



St. Christopher's College of Education (Autonomous)

[Re-accredited at 'A' Level by NAAC]
Vepery, Chennai – 600 007. Tamil Nadu

HANDBOOK

Academic Year : 2022-2023

Jayasundar

Signature of the IQAC Coordinator

P. Nithya Dhanasekaran

Signature of the Principal

Principal

St. Christopher's College of Education
Vepery, Chennai - 600 007.

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(Autonomous)

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HAND BOOK 2022 - 2023

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**ST. CHRISTOPHER'S
COLLEGE OF EDUCATION
(Autonomous)**

Re-Accredited at "A" Level

St. Christopher's College of Education was established in the year 1923 and this prestigious College is situated in Vepery, Chennai. It is an autonomous College affiliated to the Tamil Nadu Teachers Education University and prepares students for the B.Ed., M.Ed., and M.Phil., Programmes. The Tamil Nadu Teachers Education University has recognised the institution to conduct research leading to Ph.D. Degree.

The College is recognised by the Department of Education, Chennai - 6 as a Teacher Training Institute and prepares teachers who will teach in Primary Schools. Opportunities for observation and practice teaching are provided in Bentinck Higher Secondary School for Girls under its own management. The College has been offering Nursery Teacher Education Course since 2007. A CBSE School on modern lines has been established in 2017 to provide the wholesome experience for growth and development of children.

VISION

To provide women, special consideration being given to the poor and the needy, with professional and general education of the highest order on Christian Lines.

MISSION

To train Women Graduates from Arts and Science Colleges to serve God and the Nation in their profession as teachers.

COLLEGE PRAYER

O God, Whose blessed Son Jesus Christ has shown us how great is Thy love for children and who has taught us through the life of Thy servant Christopher, that those who seek Thee faithfully will find their joy in thee, send down thy blessing, we beseech Thee, on all members of our College. Grant to all those who have gone forth from

this College and to those who teach, learn or serve within its walls, the sense that we are Thy workmen incapable of slovenliness and insincerity. May we do our work with intelligence and sympathy, and with the courage and energy that never despair. When we are in difficulties be Thou our Counsellor, when we are lonely be Thou our Friend, from our besetting sins be Thou our Saviour, at every parting of the ways be Thou our sole Leader. In our work, do Thou sustain us, with Thy Holy Spirit inspire us that we, not being disobedient to Thy heavenly vision, may offer our lives as acceptable sacrifice laid upon Thine altar. We ask this through Him who is the Way, the Truth and the Life, even our Saviour Jesus Christ our Lord. - Amen

COLLEGE HYMN

1. God eternal, infinite,
Ruler over time and space;
Loving Father in whose care
Even the lowliest has a place.
2. Grant the daughters of this house
Gathered here and scattered far,
Gentleness and fortitude,
Found of old in Christopher.
3. Give us faith that ventures forth,
Not content with well worn ways;
Eager hearts prepared to meet
New adventures all our days.
4. Give us joy in simple things,
Love of childhood, sympathy,
Service to the least of these
Seen as service unto thee.
5. Bless our teaching may we learn
Ever to be taught of thee:
Mark our work with joyfulness,
And a losing honesty.
6. Bless our college, every one
Teaching, learning, serving there,
May we love thee utterly,
As thy servant Christopher.

COLLEGE SONG

1. Come, let's sing about,
St. Christopher's,
Games and study at
St. Christopher's,
Dawn till evening at
St. Christopher's,
Notes of Lessons, teaching, tests,
Hand work, games, psychology
Subjects in variety,
Fill the busy day,
Full of work and play
In our College called
St. Christopher's.
2. Come, let's sing about
St. Christopher's
Practice teaching at
St. Christopher's
In the schools around
St. Christopher's
Armed with flannel-graphs and charts
We all try to do our best
Staff observe, and we're assessed
Oh, how we fear,
What we may hear,
After teaching at St. Christopher's.

3. Come, let's sing about
St. Christopher's
Hostel living at
St. Christopher's
Room inspection at
St. Christopher's
We must keep the College rules;
Pray and study (these are good)
Turn the lights out when we
should, Keep the campus clean,
As it's always been,
There's a beauty in St.Christopher's.
4. Come, let's sing about
St. Christopher's
Expeditions from St. Christopher's
Social Service by St. Christopher's
Village project week by week
Where we help both young and old
Many talents to unfold
It's joy and not a labour
This service to our neighbour
By the members of St. Christopher's.

5. Come, let's sing about
St. Christopher's
Many changes at St. Christopher's
Semester system at
St. Christopher's
More assignments to be done
Special English oral test,
Micro-teaching (from the West)
No time for fun
Till our work is done
We're kept busy at St.Christopher's.

6. Come, let's sing about
St. Christopher's
Our old students from
St. Christopher's
Scattered North and South from
St. Christopher's
They are found in Tamil Nadu
In Punjab and Kerala
Europe and America
Near and far
One we are,
In our love for our
St. Christopher's.

THE TEACHER

"It is possible for a teacher situated miles away to affect the spirit of the pupils by his way of living; it would be idle for me if I were a liar, to teach boys to tell the truth. A cowardly teacher would never succeed in making his boys valiant, and a stranger to self-restraint could never teach pupils the value of self-restraint; I saw, therefore, that must be an eternal object-lesson to the boys and girls living with me. They, thus, became my teachers, and I learnt I must be good and live straight, if only for their sake. I may say that increasing discipline and restraint imposed on myself at Tolstoy Farm was mostly due to those wards of mine."

-MAHATMA GANDHI

ஆசிரியர்

தம் வாழ்க்கை முறையான், நெடுந் தொலைவில் உறையும் ஆசிரியரொருவரால் மாணவர் உள்ளங்களைப் பாதிக்க இயலும். நான் பொய்யனாக இருந்து மாணவருக்கு உண்மையுள்ளோராதல் வேண்டும் எனக் கற்பித்தல் மடமையாகும். கோழையான ஆசிரியர் தம் மாணவரிடத்து வீர வுணர்ச்சியை உண்டு பண்ணுதல் ஒருகாலும் இயலாது. தன்னடக்கத்திற்கு மாற்றானாகிய ஒருவர் மாணவருக்கு தன்னடக்கத்தின் மதிப்பை வலியுறுத்தல் முடியாது. எனவே, என்னுடன் உறையும் சிறுவர் சிறுமியருக்கு நான் எஞ்ஞான்றும் ஒரு முன்மாதிரியாக இருத்தல் வேண்டும் எனக் கண்டேன். இவ்வாறாக அவர்கள் என் ஆசிரிய ரானார்கள். அவர்களுக்காக நான் உத்தம னாகவும், நேரிய வாழ்வு நடத்துபவனாகவும் இருத்தல் வேண்டுமென உணர்ந்தேன். நான் டால்ஸ்டாய் பண்ணையில் என்மீது சுமத்திக் கொண்ட அதிகப்படியான கட்டுப்பாடும் காவலும் என்னிடத்தில் ஒப்படைக்கப்பட்டவர் களுக்காகவே ஆகும் எனக் கூறுவேன்.

— மகாத்மா காந்தி

A TEACHER'S PRAYER

God, help me to remember the greatness of work which has been given to me to do.

Help me always to remember that I work with the most precious material in the world, the mind of a child.

Help me always to remember that I am making marks upon that mind which time will never rub out.

And amidst the worries and the irritations and the frustrations of my job, help me to remember that the future of the nation and of the world is in my hands.

- William Barclay

ஓர் ஆசிரியரின் வேண்டுகூல்

இறைவனே, எனக்களிக்கப்பட்ட வேலையின் பெருமையை நான் கருத்தில் கொள்ள உதவி புரியும்.

வையகத்தில் விலை மதிக்கக்கூடாத பொருளாகிய சிறார்களின் மனதுடன் நான் வேலை செய்கிறேன் என்பதை எப்பொழுதும் நினைவில் கொள்ள உதவி புரியும்.

காலம் அழிக்கக்கூடாத சிறு குறிகளை (அடையாளங்களை) நான் அந்த மனதில் ஏற்படுத்துகிறேன் என்பதை எப்போதும் கருத்தில் கொள்ள உதவிபுரியவும்.

கவலைகள், எரிச்சல்கள், வருத்தங்களடங்கிய என் தொழிலினிடையே இந்நாட்டின் மற்றும் வையகத்தின் எதிர்காலம் என்கரங்களில் உள்ளது என்பதை நினைவில் கொள்ள உதவி புரியவும்.

— வில்லியம் பார்க்லே

TO THE UNKNOWN TEACHER

"I sing the praise of the Unknown Teacher, famous educators plan new systems of pedagogy, but it is the Unknown Teacher who delivers and guides the young. He lives in obscurity and contends with hardship. For him no trumpets blow, no chariots wait, no golden decorations are decreed. He keeps the watch along the borders of darkness and makes the attack on the trenches of ignorance and folly. Patient in his duty he strives to conquer, the evil powers which are enemies of youth. He awakens sleeping spirits. He quickens the indolent, encourages the eager, and steadies the unstable. He communicates his own joy in learning, and shares with boys and girls the best treasures of his mind. He lights many candles which, in later years, will shine back to cheer him. This is his reward. Knowledge may be gained from books, but the love of knowledge is transmitted

only by personal contact. No one has deserved better of the Republic than the Unknown Teacher. No one is more worthy to be enrolled in a Democratic Aristocracy, "King of himself and servant of Mankind".

- Henry Van Dyke

அறியப்படாத ஆசிரியர்

இலைமறை காயென விளங்குகின்றார்;
தலைமறைவா யரசைத் தாங்குகின்றார்;
இளைஞரைக் கலைஞர் ஆக்குகிறார்;
இடையூறு இன்னலைப் போக்குகின்றார்;

மடமை இருள் தனை நீக்குகின்றார்;
கடமையில் பொறுமையாய்த் திகழ்கின்றார்;
அறிவுச் சுடர் விளக்கேற்றுகின்றார்;
அப்பிரதி பிம்பத்தில் மகிழ்கின்றார்;

அன்புகளஞ்சியமாக்குகின்றார்;
அறிவல் ஆர்வம் ஊட்டுகின்றார்;
அவர் புகழ் ஊத எக்காளம் உண்டோ ?
அவர் இவர்ந்திட தங்கரதம் உண்டோ ?

உனக்கு நீயே அரசனாவாய்
உலகின் ஊழியனாய் திகழ்வாய்
உந்தன் சிறப்பினை ஆளறியா
உந்தன் சேவையை ஊரறியா

FACULTY MEMBERS**Dr. Nithila Devakarunyam**

M.Sc., M.Ed., M.Phil., Ph.D.(SET)

Principal & Secretary

Dr. C. Jeyanthi Melba Premkumari

B.Sc., M.P.Ed., M.Phil., Ph.D.(NET)

Director of Physical Education

Dr. Mano Stella Charling

M.A., M.Ed., Ph.D.

Assistant Professor of Education

Mrs. Parimala Paul,

M.Sc., M.Sc., M.Ed., M.Phil., (NET)

Assistant Professor of Mathematics & Vice Principal

Miss.C. Jesintha Mary

M.Com.,M.Ed.,M.Phil.,(NET)

Co-ordinator of Extn. Services Dept.& Bursar

Dr. A. Jayasundari

B.Sc.,M.A.,M.L.I.S.,M.Phil.,Ph.D.(SET)

Librarian & IQAC Co-ordinator

Mrs. R. Libin Saral

M.Sc. M.Ed., M.Phil., (NET)

Assistant Professor of Physical Science

Mrs. Reeva Jebalina. J

M.A.,M.Ed.,M.Phil.,(SET)

Assistant Professor of Tamil

Mrs. Samuel Stella

M.Sc.,M.Ed.,M.Phil. (NET)

Assistant Professor of Biological Science

Mrs. Hebziba

M.Sc. M.Ed., (SET)

Assistant Professor of Computer Education

Dr. N. G. Jyothsna

M.A., M.Phil., M.Ed., M.Phil (NET)

Assistant Professor of English

Mrs. J. Jasmine

M.Sc., M.Phil., M.Ed. M.Sc., (Psy), (NET)

Assistant Professor of Education,
Controller of Examinations

Mrs. S. Georjeena

M.Sc., M.Ed. M.Phil.(NET)

Assistant Professor of Biological Science

Mrs. L.A. Joy Femila

M.Sc., M.Phil., M.Ed. M.Phil., M.Sc., (NET)

Assistant Professor of Mathematics

Ms. Selvamary. M

M.C.A., M.Ed., M.Phil., (SET)

Assistant Professor of Computer Science

Ms. M. Lydia

M.A., M.Ed., (NET)

Assistant Professor of English

Mrs. A. Enid Ruth

M.Sc., M.Ed., M.Phil., M.A. (SET)

Assistant Professor of Education

Mrs. N. Nalini

M.Com., M.Ed., M.Sc., (NET)

Assistant Professor of Education

Mrs. Karunya Rajakumari R

M.A., M.A., M.Ed., (NET)

Assistant Professor of English

Guest Faculty

Mrs. P. Emi Jeba Suganthi, M.A., M.Ed.,

Lecturer in History

Mrs. Jenifer, C M, M.A., M.Ed.,

Lecturer in Education

CONVENORS OF COMMITTEES

- | | |
|---------------------------------------|-------------------------------------|
| 1. Staff Council | Mrs. Samuel Stella |
| 2. Grievance Red-
ressal Committee | Mrs. R. Libin Saral |
| 3. Disciplinary
Committee | Dr. C. Jeyanthi Melba
Premkumari |
| 4. Anti Ragging
Committee | Mrs. Reeve Jebalena.J |
| 5. Women
Protection Cell | Mrs. L.A. Joy Femila |
| 6. Eco Club | Mrs. Samuel Stella |
| 7. Counselling Cell | Mrs. Parimala Paul |
| 8. Student Council | Mrs. Parimala Paul |
| 9. Library Advisory
Committee | Dr. Jayasundari A |
| 10. Research
Committee | Dr. Mano Stella Charling |
| 11. Examination
Committee | Mrs. J. Jasmine |

Curriculum Framework

B.Ed

Semester – I

S.No.	Theory	Credits
1	Education in Contemporary India	2
2	Developmental Stages of Learner	2
3	Testing, Assessment and Evaluation	2
4	Pedagogy and Language Skills	3
	Total	15

S.No.	Practicum Components	Credits
1	Internship-I	5
2	Demonstration	
3	Micro Teaching - Multi Disciplinary Practices	
4	Digital Technology in Pedagogy	
5	Work Experience (SUPW)	
	Total	5

S.No.	Special Course (Student will select any one of the following)	Credits
1.	English Education Course	4
2.	Tamil Education Course	4
3.	Mathematics Education Course	4
4.	Physical Science Education Course	4
5.	Biological Science Education Course	4
6.	Home Science Education Course	4
7.	History Education Course	4
8.	Geography Education Course	4
9.	Computer Science Education Course	4
10.	Commerce and Accountancy Education Course	4

S.No.	Other Courses	Credits
1.	Basic Computer Applications	0.5
2.	Digital Technology in Pedagogy	1.5
3.	Spoken English	0.5
4.	Service Learning	0.5
5.	Scripture / Moral Instruction	1

1.	Co-Curricular Activities	2
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Total – 24 Credits

Semester – II

S.No.	Theory	Credits
1.	Foundations of Education	2
2.	Psychology of Learning and Teaching	3
3.	Educational Evaluation and Statistics	2
4.	Environmental Education	2

S.No.	Practicum Components	Credits
1.	Reading and Reflecting on School Textbooks	8
2.	Citizenship training	
3.	Website Analysis	
4.	Field Trip	
5.	Online Course	
6.	Experiments in Psychology	
7.	Fine Arts & Performing Arts	
8.	Preparation of E-content Module	
9.	Project	
10.	Peer Group Teaching and Evaluation	
11.	Review of Research Article	

S.No.	Special Course (Student will select any one of the following)	Credits
1.	English Education Course	4
2.	Tamil Education Course	4
3.	Mathematics Education Course	4
4.	Physical Science Education Course	4
5.	Biological Science Education Course	4
6.	Home Science Education Course	4
7.	History Education Course	4
8.	Geography Education Course	4
9.	Computer Science Education Course	4
10.	Commerce and Accountancy Education Course	4

S.No.	Other Courses	Credits
1.	Service Learning	0.5
2.	Scripture / Moral Instruction	0.5

1.	Co-curricular Activities	2
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Total – 24 Credits

SEMESTER III
 Internship for 15 Weeks
PRACTICUM COMPONENTS

S.No.	Practicum Components	Credits
1.	Preparation and Use of TLM	14
2.	Reflective Record on CCE	
3.	Remedial measures	
4.	Environmental Education	
5.	Case Study	
6.	Reflective Journal	
7.	Lesson Plans	
8.	Action Research	
9.	Self Instructional Material	
10.	Non-Scholastic Activities	
11.	Maintenance of Records	
12.	Test and Measurement	
13.	Yoga, Health & Physical Education	
14.	Psychology Tests	

S.No.	Practical	Credits
1.	Teaching Competency	10

Total – 24 Credits

Semester – IV

S.No.	Theory	Credits
1.	Challenges in Education in the Indian Context	3
2.	Psychological Perspectives of Learners	3
3.	Inclusive Education	3

S.No.	Elective (Student will select any one of the following)	Credits
1.	Library Education	3
2.	Creative Writing	3
3.	Women's Studies	3
4.	Physical Education	3
5.	E-Learning	3

S.No.	Special Course (Student will select any one of the following)	Credits
1.	English Education Course	4
2.	Tamil Education Course	4
3.	Mathematics Education Course	4
4.	Physical Science Education Course	4
5.	Biological Science Education Course	4
6.	Home Science Education Course	4

S.No.		Credits
7.	History Education Course	4
8.	Geography Education Course	4
9.	Computer Science Education Course	4
10.	Commerce and Accountancy Education Course	4

S.No.	Other Courses	Credits
1.	Life Skills	0.5
2.	Guidance and Counseling	1
3.	Dyslexia and Intervention Strategies	1.5
4.	First Aid	0.5
5.	Family Life Education	0.5
6.	Value Education	1
7.	TET Coaching	1

1.	Co-curricular Activities	2
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Total – 24 Credits

M.Ed
Semester – I

S.No.	Theory	Credits
1	Philosophical and Sociological Foundations of Education - I	2
2	Cognition and Learning	4
3	Teacher Education	5
4	Research Methods in Education	7
5	Scripture /M.I	1
	Total	19

S.No.	Practical	Credits
1	Self Development-1 Online course(s) on Educational Psychology	1
2	Field Work-1 Internship in Teacher Education-Observation & assessment of Micro Teaching	1
3	Dissertation-1 Review of Researches, Research proposal writing Research Tool construction	3
	Total	5

Semester – II

S.No.	Theory	Credits
1	Philosophical and Socio-logical Foundations of Education - II	2
2	Guidance & Counseling	3
3	Management Techniques	7
4	Statistics for Research in Education	7
5	Scripture /M.I	1
	Total	20

S.No.	Practical	Credits
1	Field Work-2 Internship in Teacher Education Institution	2
2	Field Work-3 Student Teachers' Conseling need Assessment	1
3	Field Work-4 Event organisation - Learning Disabilities Family Life Education	1
	Total	4

Semester – III

S.No.	Theory	Credits
1	Curriculum Studies	4
2	Educational Technology	7
3	Value Education	1
	Total	12

S.No.	Practical	Credits
1	Field Work -5 Assessment of any 4 B.Ed. practicum components	4
2	Field Work -6 Field immersion in cooperative schools	2
3	Field Work -7 Field Visit to different types of School	1
4	Dissertation-2 Data Collection and Analysis	4
5	Self-Development-2 (E-content) E-Content modules preparation	1
	Total	12

31
Semester – IV

S.No.	Theory	Credits
1	Inclusive Education	4
2	Education for 21st Century	5
3	Human Rights	5
4	Value Education	1
	Total	15

S.No.	Practical	Credits
1	Field Work -8 Internship in Special School	1
2	Self Development-3 Soft Skills Training	1
3	Field Work-9 Organising events on Human Rights	1
4	Dissertation-3 Report Writing Research Colloquium ICT Skills for digitalising Dissertation	3
5	Communication- Academic writing and paper presentation	3
	Total	9

Co-Curricular Activities

1. Assembly Programme
2. College Choir
3. Circle of King's Daughters
4. Quiz Programme
5. Physical Education
6. Service Learning Centres
 - a) Tamil Baptist Church Centre
 - b) Opportunity School (B.K.N)
 - c) Visiting the Aged
 - d) Rural Area Project
 - e) Bentinck School
 - f) Youth Red Cross

GENERAL CODE OF CONDUCT IN THE COLLEGE

- ❖ Students should attend morning devotion compulsorily. Students should be inside the chapel at 8.40 a.m. without fail.
- ❖ Students who are coming late in the morning will be marked absent for the morning session.
- ❖ Students should maintain silence in the chapel.
- ❖ All students should keep up dignity in appearance, attire, attitude and use of language.
- ❖ Students must adhere to the Dress Code of the Institution.
- ❖ Students should not scribble on the chairs, desks, bulletin boards, walls or anywhere else in the college.

- ❖ Furniture should not be shifted without getting permission from the staff in-charge.
- ❖ Students should attend their classes on time. Punctuality should be maintained.
- ❖ Usage of mobile phone is strictly prohibited inside the College Campus. If found the phone would be confiscated.
- ❖ Drinking water should be used only for drinking and not for other purposes.
- ❖ Students should be conscious of personal as well as environmental cleanliness.
- ❖ Students are expected to keep the college campus neat and tidy
- ❖ Students must conserve electricity and water. They should ensure that the lights and fans are switched off before they leave their classrooms.

- ❖ Timely submission of all assignments, records etc are very important. Any lapse in this matter will be viewed very seriously.
- ❖ Students are advised to make extensive use of the Library.
- ❖ Students should not leave the college campus during college hours.
- ❖ Students should adhere to the rules and regulations of the college. The principal may levy fine, withhold any certificate or suspend/expel a student if considered necessary to do so.

GENERAL CODE OF CONDUCT IN THE SCHOOL DURING TEACHING PRACTICE

- Students should follow the rules and regulations of their respective schools.
- Students should maintain discipline and punctuality.
- Students should wear sarees modestly and put up their hair neatly.
- Proper relationship should be maintained with the students in the schools,
- Students should not teach without lesson plans and teaching aids approved by the respective teacher educator.
- Students should avoid taking leave.
- All records should be completed on time.

Regulations and Leave Rules

A student may be dismissed if she is absent without submitting the leave letter for three whole consecutive working days, or for periods aggregating five whole days in any one term. All applications for leave with details regarding the period and the cause should be submitted to the Vice Principal through the Department faculty in the prescribed form, a day before it is required.

No Leave will be granted for any reason, whatever, in advance or in continuation of terminal holidays, or the fortnight before the attendance for the year is completed. Ten marks will be allotted in the Internal Assessment for full attendance.

A student may be dismissed by the Principal for continued serious misconduct.

**RULES & REGULATIONS
RELATED TO EVALUATION
B.Ed Degree Examination**

Written Examination Passing Minimum

Each candidate should apply for the written examination in the first attempt. A candidate shall be declared to have passed the written examination only if she secures not less than 50% in all the courses, with a minimum of 50% in the internal and external examination in each paper. All other candidates shall be deemed to have failed in the written examination. A candidate who fails in one or more courses in the written examination shall be permitted to appear again only for those courses in which she failed.

Reappearance

Each unsuccessful candidate shall be permitted to reappear for the written examination within the next three consecutive academic years.

Each unsuccessful candidate shall be permitted to reappear for the written examination in the consecutive semesters. Supplementary examination will be conducted after the fourth semester.

Revaluation

Candidates can apply for revaluation within 15 days after the publication of results by paying necessary fee prescribed by the college.

Practicum components Passing Minimum

Each candidate should apply for the practical examination in the first attempt. Candidates who have secured not less than 50% in each of the practical activities for which weightage is given, shall be deemed to have passed in the practical examination. Others will be treated as unsuccessful candidates in the practical examination.

All the students should teach a lesson in their major subject during the Practical Examination. All the records related to the practical components should be made available to the duly appointed Practical Examination Board at the time of practical Examination whose decision on the marks to be awarded shall be final.

Reappearance

Each unsuccessful candidate shall be permitted to reappear for the practical examination within the next three consecutive academic years.

M.Ed., & M.Phil Degree Examination Passing Minimum

The candidate shall be declared to have passed if she secures a minimum of 50% in each theory paper, dissertation and viva voce separately. Candidates who fail to pass in any

paper or papers shall have to appear for that paper or those papers in the subsequent examinations.

Classification

Percentage of Marks	Classification
50% to 59%	Second class
60% to 74%	First class
75% and above	First Class with Distinction

LIBRARY RULES AND REGULATIONS

OPENING HOURS

Monday-Friday : 9.15 am to 5.00 pm

Saturday : 9.00 am to 1.00 pm

The library is closed on Sundays and all public holidays

GENERAL RULES:

- * Students are allowed to use library only on production of their authorized/ valid Identity Cards. Identity Card is compulsory for getting access to the library.
- * Silence should be maintained.
- * No personal belongings are allowed inside the library. Textbooks, printed materials and issued books are not allowed to be taken inside the library.
- * ID card should be entered in the Gate Register Machine kept at the entrance counter before entering library.

- * Library borrower cards are not transferable. The borrower is responsible for the books borrowed on her card.
- * Good order must be observed in the library at all times.

CIRCULATORY SYSTEM:

- * Books will be issued on presentation of the ID card. All students must present their college ID before borrowing any library materials.
- * Students are allowed to borrow a maximum of two books for a period of 3 days. All borrowed materials must be returned on or before the due date.
- * Students are not allowed to borrow books on behalf of others or transfer borrowed materials to other students.
- * Students with overdue materials and overdue fines will not be allowed to use the library services.

- * Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.
- * If the books are lost, then the borrower shall replace the books of the same edition or latest edition or pay cost of the book along with fine after getting permission from the librarian.
- * College ID cards are valid for the entire duration of the course to access library facilities.
- * Each student shall obtain 'No dues certificate' from the library after returning all the books issued, surrendering the borrower's cards and after paying outstanding dues, if any.

CODE OF CONDUCT FOR VIRTUAL CLASSES

VIRTUAL CLASSROOM HYGIENE

1. Be sure to mute microphone as soon as you join and whenever you are not speaking. This is important to avoid background noise and distractions for others.
2. Consider muting your video if you do anything else that might be distracting to others. Be sure that there is nothing visually distracting in the background.
3. When you are speaking, let others know that you have finished by saying one of these sign-offs "That's all." "I'm done" "Thank you, etc." So that everyone knows you have finished your comments. Remember to sign out or "leave the meeting" when the session is over.

4. You can ask questions and make comments silently using "Chat" feature.
5. Be mindful of your background lighting. If you are sitting in front of a window, you may be completely darkened by the light coming through the window. Your overhead light also might need to be turned off or dimmed as well.

COMMUNICATION DURING VIDEO CONFERENCING

Orient your device so that your students have a clear, well-lit view of your face. The light source should be in front of you. Avoid being backlit. Make sure your laptop or digital device is on a firm surface. Laptops held on legs or pillows will shake and lead to an unsteady and distracting presentation.

Silence or turn off other devices. Close or even lock the doors of your room to avoid distractions. For the sake of quality use either a clip-on microphone or a headset so that you can maximize your voice and avoid an echo of your voice on an open speaker.

Make sure your attire is professional and you are well-groomed to make yourself presentable. Your face should not take up more than one-third of the screen. Your face should be somewhere between a quarter and a third of the screen and no more. Set the onscreen image you will be talking to as close as you can to the device camera so that you look into the camera more naturally.

FACIAL EXPRESSIONS

Beware of the tendency to let your face go slack when you are listening to your students. They can still see

you. Don't hesitate to nod with approval just as if the person were in front of you. Head tilt is always useful to communicate that you are interested in what is being said.

BODY GESTURES AND PROXEMICS

Maintain an open body posture and don't be afraid to lean in when something interesting is being shared. If possible, use a chair with armrests or place your hands on the table in front of you. In video conferencing, the lens is the filter through which your movements will be carried. Give yourself enough space so that you can move freely, but not so much space that you lose the important details of facial expression.

OTHER KEY TIPS

Eye contact remains a crucial way to signal to your audience that you see

and hear them. It can be tricky with video calls to know where to look. One thing for sure, don't look at yourself. If you have set up properly, you should be confident enough to close down your self-view and free yourself up to connect more directly with your audience. A slight head tilt and occasional head nods will let your audience know you are very much with them and not thousands of miles away.

CONCLUSION

Video conferencing is the present and the future. How we perform, how attentive we are to the small details, including our nonverbal matter are important. What was once envisioned as science fiction is now on our desks and even on our smartphones. What a great opportunity for us to get it right for the benefit of students!

Advisory System

For purpose of effective guidance and supervision each student will be attached to a member of the staff who would be her Adviser with whom she can discuss the problems which confront her. The student should send her leave application through her Adviser. The Adviser will keep in touch with her wards and be responsible for their general welfare during the period of their stay in college.

Internship

Internship is arranged in schools for a period of 20 weeks.

The following scholarships are available :

National scholarship awarded by the Govt. of India.

State Scholarship for the Children of School Teachers.

State Govt. Merit Scholarship Scheme.

Educational Concessions by the State Government.

Educational Concessions and Scholarships to the children of Defence Service.

Ex-Servicemen Scholarships.

National Loan Scholarships.

Adhoc Merit Grant Scheme.

Adi Dravidar & Tribal Welfare Scholarship.

Adi Dravidar & Tribal Loan
Scholarship.

Adi Dravidar & Tribal Govt. of India
Scholarship.

Backward Scholarship.

Most Backward Scholarship.

Alumnae Association Scholarship.

College Scholarship.

Endowment Scholarship instituted by
Staff and others.

CALENDAR 2022-2023
JULY 2022

1	Friday	B.Ed., & M.Ed., II Year Classes Begin
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2	Saturday	
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JULY 2022

3 SUNDAY

4 Monday Centenary Year begins

5 Tuesday

6 Wednesday

7 Thursday

8 Friday

9 Saturday Free Day

JULY 2022

10 SUNDAY

11 Monday

12 Tuesday

13 Wednesday

14 Thursday

15 Friday

16 Saturday Mid Semester Holidays
begin

JULY 2022

17 SUNDAY

18 Monday

19 Tuesday

20 Wednesday

21 Thursday

22 Friday

23 Saturday

JULY 2022

24 SUNDAY

25 Monday

26 Tuesday

27 Wednesday

28 Thursday

29 Friday

30 Saturday Mid Semester Holidays
end

58

JULY 2022

31 SUNDAY

Working Days : 11

AUGUST 2022

1 Monday

2 Tuesday

3 Wednesday

4 Thursday

5 Friday

6 Saturday Global Alumnae
 Reunion

AUGUST 2022

7 SUNDAY

8 Monday

9 Tuesday Moharram - Holiday

10 Wednesday

11 Thursday

12 Friday

13 Saturday Free Day

61

AUGUST 2022

14 SUNDAY

15 Monday Independence Day

16 Tuesday

17 Wednesday

18 Thursday

19 Friday Krishna Jeyanthi
Holiday

20 Saturday Free Day

AUGUST 2022

21 SUNDAY

22 Monday

23 Tuesday

24 Wednesday

25 Thursday

26 Friday

27 Saturday Free Day

63

AUGUST 2022

28 SUNDAY

29 Monday

30 Tuesday

31 Wednesday Vinayaka Chathurthi
Holiday

Working Days - 19

64

SEPTEMBER 2022

1 Thursday

2 Friday

3 Saturday

SEPTEMBER 2022

4 SUNDAY

5 Monday

6 Tuesday

7 Wednesday

8 Thursday Onam - Local Holiday

9 Friday

10 Saturday

SEPTEMBER 2022

11 SUNDAY

12 Monday

13 Tuesday

14 Wednesday

15 Thursday Tea with Advisor

16 Friday

17 Saturday

SEPTEMBER 2022

18 SUNDAY

19 Monday

20 Tuesday

21 Wednesday

22 Thursday

23 Friday

24 Saturday

SEPTEMBER 2022

25 SUNDAY

26 Monday

27 Tuesday

28 Wednesday

29 Thursday

30 Friday

Working Days - 25

OCTOBER 2022

1	Saturday	Free Day
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OCTOBER 2022

2	SUNDAY	Gandhi Jayanthi
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3	Monday	Free Day
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4	Tuesday	Ayudha Pooja Holiday
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5	Wednesday	Vijaya Dasami Holiday
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6	Thursday	
---	----------	--

7	Friday	
---	--------	--

8	Saturday	
---	----------	--

OCTOBER 2022

9	SUNDAY	Milad-Un-Nabi Holiday
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10	Monday	
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11	Tuesday	
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12	Wednesday	B.Ed., & M.Ed., I year Semester (I) classes begin
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13	Thursday	
----	----------	--

14	Friday	
----	--------	--

15	Saturday	
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OCTOBER 2022

16 SUNDAY

17 Monday

18 Tuesday

19 Wednesday

20 Thursday

21 Friday

22 Saturday Free Day

OCTOBER 2022

23 SUNDAY

24 Monday Deepavali Holiday

25 Tuesday

26 Wednesday

27 Thursday

28 Friday

29 Saturday Tea with Advisor

74

OCTOBER 2022

30 SUNDAY

31 Monday

Working Days - 20

NOVEMBER 2022

1 Tuesday

2 Wednesday

3 Thursday

4 Friday

5 Saturday

NOVEMBER 2022

6 SUNDAY

7 Monday

8 Tuesday

9 Wednesday

10 Thursday

11 Friday

12 Saturday

NOVEMBER 2022

13 SUNDAY

14 Monday Children's Day

15 Tuesday

16 Wednesday

17 Thursday

18 Friday

19 Saturday Freeday

NOVEMBER 2022

20 SUNDAY

21 Monday

22 Tuesday

23 Wednesday

24 Thursday

25 Friday

26 Saturday Tea with Advisor

NOVEMBER 2022

27 SUNDAY

28 Monday

29 Tuesday

30 Wednesday

Working Days - 25

DECEMBER 2022

1 Thursday

2 Friday B.Ed., II Year
Internship Ends

3 Saturday

DECEMBER 2022

4 SUNDAY

5 Monday

6 Tuesday

7 Wednesday

8 Thursday B.Ed. II Year
Practical Examination

9 Friday

10 Saturday Human Rights Day

DECEMBER 2022

11 SUNDAY

12 Monday Administrative and
Academic Audit

13 Tuesday B.Ed., & M.Ed.,
semester (IV) begins

14 Wednesday

15 Thursday

16 Friday

17 Saturday Tea with Advisor

DECEMBER 2022

18 SUNDAY

19 Monday

20 Tuesday

21 Wednesday

22 Thursday

23	Friday	Christmas Holidays Begin Online Class - 1 year
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24 Saturday

DECEMBER 2022

25	SUNDAY	Christmas Holiday
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26	Monday	Online Class - 1 year
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27	Tuesday	Online Class - 1 year
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28	Wednesday	Online Class - 1 year
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29	Thursday	Online Class - 1 year
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30	Friday	Online Class - 1 year
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31	Saturday	
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Working Days - 25

JANUARY 2023

1 SUNDAY New Year's Day

2 Monday

3 Tuesday

4 Wednesday College Reopens

5 Thursday

6 Friday

7 Saturday

JANUARY 2023

8 SUNDAY

9 Monday

10 Tuesday

11 Wednesday

12 Thursday

13 Friday

14 Saturday Free Day

JANUARY 2023

15	SUNDAY	Pongal Holiday
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16	Monday	Thiruvalluvar Day Holiday
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17	Tuesday	Uzhavar Thirunal Holiday
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18	Wednesday	
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19	Thursday	Tea with Advisor
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20	Friday	
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21	Saturday	
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JANUARY 2023

22 SUNDAY

23 Monday

24 Tuesday B.Ed., & M.Ed.,
Semester I Model
Examinations begin

25 Wednesday

26 Thursday Republic Day

27 Friday

28 Saturday

JANUARY 2023

29 SUNDAY

30 Monday

31 Tuesday

Working Days - 20

FEBRUARY 2023

1 Wednesday

2 Thursday B.Ed., & M.Ed.,
Semester I
Examinations begin

3 Friday

4 Saturday Free Day

FEBRUARY 2023

5 SUNDAY

6 Monday

7 Tuesday

8 Wednesday

9 Thursday B.Ed., & M.Ed.,
Semester II begins

10 Friday

11 Saturday

FEBRUARY 2023

12 SUNDAY

13 Monday

14 Tuesday

15 Wednesday

16 Thursday

17 Friday

18 Saturday

FEBRUARY 2023

19 SUNDAY

20 Monday

21 Tuesday

22 Wednesday Ash Wednesday
Holiday

23 Thursday

24 Friday

25 Saturday

FEBRUARY 2023

26 SUNDAY

27 Monday

28 Tuesday National Science Day

Working Days - 22

MARCH 2023

1 Wednesday

2 Thursday

3 Friday World Day of Prayer

4 Saturday

MARCH 2023

5 SUNDAY

6 Monday

7 Tuesday

8 Wednesday International Women's
Day

9 Thursday Tea with Advisor

10 Friday

11 Saturday Alumnae Day

MARCH 2023

12 SUNDAY

13 Monday

14 Tuesday

15 Wednesday

16 Thursday

17 Friday Project Sports

18 Saturday Free Day

MARCH 2023

19 SUNDAY

20 Monday

21 Tuesday

22 Wednesday Telugu New Year-
Holiday

23 Thursday

24 Friday

25 Saturday

MARCH 2023

26 SUNDAY

27 Monday

28 Tuesday

29 Wednesday

30 Thursday

31 Friday

Working Days - 25

100

APRIL 2023

1 Saturday

APRIL 2023

2 SUNDAY

3 Monday

4 Tuesday Mahavir Jeyanthi -
Holiday

5 Wednesday

6 Thursday Maundy Thursday
Holiday

7 Friday Good Friday

8 Saturday Free Day

APRIL 2023

9	SUNDAY	Easter
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10	Monday	
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11	Tuesday	
----	---------	--

12	Wednesday	
----	-----------	--

13	Thursday	
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14	Friday	Dr. Ambedkar Jeyanthi Holiday
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15	Saturday	
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APRIL 2023

16 SUNDAY

17 Monday

18 Tuesday

19 Wednesday

20 Thursday Tea with Advisor

21 Friday Ramzan - Holiday

22 Saturday

APRIL 2023

23 SUNDAY

24 Monday

25 Tuesday

26 Wednesday

27 Thursday

28 Friday

29 Saturday College Day

105

APRIL 2023

30 SUNDAY

Working Days - 19

MAY 2023

1	Monday	May Day Holiday
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2	Tuesday	
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3	Wednesday	
---	-----------	--

4	Thursday	
---	----------	--

5	Friday	
---	--------	--

6	Saturday	Free Day
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MAY 2023

7 SUNDAY

8 Monday B.Ed., & M.Ed.,
Semester IV Model
Examinations Begin

9 Tuesday

10 Wednesday Tea with Advisor

11 Thursday

12 Friday

13 Saturday

MAY 2023

14 SUNDAY

15 Monday B.Ed., & M.Ed.,
Semester (IV)
Examinations begin

16 Tuesday

17 Wednesday

18 Thursday

19 Friday

20 Saturday

MAY 2023

21 SUNDAY

22 Monday

23 Tuesday

24 Wednesday

25 Thursday

26 Friday

27 Saturday

MAY 2023

28 SUNDAY

29 Monday B.Ed., & M.Ed.,
Semester II Model
Examinations begin

30 Tuesday

31 Wednesday

Working Days - 26

111

JUNE 2023

1 Thursday

2 Friday

3 Saturday

JUNE 2023

4 SUNDAY

5 Monday B.Ed., & M.Ed.,
Semester II
Examinations begin

6 Tuesday

7 Wednesday

8 Thursday

9 Friday

10 Saturday

JUNE 2023

11 SUNDAY

12 Monday

13 Tuesday

14 Wednesday

15 Thursday

16 Friday

17 Saturday

JUNE 2023

18 SUNDAY

19 Monday

20 Tuesday

21 Wednesday

22 Thursday

23 Friday

24 Saturday

JUNE 2023

25 SUNDAY

26 Monday

27 Tuesday

28 Wednesday

29 Thursday

30 Friday

Working Days for the Academic Year 2022-2023			
Month and Year	B.Ed., & M.Ed., (II Year)	B.Ed., & M.Ed., (I Year)	
			Extra Working Hours
	Days		Remedial Teaching Online
2022			
July	11		
August	19		
September	25		
October	20	15	10
November	25	25	22
December	19	25	17
2023			
January	20	20	18
February	22	22	16
March	25	25	22
April	20	20	23
May	14	25	22
June		8	
Total		185	150 = hours (25 days)
Total	220	210	
Admission - 10 days			

