ed., Ph.D.
Professor
- 4 Mr. Abraham Thomas M., M.Sc., M.Ed., NET
Associate Professor
- 5 Ms. Jishamol E.S., M.Sc., M.Ed., NET
Assistant Professor
- 6 Mrs. Gloriya Thomas, M.A., M.Ed., NET
Assistant Professor
- 7 Mrs. Ambili G., M.Sc., M.Ed., M.Phil. NET
Assistant Professor
- 8 Ms. Ankitha Mohan, M.Sc., M.Ed., NET
Assistant Professor
- 9 Ms. Merly Alphonsa Mathew, M.Sc., M.Ed., NET
Assistant Professor

11. Administrative Staff Members

Ph. Nos.

| | | | |
|----|---------------------|------------------|------------|
| 1 | Sr. Jollymma Joseph | Head Accountant | 9495717034 |
| 2 | Mrs. Jomol K. John | Senior Clerk | 9446054393 |
| 3 | Mr. Jose K.S. | L.D. Clerk | 9847680021 |
| 4 | Mrs. Simi K.M. | L.D. Storekeeper | 9539207982 |
| 5 | Mr. Santhosh Joseph | L.D. Typist | 9947107289 |
| 6 | Mr. Benny K. Antony | Library Asst. | 9847223833 |
| 7 | Mr. Mathew Joseph | Office Attendant | 9496464459 |
| 8 | Mrs. Mini C.C. | Office Attendant | 9496539256 |
| 9 | Mr. Sibi K.J. | Office Attendant | 8606096347 |
| 10 | Mr. Joseph Joychan | Office Attendant | 9656271374 |

Vice-Principal

Fr. (Dr.) Sibichen K.K. 9446820653

Bursar

Rev. Fr. Philip Pazhayakari CMI 9496398809

Librarian

Mr. Joshy Ryan, M.Com., MLIS, NET 9037124685

Counselling Service

Fr. (Dr.) Leju Thekkakalam CMI 0481 2597237

12. B.Ed. Degree Programme Curriculum Design

The B.Ed. programme is spread over four semesters (two years). The course consists of four components: (1) **Core Courses**, (2) **Pedagogic Courses**, (3) **Associate Courses** & (4) **Practical Courses**. Core Courses and Practical Courses are compulsory for all students; the Pedagogic Courses are the subject of specialization and Associate Courses are intended to enrich the B.Ed. programme with focus on any one area of education.

SEMESTER WISE PROGRAMME FRAME WORK

Semester 1

| 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 |
| | Associate- EDU 106 | Elective | 60 | 50 | 10 | 60 | 3 |
| Practical/ Engagem ent with the field | 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 | Instructional 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,E PC4 | 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 | EDU404.1 | Core- EPC1,EPC2, EPC3,EPC4 | 140 | -- | 140 | 140 | 7 |
| | EDU404.2 | Pedagogic- EPC1,EPC2, EPC3,EPC4, | 120 | -- | 120 | 120 | 6 |
| | EDU404.3 | Health& Physical Education- EPC4. | 20 | -- | 20 | 20 | 1 |
| | EDU404.4 | Drama and Art in Education- EPC2 | 20 | -- | 20 | 20 | 1 |
| | EDU404.5 | Communicative English- EPC 1 | 40 | | 40 | 40 | 2 |
| Semester Total | | | 600 | 210 | 390 | 600 | 30 |
| Programme Total | | | 2400 | 970 | 1430 | 2400 | 120 |

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 1

| 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 |
| Pedagogic EDU 403 | Professional Development ofTeacher | 2 | 50 | 10 | 60 |

13. M.Ed. Degree Programme Curriculum Design

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 internships, 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.

13.1 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 16 credits. They are aimed for any one of the school levels/areas, such as elementary, secondary and/or 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 Core Courses (Perspective Courses, Tool Courses, Teacher Education Courses, and Field Internships) and Comprehensive Viva Voce in the M.Ed. Programme have an aggregate of 60% of total credits (i.e. 48 credits) while the Specialisation Courses, Dissertation, and Dissertation Viva Voce have an aggregate of 40% of total credits (i.e. 32 credits).

13.2 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 | |
| ED010105 | ICT and Skill Development – ICT – 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 | 20 |
| 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 | |
| ED010204 | 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 |
| 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 |

22

| FOURTH SEMESTER | | | | |
|--|--|---|---|---|
| ED010401 | Curriculum Development and Transaction | Common Core Course - Perspective Course - Taught Course & Practicum | 5 | 4 |
| 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 | | | |
| 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 | | | |

18

| | | | | |
|---------------------------------|---|--|-----|---|
| 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 | | | |
| ED010403 | 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 PROGRAMME | | | | |

Summary of Semester-wise Credits

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

13.3 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.

14 College Rules

St. Joseph's Training College, Mannanam, intends to develop effective study habits, personal maturity and good social relations, and to promote family spirit and responsible freedom among the students. Hence, students are expected to observe the following rules and regulations.

14.1. Code of Behaviour

- (a) All are expected to be neat and simple in dress and appearance, to be punctual and regular in attendance and to be faithful and diligent in studies and special assignments allotted to each.
- (b) Our students are expected to uphold values, respect seniors and authorities, to be polite and courteous to all, and be ready to oblige and show decency and decorum in behaviour.
- (c) In the college campus male students are expected to wear Pants/ Dhothis and Shirts while the ladies wear Sarees/ Churidars. College uniform is insisted on stipulated days.
- (d) All are requested to keep the college campus and classrooms clean and tidy.
- (e) In the campus, students are expected to greet the teachers and friends respectfully.
- (f) Students who avail free time, should not loiter along the verandas but be in the reading room, library, classroom or computer lab.
- (g) Politics in any form is not allowed in the college campus.
- (h) Students are forbidden to attend or organise any meeting, or collect money for any purpose, which is not previously approved by the Principal. They should not circulate any notice or petition among the students, or exhibit them anywhere in the premises without the signature of the Principal.
- (i) Students are not allowed to make a complaint in a body or to address any authority by a collective petition without the prior sanction of the Principal. Such a combined action is subversive of good order.
- (j) Students should not make any marks on the furniture or walls or on any part of the college premises, or pour ink on the floor or litter classrooms and grounds.
- (k) Misconduct of a serious nature or neglect of work by a student makes one liable to be declared unfit by the Principal to become a teacher and the person will have to discontinue his/her studies in this college.

- (l) Use of mobile phone is strictly confined only to academic purposes during the class hours.
- (m) Students should maintain discipline and decorum during all teaching practice sessions. While interacting with school students they should adhere to a responsible pattern of behaviour expected of a teacher. They should work hand-in-hand with school authorities for student welfare and development.

14.2. Class Hours

- (a) Classes are conducted in the college in two sessions. The morning session starts at 9.30 a.m. and the afternoon session at 2 p.m. The students assemble in their respective classes at the second bell and conduct the prayers at the third bell. College Assembly is conducted on Wednesdays. Tutorials are conducted before the morning session and after the afternoon session.
- (b) Tutorial/Mentoring : 9.00 a.m to 9.30 a.m
Morning session : 9.30 a.m. to 1.00 p.m.
Lunch interval : 1.00 p.m. to 2.00 p.m.
Afternoon session : 2.00 p.m. to 4.30 p.m.
Tutorial/Mentoring : 4.30 p.m. to 5.00 p.m.

All students are to be on the campus during class hours. Students are permitted to use the indoor stadium after class hours till 6.00 p.m. with prior permission from the authorities.

14.3. Attendance and Leave

- (a) Each student is required to attend classes without fail.
- (b) The absence of a student without leave for any single period would result in the loss of attendance for the whole session.
- (c) A student, who needs leave, shall apply in the prescribed form (3.9) to the Principal with the prior permission and signature of the class teacher. Leave forms should be submitted usually on the previous working day. In unavoidable circumstances, the leave form shall be submitted on return after leave. Such cases should be reported over the phone.
- (d) The Principal can demand the production of a medical certificate when the leave applied for is on medical grounds.
- (e) No leave will be granted in continuation of holidays, either before or after.

- (f) An absentee for 10 consecutive working days without leave application, will automatically be removed from the rolls of the college without notice.
- (g) Shortage of attendance shall not be recommended for condonation.
- (h) The Certificate of Attendance and Progress Report required for admission to the University Examination will be granted only if:
- (i) a student has more than 80% of attendance in the college and 90% of attendance during Teaching Practice;
 - (ii) the student has completed the course to the satisfaction of the authorities concerned; and
 - (iii) the progress in studies and conduct in the college and outside have been satisfactory.

(i) **Leave form:**

St. Joseph's Training College, Mannanam
Application for Leave

1. *Name of the Student:*
 2. *Optional Subject & Class number:*
 3. *Residential address of the student*
 4. *Date of leave sought:*
 5. *Reasons for leave:*
 6. *No. of days of leave already availed:*
 7. *Signature of the student:*
 8. *Date of application:*
- | | |
|-------------------------|--------------------------------------|
| <i>Signature of the</i> | <i>Recommended / not recommended</i> |
| <i>Parent</i> | <i>Class teacher</i> |
| | <i>Granted / not granted</i> |
| | <i>Principal</i> |

P.S. The students should get the above form from the office.

14.4. Remittance of Fees

Fee Structure and Remittance of Fees for B.Ed.

| | |
|------------------|---------|
| Tuition Fee | 2100.00 |
| Special Fee | |
| Admission Fee | 55.00 |
| Athletic Fee | 55.00 |
| Audio Visual Fee | 15.00 |
| Calendar Fee | 35.00 |

| | |
|---------------------------------|--------|
| College Union Fee | 55.00 |
| Excursion Fee | 55.00 |
| Laboratory Fee | 55.00 |
| Library Fee | 105.00 |
| Magazine Fee | 55.00 |
| Medical Inspection Fee | 10.00 |
| Stationery Fee | 30.00 |
| Teaching Practice Fee | 55.00 |
| Women Study | 10.00 |
| Students' Aid fund | 10.00 |
| University Fee | |
| Life Insurance Fee | 23.00 |
| University Affiliation fee | 550.00 |
| University Sports Affiliation | 315.00 |
| University Union Fee | 50.00 |
| University Students Welfare Fee | 30.00 |
| Matriculation Fee | 250.00 |
| Recognition Fee | 150.00 |
| Caution Deposit | 360.00 |

Fee Structure and Remittance of Fees for M.Ed.

| | |
|---------------------------|----------|
| Tuition Fee | 28000.00 |
| Special Fee | |
| University Fee | |
| Annual Administration Fee | |
| Student Affiliation Fee | |
| Students Welfare Fund | |
| SSIP | |
| University Union Fund | |
| | 7000.00 |

The Tuition fee, special fee, university fee and caution deposit etc shall be remitted in the college office at the time of admission. The fees except the Caution Deposit (CD) shall be remitted for the subsequent years at the beginning of the class.

SC/ST/OEC candidates have to remit Rs. 100/- as caution deposit in the college office.

(a) Absence from the college on any ground shall not be an excuse for

non-payment of fees at the scheduled time.

- (b) Fees are collected at the Office Counter during working hours (from 9.30 a.m. to 4.30 p.m.). Students are advised to keep the receipts for future reference, if needed.
- (c) If a student leaves the college at any time of the academic year, he / she will have to pay the full fees for the whole academic year, and the fees paid shall not be refunded.
- (d) Caution deposit: CD, after adjusting the dues, if any, is refunded on receipt of an application from the student in the prescribed form. The student shall be responsible to claim the refund immediately after the completion of the course.
- (e) Fee Concession: Students belonging to S.C / S.T. / O.E.C can avail fee concession if they produce caste and income certificate at the beginning of the course and apply in the prescribed form. Students belonging to O.B.C. are eligible for fee concession only if their annual income does not exceed the limit set by the Government.

14.5. Issue of Certificates

- (a) Documents submitted at the time of admission will not be returned before the completion of the course. Hence, sufficient number of attested copies of the documents shall be procured before submission.
- (b) Transfer certificate shall be issued only after the payment of all dues to the college and the hostel.
- (c) A student who needs a certificate of transfer, character, conduct, age, marks, identification. etc. shall apply one day in advance to the Principal in writing, accompanied with a fee of Rs. 50/-, stating the year, the class number and home address. Conduct certificate will be issued only once and that will be at the end of the course.

15. Hostels

- (a) Management of the college runs St. Joseph's Hostel for male students. The hostel Warden, appointed by the Manager will look after the discipline and day to day management of the hostels, as per the directives of the Manager.
- (b) Few seats are available for female students in Pope John, Holy Family and Suvidhya Hostels run by religious nuns.

- (c) Students can reside either at their houses or in any of the approved hostels during their training period. They are not permitted to reside in any private houses or with the relatives without the consent of their parents.
- (d) Any change of residence or address during the training period shall be informed to the Principal immediately.
- (e) Students shall abide by the rules and regulations of the respective hostels. If they have any complaint, it can be reported to the Principal and his/her decision shall be final.

16. Facilities Available

(a) Value Added Courses

The college has introduced a handful of value added courses to provide diverse learning experiences and to cater to the special requirements of our students

Course in Functional English

English as an international link language has attained greater significance today in the context of globalization. Looking forward to the challenges that it poses for the teachers of today, the institute offers a Functional English Course for all students of B.Ed. course.

Course in Special and Additional Learning Needs

The institution conducts a course on Special and Additional Learning Needs which will help the student teachers to learn how to meet the individual needs of special children.

Course in Digital Apps for the Modern Teacher

To enhance digital teaching learning skills and to address current technological needs of student teachers the institution offers a course in Digital Apps for the Modern Teacher. Students are familiarized with a handful of digital apps useful for teaching, learning and evaluation.

Course in Theatre Pedagogy

The institution conducts a course in Theatre Pedagogy combining both theatre and pedagogy for B.Ed. students. This course integrates both art and education and equips students with critical thinking, artistic and pedagogic practices and exploration of a wide range of meaning in various arts.

Course in Self Regulatory Pedagogic Practice

With the aim of strengthening the pedagogical skills of students, the institution offers a course on Self Regulatory Pedagogy Practice. This course focuses on pedagogical skill development as well as self reflections on its execution. The pedagogic practices take into account teaching and learning methods, motivation, development of content analysis and execution skills. Self regulatory practices have a potential to enhance the motivation of teacher trainees to take part in teaching and learning process and thus contribute to the resolution of important challenges in the teaching learning process.

Course in Yoga for Growth and Development

To familiarize students with application of yogic concepts in real life scenarios and enable them to maintain a balanced state of mind in every life situation, the institution offers a course on Yoga for Growth and Development.

Course in Life Skills

A course in life skills is offered to our students to groom them into complete professionals capable of realizing the human potential of their own and their students to the maximum. Training in life skills make our students face the challenges of the profession with ease and satisfaction.

Coursera

The college helps students to freely avail online courses of various prestigious universities across the globe in association with Coursera

(b) Orientation Programme

The institution conducts a one week orientation programme to help student teachers to comprehend about the college, the course and activities in B.Ed. curriculum. The programme incorporates orientation to the vision and mission, rules and regulations and the clubs that are functioning in the college. Some entry level tests such as English Proficiency Test, Technology Awareness Test and Teacher Aptitude Test are also part of the programme. The orientation programme intended to help the student teachers and teacher educators to have a congenial beginning of the programme.

(c) Mentoring System

The college has an efficiently functioning system for student support. Each optional teacher (mentor) is specially incharge of a few (or all) optional

students in his/her subject (mentees). He/she takes special interest in the academic and personal wellbeing of students under his/her care. Clear guideline exist for reference of the mentors regarding the mentoring process. The principal directly supervises and coordinates the mentoring activities.

(d) Library

The college has more than 20000 books on different subjects, 49 sets of Encyclopedias and 68 Dictionaries. The colleges subscribes 31 Journals, 15 periodicals, 5 weeklies and 5 Newspapers. For ready reference digital collection of AERA journals published up to the period of December 2000 and 1,100 back volumes of different educational journals are kept in the library. The library is fully automated through ILS Koha, an open source automation software, with bar-coding and gateway register. The library also subscribes Infibnet's NList membership for accessing E-resources. The library has internet and reprographic facilities. A good collection of educational DVD/CDs are also available in the library.

Library Rules

- (i) All students are members of the college library.
- (ii) Students shall produce their identity cards for entering the library.
- (iii) Silence is observed in the library.
- (iv) Library is open from 9.00 a.m. to 5.00 p.m. on all working days. Library remains closed on Sundays and other public holidays.
- (v) Readers' tickets are issued to students. All such tickets shall be returned to the library at the end of the academic year. In case tickets are lost, the student has to pay a fine of Rs.50/- per ticket.
- (vi) Requests for books must be made during the morning session. No books will be issued to messengers.
- (vii) Students shall ordinarily be allowed to borrow 2 books at a time for a period of 10 days. A book may be renewed for a second time for a period of 3 days.
- (viii) Absence is not a cause for not returning the books on due dates. A fine of Rs.1/- per day per book is levied if books are not returned on the due date.

- (ix) Marking or writing in books is forbidden. The last borrower is responsible for any defect or mutilation, which are not pointed out at the time of taking the books. A new copy of the same book shall be replaced for the book lost or mutilated within a month from the due date. Students may freely select books from the shelves. They can lay the books flat on the shelves after reference. Books shall not be misplaced. Library Catalogue index is given in the last section of this handbook.
- (x) Students are allowed to take only one notebook into the library. Other belongings should be kept in the shelves at the entrance.
- (xi) The Librarian may reserve any book to the Reference Section of the Library at the direction of the Principal.
- (xii) Reference Books can be consulted in the Library. They shall not be taken out of the Library.
- (xiii) Reading materials shall not be removed from the Reading Room without the permission of the Librarian.
- (xiv) The Librarian is authorised to carry out all the provisions of these rules including levying of fine.
- (xv) Members of the teaching staff will ordinarily be allowed to borrow ten books at a time for a period up to 14 days.

(e) Educational Technology and Micro -teaching Laboratory

To acquire adequate knowledge and skill in the application of information technology in the teaching-learning situations the college has a well furnished educational technology laboratory equipped with Smart Board, Over Head Projector, Digital Video Camera, L.C.D, etc.

(f) Prof. T.C. Cherian Memorial Mini Theatre and Virtual Lab

To experience and train the staff and students in the latest methods of interactive digital teaching – learning and equip them for the needs of the post pandemic scenario the college has furnished a Mini Theatre, utilizing a financial Donation and Endowment of 20,00,000/- by Prof. Cherian Sebastian Thachenkary in the name of Late Prof. T.C. Cherian, his uncle who served as a faculty in the college from 1957 to 1965.

(g) Digital Recording Studio and e-content Laboratory

Considering the current need for digital pedagogy, the college has

established a digital audio/video recording studio with state-of-the-art facilities for audio/video recording, editing and live streaming. The college aims at utilizing the facilities for quality e-content development and multimedia production.

(h) Language Laboratory

To enhance the proficiency of communicative English the college has established Language laboratory with 15 computers having ORELL Language Lab Software and internet connection

- (i) **Computer Laboratory:** The College has taken initiative in spreading Computer literacy in this village since 1988. Computer Education is imparted to B.Ed. students in the Computer laboratory with internet and all other allied supporting systems required for a well-equipped and advanced Computer Centre. Training programmes for data analysis through thorough SPSS package is available in the computer laboratory.
- (j) **Psychology Laboratory:** As per the guidelines of the N.C.T.E the college has a Psychology Laboratory. Verbal, non-verbal and performance tests are available in the lab. Students are given practical sessions to familiarise themselves with various psychological tests and obtain practical skills in their administration, scoring and interpretation.
- (k) **Mathematics Laboratory:** The college has a well established Mathematics Laboratory for the use of student teachers of Mathematics. It is equipped with different types of models for teaching Mathematics. The descriptions of models and a software named 'learnersoft' describing the functioning of models through animations are also available in the laboratory. These models can be used by the teacher or the students to explore, to learn, to stimulate interest and develop favourable attitude towards Mathematics.
- (l) **Science Laboratory:** A well equipped science laboratory is functioning in the college. The laboratory is equipped with various apparatus for conducting experiments in Physics/Chemistry/Biology that are appropriate for high school classes. The teacher trainees can make use of the laboratory facilities for conducting demonstrations/experiments.

- (m) **Social Science laboratory:** The College has a well equipped social science laboratory. It is equipped with apparatuses and materials required for the subject, which helps in creating and maintaining a much needed congenial atmosphere for effective learning.
- (n) **Physical Education facilities and Gymnasium:** Considering the importance of Physical health and physical education for teacher trainees, the physical education department organizes various indoor and outdoor programmes. The Gymnasium of the college has necessary fitness equipments. The college has a well maintained Indoor Stadium for Volley ball and Shuttle Badminton. The college ground has the facilities for basketball, volley ball and shuttle badminton. For other purposes the grounds of sister institutions are shared.
- (o) **Biology Museum:** The college has a unique biology museum with specimen of different Human developmental stages, organs, Coelenterates, Nemetodes, Annelides, Athropdes, Molluscs, Echinodermates, Fishes, Amphibians, Reptiles, Skeletal systems of different organisms, Stuffed specimens and Botanical specimens.
- (p) **Prayer Room:** The teacher trainees can make use of the prayer room for silent prayer, meditation and interreligious prayer meetings.
- (q) **Music Room:** Students talented in fine arts or desirous of developing their musical talents can make use of the music room in the college and quite a few instruments are available there.
- (r) **Rest Rooms:** The college has well furnished restrooms for gents and ladies
17. **Co-Curricular Activities:** Ample opportunities are provided in the college for the integral development of personality of our students as well as to train them as good teachers. Co-curricular activities are given great importance with a view to train student teachers to enrich their school life. College union, Cultural club, Debating club, Spiritual Animation Cell, Women's cell, Nature Club, Academic Extension Cell, Career/ Placement Cell, Sports Clubs etc., are geared to facilitate development of various skills and abilities of each student, under the guidance of the faculty members.

(a) College Union

The general association of the college is the College Union. The Union Members shall be elected through the parliamentary election procedure and the union shall function as per the directives of the University and the Management. The Union members are expected to behave beyond narrow party politics. Principal can take any action, including dismissal, against those not behaving as expected of a teacher trainee.

(b) Cultural Club

The cultural club functions in the college to identify and promote the cultural and artistic talents of the student teachers and to inculcate the sense of belongingness, team work, coordination and amiability.

(c) Debating & Oratory Club

The objectives of debating club are to equip the teacher trainees to respond creatively to the social issues and to improve their presentation skills and general knowledge.

(d) Spiritual Animation Cell

The purpose of spiritual animation cell is to impart a holistic vision of life, to reflectively review the success and failures of life and to develop an interior dimension among the teacher trainees.

(e) Women's Cell

The objectives of the women cell of the college is to make women realise their equal rights and responsibility in building a just and humane society and to empower them with leadership qualities.

(f) Nature & Tourism Club

The Nature Club of this college functions with the motto: "Let us Live, Let the Earth Live." It aims at making the teacher trainees realise the dynamic relationship between Human beings and Nature.

(g) Social Extension Club

To impart a sense of social awareness and to understand the plight of less privileged people of the locality the college undertakes different Social extension activities like visit of special schools, houses of destitute and orphanages, free tuition for poor students of the locality, training

for the peoples of the locality in vermiculture and mushroom cultivation, reviving of rivers etc.

(h) Career/ Placement Cell

Career / placement cell functions in the college to impart information to the teacher trainees about the teaching opportunities in India and abroad as well as to provide training to qualify different competitive examinations in teaching profession.

(i) Guidance and Counselling Cell

The Guidance and Counselling Cell in the college functions to provide guidance and counselling for the needy students.

(j) Film and Documentation Cell

Film and Documentation Cell documents all the events held in the college. The club also organizes film festivals.

Rules for the activities of association/clubs

- (a) The Principal shall be the ex-officio President of all the associations/ Clubs. Staff members shall be in charge of each association/ club. In all matters connected with the associations, the final decision shall rest with the Principal.
- (b) There shall be an Executive Committee for each Association, consisting of President and Secretary. Their duty shall be to plan and co-ordinate such programmes as would deem suitable to meet the curricular and co-curricular aims.
- (c) The Secretaries shall make arrangements for all ordinary and extra ordinary programmes subject to the prior approval of the Principal. They shall co-ordinate these programmes under the leadership of the College Union. The Secretary shall be responsible to keep a record and account of the activities of each association.

18 Faculty Development programme: The college organises Seminars workshops and Refresher courses for teachers in collaboration with U.G.C., M.G. University, KSCSTE, KSHEC and other professional organizations.

19 Publications: The College has published books for the benefit of students and teachers. It has published a few books under the Extension

department. Dr. T.T. Joseph, Fr. (Dr.) K.M. Rajan, Dr. V.T. Mathew, Dr. Varghese K. Cheriyan, Dr. K.M. Benny, Fr. (Dr.) Thomas P.J., Dr. Tessy Joseph Kallarakal, Fr. (Dr.) Sibichen K.K., Dr. Anisha V. Gopalakrishnan and a few other members of the teaching faculty have published books. The college has published Proceedings of the U.G.C. sponsored National Seminars/workshops on Reflective Practice: A Tool for Professional Development of Teachers, Scientific Excellence of Yoga: A Multi-Sectoral Dialogue, Pro-active Stress Coping Strategies for Developing Mental Well Being and In Pursuit of Excellence: Making Sense of Education. Every year college publishes a News Letter. Since 2011 the college is publishing an academic journal titled: *The Ground Builder: An Attempt to Recast Quality Education with ISSN 2249 - 9911*.

20. Scholarships/Endowments

As a token of appreciation and act of encouragement to our hardworking students, the Management has instituted several scholarships and awards for meritorious students.

- (a) **FOSSA Young Promising Teacher Award:** on behalf of FOSSA 1983 batch alumni have instituted a young promising teacher award for the best outgoing student teacher from B.Ed. Degree Programme of the college.
- (b) **Fr. Joseph James' Endowment for Value Education:** Rev. Fr. Joseph James CMI, former Principal of the college, has instituted an endowment for Value Education. A cash award from the interest of an endowment of Rs. 1000/- is given each year to the student who secures the highest mark for value education lesson plans.

The following Endowments are instituted in such a way that the bank interest of the amount be distributed as prizes to the concerned student who scores highest mark in the B.Ed. Degree examination held by the University every year.

- (c) **Prof. T. K. Thomas Endowment for the highest mark in Theory Part:** Prof. T.K. Thomas, Lecturer in English Department who took voluntary retirement in 1980, has instituted an endowment for an amount of Rs1500/-

- (d) **Fr. Thomas Kalarickal Endowment for Educational Psychology:** The FOSSA has instituted a cash award from the interest of an endowment of Rs. 1000/- in the name of Rev. Fr. Thomas Kalarickal CMI, former Principal of the college.
- (e) **Dr. T. T. Joseph Memorial Scholarship for Physical Science:** Colleagues and students of Dr. T. T. Joseph, Lecturer in Physical Science till his death on 6-9-1982, have instituted a cash award from the interest of an endowment of Rs. 1001/- in his memory.
- (f) **Fr. Joseph James Award for Natural Science:** Rev. Fr. Joseph James CMI, former Principal, has instituted another cash award from the interest of an endowment of Rs. 1500/- for the student scoring highest mark in Natural Science.
- (g) **Prof. M.A. Alexander Endowment for Social Studies:** The students of batch 1987-88 have instituted a cash award from the interest of an endowment of Rs. 1500/- to perpetuate the services of Prof. M.A. Alexander who retired on 31-3-1988.
- (h) **Prof. C.K. Thomas Endowment for Mathematics:** Prof. C.K. Thomas, Lecturer in Mathematics, has instituted a cash award from the interest of an endowment of Rs. 2001/- for the student scoring highest mark in Mathematics.
- (i) **Prof. Ignatius John Endowment** is awarded for both men and women sports champions of the college.
- (j) **Dr. V.T. Mathew Endowment for B.Ed. Practical Examination:** Dr. V.T. Mathew, former Principal, has instituted a cash award from the interest of an endowment of Rs. 2500/- for the student scoring highest mark in B.Ed. Practical Examination.

Distribution of the Awards: The Scholarships and Endowment prizes are awarded to the winners each year on the subsequent College Day/Merit Day Celebrations. The winners are expected to be present personally to accept the award.

e-grantz

The college makes provisions for its eligible students to avail e-grantz.

21. Parent- Teacher Association

- (a) "St. Joseph's Training College Parent- Teacher Association" is function-

ing effectively in the college. The aim of PTA is to establish better rapport between parents and teachers as well as between teachers and students. The main objectives of the association are:

- i. To promote healthy relations among the members of the Association;
 - ii. To promote co-curricular and cultural activities of the college;
 - iii. To improve the infrastructural facilities of the college;
 - iv. To provide better educational amenities to the students;
 - v. To provide scholarships, text books, note books and other essentials to deserving students;
 - vi. To introduce innovative and effective teacher training programmes; and
 - vii. To perform any other function that the Association may deem fit.
- (b) The ordinary membership of PTA is open to all the parents/guardians of all the students admitted in the college. The Manager or his nominee, the Principal and all the members of the faculty shall be the Executive members of the PTA.

22. FOSSA

The college has a Former Staff and Students Association called FOSSA. It has instituted the award described in the 20(a). Every year an annual get together is organized and Jubilarians day is also organized along with this. Annual Meeting of FOSSA will be held on the Second Saturday of December every year.

23. Grievance Redressal Cell

It is natural that grievances occur in social behaviour. To suppress them makes one unhealthy and weaker. Grievance Redressal Cell is functioning in the college to settle such grievances. It does justice in three tiers.

| | | | |
|--------------|----------|---|---|
| For students | Tier I | : | Class teacher |
| | Tier II | : | Students' Advisor |
| | Tier III | : | Staff Council consisting of the Principal (Convenor), Students' Advisor/Senior Staff member and the concerned class teacher. |

| | | | |
|-----------|----------|---|--|
| For Staff | Tier I | : | Staff Secretary/ Superintendent |
| | Tier II | : | Principal |
| | Tier III | : | Management Council consisting of the Manager (Convenor), Principal and Staff Secretary/Suptdt. |

Any matter of complaint or act of indiscipline shall be submitted to the concerned class teacher. If the complainant is denied justice, he/she shall approach tier II. If justice is denied there, the third tier can be approached. Similarly, if there is any grievance that need justice for teaching and non-teaching staff, it shall be reported to Staff Secretary by the faculty or to the Office Superintendent by the Administrative staff.

24. **Surprise Inspection Squads & Ethics Committee**

Surprise inspection squads & Ethics Committee is functioning in the college in order to check the use of mobile phone for non-academic purposes, obscene cinematic dances & fashion shows and to take strict action in this regard.

25. **Anti-harassment Cell**

Anti-harassment cell in the college works towards the prevention of any kind of harassment mental and physical, against women.

26. **Tobacco Control Cell**

The objective of the Tobacco control Cell is to prevent consumption of chewable tobacco such as pan masala, ghutka and other tobacco products.

27. **Anti-ragging Cell**

Anti-ragging Cell functions in this institution to prohibit, prevent & eliminate the scourge of ragging including any conduct by any student(s). On any reported incident of ragging, the Head of institution will file a First Information Report (FIR) within 24 hours of receipt of such information and report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee & the Nodal Officer of M.G. University. The institution will also continue with its own enquiry and strict disciplinary action will be taken.

28. LIBRARY CATALOGUE INDEX

| Subject | ClassNo |
|--|---------|
| 1 ABNORMAL PSYCHOLOGY | 157 |
| 2 ADULT & NON FORMAL EDUCATION | 374 |
| 3 AGRICULTURE | 630 |
| 4 ALGEBRA | 512 |
| 5 AMERICAN HISTORY | 973 |
| 6 ANATOMY | 611 |
| 7 ANIMAL HUSBANDRY | 636 |
| 8 APPLICATION SOFTWARE | 005.3 |
| 9 APPLIED LINGUISTIC | 418 |
| 10 APPLIED PSYCHOLOGY | 158 |
| 11 APTITUDE | 153.94 |
| 12 ARITHMETIC | 513 |
| 13 ART EDUCATION | 370.118 |
| 14 ATLAS, MAP | 912 |
| 15 ATTITUDE | 152.452 |
| 16 AUDIO VISUAL MATERIALS | 371.33 |
| 17 BIBLE | 220 |
| 18 BIOCHEMISTRY | 574.192 |
| 19 BIOGRAPHY OF SCIENTISTS | 509.2 |
| 20 BIOLOGY TEXTBOOK | 574 TB |
| 21 BIOLOGY | 574 |
| 22 BOTANY | 581 |
| 23 BRITISH HISTORY | 941 |
| 24 CATECHISM | 238 |
| 25 CATHOLIC THEOLOGY | 230.042 |
| 26 CELL BIOLOGY | 574.87 |
| 27 CHARACTER | 155.2 |
| 28 CHEMISTRY TEXT BOOKS | 540TB |
| 29 CHEMISTRY | 540 |
| 30 CHILD PSYCHOLOGY | 155.4 |
| 31 CHRISTIAN THEOLOGY | 230 |
| 32 CHURCH HISTORY | 270 |
| 33 COGNITION | 153.4 |
| 34 COMMERCE | 380 |
| 35 COMMUNICATION | 153.6 |
| 36 COMPARATIVE EDUCATION | 370.195 |
| 37 COMPUTER ARCHITECTURE | 004.22 |
| 38 COMPUTER DICTIONARY & ENCYCLOPEDIAS | 004.03 |
| 39 COMPUTER DIRECTORY | 001.7 |
| 40 COMPUTER FUNDAMENTALS | 004 |
| 41 COMPUTER GRAPHICS | 006.6 |
| 42 COMPUTER HARDWARE | 001.644 |
| 43 COMPUTER HISTORY | 004.09 |
| 44 COMPUTER NETWORKS | 004.6 |

| | | |
|----|---|------------|
| 45 | COUNSELLING | 371.41 |
| 46 | CURRICULUM | 375 |
| 47 | DATABASE MANAGEMENT | 005.74 |
| 48 | DELINQUENT AND PROBLEM STUDENT | 371.93 |
| 49 | DEVELOPMENTAL PSYCHOLOGY-HEREDITY | 155.7 |
| 50 | DICTIONARIES, ENCYCLOPEDIAS OF CHRISTIANITY | 203 |
| 51 | DICTIONARY OF EDUCATION | 370.3 |
| 52 | DICTIONARY OF SCIENCE | 503 |
| 53 | DIFFERENTIAL EQUATIONS | 515.35 |
| 54 | DIRECTORY | 370.25 |
| 55 | DISEASES | 616 |
| 56 | ECONOMICS | 330 |
| 57 | EDUCATION COMMISSION REPORT | 370 CR |
| 58 | EDUCATION DIRECTORIES | 373.0025 |
| 59 | EDUCATION | 370 |
| 60 | EDUCATIONAL PSYCHOLOGY | 370.15 |
| 61 | EDUCATIONAL ADMINISTRATION | 371.2 |
| 62 | EDUCATIONAL PHILOSOPHY | 370.1 |
| 63 | EDUCATIONAL SOCIOLOGY | 370.19 |
| 64 | EDUCATIONAL SURVEY | 370.723 |
| 65 | EDUCATIONAL TECHNOLOGY | 371.3 |
| 66 | EDUCATIONAL TESTS & EXAMINATIONS | 371.271 |
| 67 | ELECTRICITY | 537 |
| 68 | ELEMENTRY EDUCATION | 372 |
| 69 | EMOTIONALLY DISTURBED STUDENT | 371.94 |
| 70 | EMOTIONS & FEELINGS | 152.4 |
| 71 | ENCYCLOPEDIA | 030 |
| 72 | ENGINEERING | 620 |
| 73 | ENGLISH DICTIONARY | 423 |
| 74 | ENGLISH DRAMA | 822 |
| 75 | ENGLISH ESSAYS | 824 |
| 76 | ENGLISH FICTION | 823 |
| 77 | ENGLISH GRAMMAR | 425 |
| 78 | ENGLISH LITERATURE | 820 |
| 79 | ENGLISH MALAYALAM DICTIONARY | 494.812321 |
| 80 | ENGLISH MISCELLANEOUS WRITINGS | 828 |
| 81 | ENGLISH POETRY | 821 |
| 82 | ENGLISH TEXTBOOK | 420 TB |
| 83 | ENGLISH | 420 |
| 84 | ENVIRONMENTAL PSYCHOLOGY | 155.9 |
| 85 | ENVIRONMENTAL SCIENCE | 577.071 |
| 86 | EXCEPTIONAL CHILDREN | 155.45 |
| 87 | EXPERIMENTAL PSYCHOLOGY | 152 |
| 88 | FIRST AID | 616.0252 |
| 89 | FOREIGN LANGUAGES | 400F |
| 90 | GANDHISM | 320.55 |
| 91 | GENERAL BIOGRAPHY | 920 |

| | | |
|-----|---------------------------------------|-------------|
| 92 | GENERAL COLLECTIONS | 080 |
| 93 | GENERAL KNOWLEDGE | 001 |
| 94 | GENERAL PSYCHOLOGY | 150 |
| 95 | GENERAL SCIENCE SYLLABUS | 500.202 SYL |
| 96 | GENERAL SCIENCE | 500 |
| 97 | GEOGRAPHY | 910 |
| 98 | GEOLOGY | 551 |
| 99 | GEOMETRY | 516 |
| 100 | GIFTED STUDENT | 371.95 |
| 101 | GUIDANCE & COUNSELLING | 371.4 |
| 102 | GUIDANCE | 371.42 |
| 103 | HAND BOOK OF SCIENCE & TEACHERS GUIDE | 500.202 |
| 104 | HANDBOOK OF ENGLISH | 420.202 |
| 105 | HEALTH EDUCATION | 613 |
| 106 | HEARING DISABLED | 371.912 |
| 107 | HIGHER EDUCATION | 378 |
| 108 | HINDUISM | 294.5 |
| 109 | HISTORY OF EDUCATION | 370.9 |
| 110 | HISTORY OF MATHEMATICS | 510.9 |
| 111 | HISTORY OF SCIENCE | 509 |
| 112 | HISTORY | 900 |
| 113 | HOME SCIENCE | 643.58 |
| 114 | IMAGINATION & CREATIVITY | 153.3 |
| 115 | INDIAN EDUCATION | 370.954 |
| 116 | INDIAN HISTORY | 954 |
| 117 | INDIAN PHILOSOPHY | 181.4 |
| 118 | INDIVIDUAL DIFFERENCE | 155.22 |
| 119 | INFORMATION TECHNOLOGY | 004IT |
| 120 | INORGANIC CHEMISTRY | 546 |
| 121 | INTELLIGENCE | 153.9 |
| 122 | INTEREST | 153.1533 |
| 123 | ISLAM | 297 |
| 124 | JOURNALS & PERIODICALS | 050 |
| 125 | KERALA HISTORY | 954 K |
| 126 | LATIN | 470 |
| 127 | LEADERSHIP | 158.4 |
| 128 | LEARNING | 153.15 |
| 129 | LETTERS | 826 |
| 130 | LIBRARY & INFORMATION SCIENCE | 020 |
| 131 | LINGUISTICS | 410 |
| 132 | LOGIC | 160 |
| 133 | MALAYALAM DICTIONARY | 494.8123 |
| 134 | MALAYALAM DRAMA | 894.8122 |
| 135 | MALAYALAM ESSAYS | 894.8124 |
| 136 | MALAYALAM FICTION | 894.8123 |
| 137 | MALAYALAM LITERATURE | 894.812 |
| 138 | MALAYALAM POETRY | 894.8121 |

| | | |
|-----|--|----------|
| 139 | MATHEMATICAL ANALYSIS | 515 |
| 140 | MATHEMATICIANS | 510.92 |
| 141 | MATHEMATICS PERIODICALS | 510.5 |
| 142 | MATHEMATICS TEXTBOOK | 510 TB |
| 143 | MATHEMATICS | 510 |
| 144 | MEASUREMENT & EVALUATION | 371.26 |
| 145 | MEDICAL DICTIONARY | 610.3 |
| 146 | MEDICAL EDUCATION | 610.7 |
| 147 | MEDICAL SCIENCE | 610 |
| 148 | MEMORY | 153.1 |
| 149 | MENTALLY RETARDED | 371.928 |
| 150 | METHODS OF INSTRUCTION | 371.3028 |
| 151 | MICRO BIOLOGY | 576 |
| 152 | MIND | 123.2 |
| 153 | MORAL EDUCATION | 370.114 |
| 154 | MOTIVATION | 153.8 |
| 155 | MUSIC EDUCATION | 780.7 |
| 156 | NURSING | 610.73 |
| 157 | OPERATING SYSTEM | 005.43 |
| 158 | OPTICS | 535 |
| 159 | ORGANIC CHEMISTRY | 547 |
| 160 | ORGANIC EVOLUTION & GENETICS | 575 |
| 161 | PAINTING | 750 |
| 162 | PERCEPTION | 153.7 |
| 163 | PERSONALITY | 155.25 |
| 164 | PHARMACOLOGY | 615.1 |
| 165 | PHILOSOPHY OF MATHEMATICS | 510.1 |
| 166 | PHILOSOPHY OF SCIENCE | 501 |
| 167 | PHILOSOPHY | 100 |
| 168 | PHONETIC | 421 |
| 169 | PHYSICAL CHEMISTRY | 541 |
| 170 | PHYSICAL EDUCATION | 613.7 |
| 171 | PHYSICALLY HANDICAPPED | 371.91 |
| 172 | PHYSICS TEACHER, SCIENCE TEACHER GUIDE | 500.74 |
| 173 | PHYSICS TEXT BOOKS | 530 TB |
| 174 | PHYSICS | 530 |
| 175 | POLITICAL SCIENCE | 320.9 |
| 176 | PREPARATION OF THESIS DISSERTATION & MANUSCRIPTS | 808.02 |
| 177 | PROBABILITY & APPLIED MATHEMATICS | 519 |
| 178 | PROGRAMMING LANGUAGES | 005.13 |
| 179 | PROTESTANT THEOLOGY | 230.044 |
| 180 | PSYCHIATRY | 616.89 |
| 181 | PSYCHOLINGUISTIC | 401.9 |
| 182 | PSYCHOLOGICAL TESTS | 150.287 |
| 183 | PSYCHOLOGY DICTIONARY | 150.3 |
| 184 | PSYCHOLOGY OF ADOLESCENCE | 155.5 |
| 185 | PSYCHOLOGY OF ADULTS | 155.61 |

| | | |
|-----|--|----------|
| 186 | PSYCHOLOGY OF LEARNING | 155.413 |
| 187 | PSYCHOLOGY PERIODICALS | 150.5 |
| 188 | PSYCHOTHERAPY | 616.8914 |
| 189 | RESEARCH IN EDUCATION | 370.78 |
| 190 | RESEARCH METHOD | 001.42 |
| 191 | RULES REGARDING PERSONNEL ADMINISTRATION | 658.312 |
| 192 | RUSSIAN HISTORY | 947 |
| 193 | SATIRE & HUMOR | 827 |
| 194 | SCHOOL MANAGEMENT & ORGANISATION | 371 |
| 195 | SCHOOL SUPERVISION | 371.203 |
| 196 | SCIENCE PROJECTS | 500 P |
| 197 | SCIENCE TEXTBOOK | 500 TB |
| 198 | SHORTHAND | 653 |
| 199 | SLOW LEARNERS [LEARNING DISABILITY] | 371.926 |
| 200 | SOCIAL PSYCHOLOGY | 302 |
| 201 | SOCIAL SCIENCE TEXTBOOK | 300 TB |
| 202 | SOCIAL SCIENCES | 300 |
| 203 | SOCIALLY AND CULTURALLY DEPRIVED | 371.967 |
| 204 | SOCIOLOGY | 301 |
| 205 | SPACE SCIENCE | 500.5 |
| 206 | SPECIAL EDUCATION | 371.9 |
| 207 | SPEECHES | 825 |
| 208 | STATISTICAL ANALYSIS | 519.5 |
| 209 | STATISTICS IN EDUCATION | 370.21 |
| 210 | SUPW & WORK EXPERIENCE | 370.116 |
| 211 | SYNONYMS & ANTONYMS | 423.1 |
| 212 | TEACHER EDUCATION | 370.71 |
| 213 | TEACHING OF CHEMISTRY | 540.7 |
| 214 | TEACHING OF ENGLISH | 420.7 |
| 215 | TEACHING OF GEOGRAPHY | 910.7 |
| 216 | TEACHING OF HISTORY | 907 |
| 217 | TEACHING OF MATHEMATICS | 510.7 |
| 218 | TEACHING OF NATURAL SCIENCE | 500.107 |
| 219 | TEACHING OF PHYSICAL SCIENCE | 500.207 |
| 220 | TEACHING OF PHYSICS | 530.7 |
| 221 | TEACHING OF SCIENCE | 507 |
| 222 | TEACHING OF SOCIAL SCIENCE | 300.7 |
| 223 | TEACHING | 371.102 |
| 224 | TEXTS OF SERMONS | 252 |
| 225 | TOPOLOGY | 514 |
| 226 | TRANSATIONAL ANALYSIS | 158.2 |
| 227 | TRIGONOMETRY | 516.24 |
| 228 | VALUE EDUCATION | 370.11 |
| 229 | VISUALLY HANDICAPPED | 371.911 |
| 230 | WOMENS EDUCATION | 376 |
| 231 | WORLD HISTORY | 909 |
| 232 | YOGA | 613.7046 |
| 233 | ZOOLOGY | 591 |

CALENDAR

2021 - 2022

NOVEMBER 2021

| | | | |
|----|-----|---|---|
| 1 | Mon | | |
| 2 | Tue | | |
| 3 | Wed | | |
| 4 | Thu | H | Deepavali |
| 5 | Fri | | |
| 6 | Sat | | |
| 7 | Sun | H | |
| 8 | Mon | | |
| 9 | Tue | | |
| 10 | Wed | | World Science Day for Peace and Development |
| 11 | Thu | | |
| 12 | Fri | | |
| 13 | Sat | H | Second Saturday |
| 14 | Sun | H | Children's Day |
| 15 | Mon | | |
| 16 | Tue | | |
| 17 | Wed | | |
| 18 | Thu | | |
| 19 | Fri | | |
| 20 | Sat | | Universal Children's Day |
| 21 | Sun | H | |
| 22 | Mon | | |
| 23 | Tue | | |
| 24 | Wed | | |
| 25 | Thu | | |
| 26 | Fri | | |
| 27 | Sat | | |
| 28 | Sun | H | |
| 29 | Mon | | |
| 30 | Tue | | |

DECEMBER 2021

| | | | |
|----|-----|---|--|
| 1 | Wed | | World AIDS Day |
| 2 | Thu | | |
| 3 | Fri | | International Day of Persons with Disabilities |
| 4 | Sat | | |
| 5 | Sun | H | World Soil Day |
| 6 | Mon | | |
| 7 | Tue | | |
| 8 | Wed | | |
| 9 | Thu | | |
| 10 | Fri | | Human Rights Day |
| 11 | Sat | H | Second Saturday |
| 12 | Sun | H | |
| 13 | Mon | | |
| 14 | Tue | | |
| 15 | Wed | | |
| 16 | Thu | | |
| 17 | Fri | | |
| 18 | Sat | | |
| 19 | Sun | H | |
| 20 | Mon | | |
| 21 | Tue | | |
| 22 | Wed | | |
| 23 | Thu | | |
| 24 | Fri | | |
| 25 | Sat | H | Christmas |
| 26 | Sun | H | |
| 27 | Mon | | |
| 28 | Tue | | |
| 29 | Wed | | |
| 30 | Thu | | |
| 31 | Fri | | |

JANUARY 2022

| | | | |
|----|-----|---|--|
| 1 | Sat | | |
| 2 | Sun | H | |
| 3 | Mon | H | Feast of St. Kuriakose Elias Chavara |
| 4 | Tue | | World Braille Day |
| 5 | Wed | | |
| 6 | Thu | | |
| 7 | Fri | | |
| 8 | Sat | | |
| 9 | Sun | H | |
| 10 | Mon | | |
| 11 | Tue | | |
| 12 | Wed | | National Youth Day (Birthday of Swami Vivekananda) |
| 13 | Thu | | |
| 14 | Fri | | |
| 15 | Sat | | |
| 16 | Sun | H | |
| 17 | Mon | | |
| 18 | Tue | | |
| 19 | Wed | | |
| 20 | Thu | | |
| 21 | Fri | | |
| 22 | Sat | | |
| 23 | Sun | H | |
| 24 | Mon | | International Day of Education |
| 25 | Tue | | Indian Voters Day |
| 26 | Wed | H | Republic Day |
| 27 | Thu | | |
| 28 | Fri | | |
| 29 | Sat | | |
| 30 | Sun | H | Martyrs Day (Mahatma Gandhi's Martyrdom) |
| 31 | Mon | | |

FEBRUARY 2022

| | | | |
|----|-----|---|----------------------|
| 1 | Tue | | |
| 2 | Wed | | |
| 3 | Thu | | |
| 4 | Fri | | World Cancer Day |
| 5 | Sat | | |
| 6 | Sun | H | |
| 7 | Mon | | |
| 8 | Tue | | |
| 9 | Wed | | |
| 10 | Thu | | |
| 11 | Fri | | |
| 12 | Sat | | |
| 13 | Sun | H | |
| 14 | Mon | | |
| 15 | Tue | | |
| 16 | Wed | | |
| 17 | Thu | | |
| 18 | Fri | | |
| 19 | Sat | | |
| 20 | Sun | H | |
| 21 | Mon | | |
| 22 | Tue | | |
| 23 | Wed | | |
| 24 | Thu | | |
| 25 | Fri | | |
| 26 | Sat | | |
| 27 | Sun | H | |
| 28 | Mon | | National Science Day |

MARCH 2022

| | | | |
|----|-----|---|--------------------------------|
| 1 | Tue | H | Maha Sivarathri |
| 2 | Wed | | |
| 3 | Thu | | |
| 4 | Fri | | |
| 5 | Sat | | |
| 6 | Sun | H | |
| 7 | Mon | | |
| 8 | Tue | | International Women's Day |
| 9 | Wed | | |
| 10 | Thu | | |
| 11 | Fri | | |
| 12 | Sat | | |
| 13 | Sun | H | |
| 14 | Mon | | |
| 15 | Tue | | |
| 16 | Wed | | |
| 17 | Thu | | |
| 18 | Fri | | |
| 19 | Sat | | |
| 20 | Sun | H | International Day of Happiness |
| 21 | Mon | | World Poetry Day |
| 22 | Tue | | World Water Day |
| 23 | Wed | | |
| 24 | Thu | | |
| 25 | Fri | | |
| 26 | Sat | | |
| 27 | sun | H | |
| 28 | Mon | | |
| 29 | Tue | | |
| 30 | Wed | | |
| 31 | Thu | | |

APRIL 2022

| | | | |
|----|-----|---|---------------------------------|
| 1 | Fri | | |
| 2 | Sat | | World Autism Awareness Day |
| 3 | Sun | H | |
| 4 | Mon | | |
| 5 | Tue | | |
| 6 | Wed | | |
| 7 | Thu | | World Health Day |
| 8 | Fri | | |
| 9 | Sat | | |
| 10 | Sun | H | |
| 11 | Mon | | |
| 12 | Tue | | |
| 13 | Wed | | |
| 14 | Thu | H | Dr. Ambedkar Jayanthi, Vishu |
| 15 | Fri | H | Good Friday |
| 16 | Sat | | |
| 17 | Sun | H | Easter Sunday |
| 18 | Mon | | |
| 19 | Tue | | |
| 20 | Wed | | |
| 21 | Thu | | |
| 22 | Fri | | World Health Day |
| 23 | Sat | | |
| 24 | Sun | H | |
| 25 | Mon | | |
| 26 | Tue | | World Intellectual Property Day |
| 27 | Wed | | |
| 28 | Thu | | |
| 29 | Fri | | |
| 30 | Sat | | |

MAY 2022

| | | | |
|----|-----|---|--|
| 1 | Sun | H | May Day |
| 2 | Mon | | |
| 3 | Tue | H | Idul Fitr |
| 4 | Wed | | |
| 5 | Thu | | |
| 6 | Fri | | |
| 7 | Sat | | |
| 8 | Sun | H | |
| 9 | Mon | | |
| 10 | Tue | | |
| 11 | Wed | | |
| 12 | Thu | | |
| 13 | Fri | | |
| 14 | Sat | | |
| 15 | Sun | H | |
| 16 | Mon | | |
| 17 | Tue | | World Telecommunication Day |
| 18 | Wed | | |
| 19 | Thu | | |
| 20 | Fri | | |
| 21 | Sat | | |
| 22 | Sun | H | International Day for Biological Diversity |
| 23 | Mon | | |
| 24 | Tue | | |
| 25 | Wed | | |
| 26 | Thu | | |
| 27 | Fri | | |
| 28 | Sat | | |
| 29 | Sun | H | |
| 30 | Mon | | |
| 31 | Tue | | World No Tobacco Day |

JUNE 2022

| | | | |
|----|-----|---|--------------------------------|
| 1 | Wed | | Global Day of Parents |
| 2 | Thu | | |
| 3 | Fri | | |
| 4 | Sat | | |
| 5 | Sun | H | World Environment Day |
| 6 | Mon | | |
| 7 | Tue | | |
| 8 | Wed | | World Oceans Day |
| 9 | Thu | | |
| 10 | Fri | | |
| 11 | Sat | | |
| 12 | Sun | H | World Day against Child Labour |
| 13 | Mon | | |
| 14 | Tue | | World Blood Donor Day |
| 15 | Wed | | |
| 16 | Thu | | |
| 17 | Fri | | |
| 18 | Sat | | |
| 19 | Sun | H | |
| 20 | Mon | | |
| 21 | Tue | | International Day of Yoga |
| 22 | Wed | | |
| 23 | Thu | | |
| 24 | Fri | | |
| 25 | Sat | | |
| 26 | Sun | H | |
| 27 | Mon | | |
| 28 | Tue | | |
| 29 | Wed | | |
| 30 | Thu | | |

JULY 2022

| | | | |
|----|-----|---|---------------------------------|
| 1 | Fri | | |
| 2 | Sat | | |
| 3 | Sun | H | |
| 4 | Mon | | |
| 5 | Tue | | |
| 6 | Wed | | |
| 7 | Thu | | |
| 8 | Fri | | |
| 9 | Sat | | |
| 10 | Sun | H | Bakrid |
| 11 | Mon | | World Population Day |
| 12 | Tue | | Malala Day |
| 13 | Wed | | |
| 14 | Thu | | |
| 15 | Fri | | |
| 16 | Sat | | |
| 17 | Sun | H | |
| 18 | Mon | | |
| 19 | Tue | | |
| 20 | Wed | | |
| 21 | Thu | | |
| 22 | Fri | | |
| 23 | Sat | | |
| 24 | Sun | H | |
| 25 | Mon | | |
| 26 | Tue | | |
| 27 | Wed | | |
| 28 | Thu | | World Hepatitis Day |
| 29 | Fri | | |
| 30 | Sat | | International Day of Friendship |
| 31 | Sun | H | |

AUGUST 2022

| | | | |
|----|-----|---|-------------------------|
| 1 | Mon | | |
| 2 | Tue | | |
| 3 | Wed | | |
| 4 | Thu | | |
| 5 | Fri | | |
| 6 | Sat | | Hiroshima Day |
| 7 | Sun | H | |
| 8 | Mon | | |
| 9 | Tue | | |
| 10 | Wed | | |
| 11 | Thu | | |
| 12 | Fri | | International youth Day |
| 13 | Sat | | |
| 14 | Sun | H | |
| 15 | Mon | H | Independance Day |
| 16 | Tue | | |
| 17 | Wed | | |
| 18 | Thu | | |
| 19 | Fri | | |
| 20 | Sat | | |
| 21 | Sun | H | |
| 22 | Mon | | |
| 23 | Tue | | |
| 24 | Wed | | |
| 25 | Thu | | |
| 26 | Fir | | |
| 27 | Sat | | |
| 28 | Sun | H | |
| 29 | Mon | | |
| 30 | Tue | | |
| 31 | wed | | |

SEPTEMBER 2022

| | | | |
|----|-----|---|--|
| 1 | Thu | | |
| 2 | Fri | | |
| 3 | Sat | | |
| 4 | Sun | H | |
| 5 | Mon | | |
| 6 | Tue | | |
| 7 | Wed | H | First Onam |
| 8 | Thu | H | Thiruvonam, International Literacy Day |
| 9 | Fri | | |
| 10 | Sat | H | Second Saturday, Sreenarayana Guru Jayanthi |
| 11 | Sun | H | |
| 12 | Mon | | |
| 13 | Tue | | |
| 14 | Wed | | |
| 15 | Thu | | International Day of Democracy |
| 16 | Fri | | World Ozon Day |
| 17 | Sat | | |
| 18 | Sun | H | |
| 19 | Mon | | |
| 20 | Tue | | |
| 21 | Wed | H | Sree Narayana Guru Samathi, International Day of Peace |
| 22 | Thu | | |
| 23 | Fri | | |
| 24 | Sat | | |
| 25 | Sun | H | |
| 26 | Mon | | |
| 27 | Tue | | World Tourism Day |
| 28 | Wed | | |
| 29 | Thu | | World Heart Day |
| 30 | Fri | | |

OCTOBER 2022

| | | | |
|----|-----|---|-------------------------------------|
| 1 | Sat | | |
| 2 | Sun | H | Gandhi Jayanthi |
| 3 | Mon | | World Habitat Day |
| 4 | Tue | H | Mahanavami, World Food Day |
| 5 | Wed | H | Vijayadasmi, World Teacher's Day |
| 6 | Thu | | |
| 7 | Fri | | |
| 8 | Sat | | |
| 9 | Sun | H | Milad-i-Sherif |
| 10 | Mon | | World Mental Health Day |
| 11 | Tue | | International Day of the Girl Child |
| 12 | Wed | | |
| 13 | Thu | | |
| 14 | Fri | | |
| 15 | Sat | | |
| 16 | Sun | H | |
| 17 | Mon | | |
| 18 | Tue | | |
| 19 | Wed | | |
| 20 | Thu | | |
| 21 | Fri | | |
| 22 | Sat | | |
| 23 | Sun | H | |
| 24 | Mon | H | Deepavali, UN Day |
| 25 | Tue | | |
| 26 | Wed | | |
| 27 | Thu | | |
| 28 | Fri | | |
| 29 | Sat | | |
| 30 | Sun | H | |
| 31 | Mon | | |

NOVEMBER 2022

| | | | |
|----|-----|---|---|
| 1 | Tue | | |
| 2 | Wed | | |
| 3 | Thu | | |
| 4 | Fri | | |
| 5 | Sat | | |
| 6 | Sun | H | |
| 7 | Mon | | |
| 8 | Tue | | |
| 9 | Wed | | |
| 10 | Thu | | World Science Day for Peace and Development |
| 11 | Fri | | |
| 12 | Sat | | |
| 13 | Sun | H | |
| 14 | Mon | | Children's Day |
| 15 | Tue | | |
| 16 | Wed | | |
| 17 | Thu | | |
| 18 | Fri | | |
| 19 | Sat | | |
| 20 | Sun | H | Universal Children's Day |
| 21 | Mon | | |
| 22 | Tue | | |
| 23 | Wed | | |
| 24 | Thu | | |
| 25 | Fri | | |
| 26 | Sat | | |
| 27 | sun | H | |
| 28 | Mon | | |
| 29 | Tue | | |
| 30 | Wed | | |
| 31 | Thu | | |

30. COLLEGE GOVERNING BODY*Manager*

Fr. Mathews Chakkalackal CMI

Principal

Dr. Varghese K. Cheriyan

Educationalist

Dr. C.V. Ananda Bose IAS

Special Invitee from sister institution

Fr. James Mullassery CMI

Nominee of the Manager

Fr. (Dr.) Thomas P.J. CMI

Representatives of Management

Fr. Mathew Polachira CMI

Fr. Thomas Kallukalam CMI

Senior Member of Teaching Staff

Dr. Tessa Joseph Kallararakal

Representatives of Teaching Staff

Fr. (Dr.) Sibichen K.K. CMI

Dr. Ronu Thomas

31 TEACHERS-IN-CHARGE OF ACTIVITIES

| | |
|--|-------------------------------|
| Staff Secretary | Dr. Tessa Joseph Kallararakal |
| RUSA/NCTE Coordinator & HEC | Dr. Latha Joseph |
| IQAC Coordinator | Dr. Ronu Thomas |
| IQAC Secretary | Dr. Latha Joseph |
| Academic & Course Coordinator | Dr. Ronu Thomas |
| RUSA/NCTE Secretary | Dr. Ronu Thomas |
| Affiliation (University), Recognition (NCTE) | Fr. (Dr.) Thomas P.J. |
| Student Affairs- College Union | Fr. (Dr.) Sibichen K.K. |
| Online course Coordinator | Dr. Sunitha Susan Jose |
| Feedback and analysis | Dr. Praveena Gopinath |
| Value added courses | Dr. Tessa Joseph Kallararakal |
| ICT:e-learning/google classroom/e-content | Dr. Jisha Baby |
| Website & Newsletter | Dr. Shaiju Francis |
| Research Planning Committee | Dr. Anisha V. Gopalakrishnan |
| Cultural Club | Dr. Praveena Gopinath |

| | |
|--|------------------------------|
| FOSSA/PTA/Career & Placement/Stress reduction activities | Dr. Benny K.M. |
| Nature & Campus beautification Club | Dr. Anisha V. Gopalakrishnan |
| Tourism Club | Dr. Benny K.M. |
| Magazine & Literary Club | Dr. Sunitha Susan Jose |
| Women Cell | Dr. Tessy Joseph Kallaragal |
| Debate & Oratory Club | Dr. Sunitha Susan Jose |
| Spiritual Animation Cell | Fr. (Dr.) Thomas P.J. |
| Extension Cell | Dr. Shaiju Francis |
| Counseling & Mentoring Cell | Fr. (Dr.) Sibichen K.K. |
| Film & Documentation Cell | Dr. Jisha Baby |
| Anti-ragging Cell | Dr. Tessy Joseph Kallaragal |
| Tobacco Control Cell | Dr. Praveena Gopinath |
| Gender Justice Forum | Dr. Tessy Joseph Kallaragal |
| SC/ST Monitoring Cell | Dr. Anisha V. Gopalakrishnan |
| Internal Committee for Sexual Harassment | Dr. Tessy Joseph Kallaragal |
| Post Matric Scholarship | Dr. Shaiju Francis |
| Malayalabhasha Eakopana Samithi | Dr. Tessy Joseph Kallaragal |

32. DISCIPLINE COMMITTEE

1. Dr. Varghese K. Cheriyan, Principal
2. Fr. (Dr.) Thomas P.J., Asso. Professor in Education
3. Dr. Tessy Joseph, Asso. Professor in Natural Science Education
4. Fr. (Dr.) Sibichen K.K., Asst. Professor in Education
5. Dr. Latha Joseph, Asst. Professor in English Education
6. Dr. Shaiju Francis, Asst. Professor in Social Science Education

33. VARIOUS COMMITTEES FOR ACADEMIC ADMINISTRATIVE AND EXTENSIONAL ACTIVITIES

1. Internal Quality Assurance Cell
2. Curriculum Planning Committee
3. RUSA Project Monitoring Committee
4. SC/ST Monitoring Cell
5. Gender Justice Forum
6. Internal Committee
7. Surprise Inspection Squads & Ethics Committee
8. Anti Harassment Cell

PRAYER

“Lord,
make me an instrument of your peace.
Where there is hatred, let me sow love,
Where there is injury, pardon;
Where there is doubt, faith;
Where there is despair, hope;
Where there is darkness, light;
And where there is sadness, joy.

O Divine Master, grant that
I may not so much seek
to be consoled as to console,
to be understood as to understand,
to be loved, as to love.

For it is in giving that we receive,
It is in pardoning that we are pardoned,
and it is in dying that we are
born to eternal life.”

-Francis of Assisi