



# **BSS B.Ed. TRAINING COLLEGE**

## **ALATHUR, PALAKKAD-678541**

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### **Academic Calendar**



***Ya Vidya Sa Vimukthaye***

**2022 – 2023**

# BSS B Ed Training College

## Our Motto



## ***Ya Vidya Sa Vimukthaye***

## Our Vision

To be the Epitome of Humanity

लोकाः समस्ताः सुखिनो भवन्तु

*“May everyone, in the whole world, be happy”*

## Our Mission

- To empower future teachers to become real leaders of world peace.
- To nurture the divine inner resources and to evolve as an integrated personality.
- To develop a self-restrained, self-reliant and selfless human beings for the entire universe.
- To equip prospective teachers with a global outlook imbued with India’s rich heritage of cultural and spiritual values.

## Eternal Values

- Promote spiritual, ethical and value-based leadership with integrity.
- Develop an abiding inner persuasion to be spiritual and committed for the wholesome development of the universe.
- Grow love and respect for our country and her universal cultural values.
- Manifest educatedness- The capacity to strive towards their own well-being and the well-being of others.
- Cultivate equanimity of mind for inner peace and happiness.

## ABOUT THE COLLEGE

**BSS B.Ed. Training College –Creating Future Leaders since 2005.**

BSS B.Ed. Training College, Alathur started with a vision of promoting Quality teacher education in 2005. The College is situated at Alathur in Palakkad District of Kerala. The founder of the college is Swami Nirmalananda Yogi (Swamiji) - A Philanthropist, Humanitarian, & a great visionary leader.

BSS B.Ed. Training College established with an aim of creating a paradise on earth by encouraging everyone to develop noble thoughts and emotions which are the most effective means of transformation in human society. Emerging in an individual mind, when shared, they begin to spread and pervade many hearts, minds and intellects. The cohesion and harmony they bring about are verily immense. This is the great message of our Swamiji “MANO JAYA AVA MAHA JAYEVA, AHIMSAIVA PARAMO DARMA”

## ഗുരുവന്ദനം

ബ്രഹ്മാനന്ദം പരമസുഖദം  
കേവലം ജ്ഞാനമൂർത്തിം  
ദന്ദാതീതം ഗഗനസദ്യശം  
ഏകം നിത്യം വിമലമചലം  
സർവ്വധി സാക്ഷിഭൂതം  
ഭാവാതീതംതിഗുണരഹിതം  
സദ്ഗുരും തം നമാമി  
ആനന്ദ ഏവവിജയതേ  
മനഃസ്വസ്ഥതൈവാനന്ദ  
മനോജയ ഏവമഹാജവ  
അഹിംസൈവ പരമോധർമ്മഃ

# NATIONAL ANTHEM

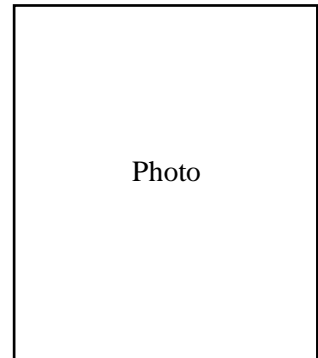
Jana Gana Mana Adhinaayak Jaya Hey,  
Bhaarat Bhaagya Vidhaataa  
Panjaab Sindhu Gujarat Maraatha,  
Draavid Utkal Banga  
Vindhya Himaachal Yamuna Ganga,  
Uchchhal Jaladhi Taranga  
Tav Shubh Naamey Jaagey,  
Tav Shubh Aashish Maange  
Gaahey Tav Jayagaathaa  
Jana Gana Mangal Daayak,  
Jaya Hey Bhaarat Bhaagya Vidhaataa  
Jaya Hey, Jaya Hey, Jaya Hey,  
Jaya Jaya Jaya, Jaya Hey.

**-Shri. Rabindranath Tagore**

## PLEDGE

**India is my country and all Indians are my brothers and sisters.  
I love my country and I am proud of its rich and varied heritage.  
I shall always strive to be worthy of it.  
I shall give my parents, teachers and all elders respect and treat everyone with courtesy.  
To my country and my people, I pledge my devotion. In their well-being and prosperity  
alone lies my happiness.**

# STUDENTS PROFILE



Name .....

Roll No. .... Register No. ....

Optional Subject .....

Date of Birth ..... Blood Group .....

Name of Father ..... Name of Mother .....

Present Address .....

.....

.....

Parents Mobile No. .... Alternate No. ....

WhatsApp No. ....

e-mail Address .....

Personal Identification 1. ....

2. ....

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## FACULTY MEMBERS

### TEACHING FACULTY MEMBERS

Sl.No.	Name of the Teaching Faculty Member	Qualification	Designation
1	DR. K. S. BALAMBIKA	M.A., M.Ed., M.Phil., Ph.D., MBA., MSW.,	<i>Principal</i>
2	SMT RASMI V M	M.Com., M. Ed., B.L.Sc.,	<i>Asst. Prof. in Commerce</i>
3	SMT NEEMA SURENDRAN	M.A., M.Ed.	<i>Asst. Prof in English</i>
4	SMT MEERA T N	M.A., M.A., M.Ed.,	<i>Asst. Prof in Social Science</i>
5	SMT JINI M GEORGE	M.A., M.Ed.,	<i>Asst. Prof. in General Education</i>
6	SRI SANTHOSH T	M.A., M.A., M.Ed., NET(Edn).,NET(Eco).,	<i>Asst. Prof. in General Education</i>
7	SRI PRIJITH E P	M.Sc., M.Ed., SET(Phy)., NET(Edn).,	<i>Asst. Prof in Physical Science</i>
8	SRI CHARLES F	M.Sc., M.Sc(Psy)., M.Ed., M.Phil., NET(Edn)., D.Ed.,	<i>Asst. Prof. in Mathematics</i>
9	SRI SANTHOSH V	M.P.Ed., KTET.,	<i>Asst. Prof in Physical Education</i>
10	Ms. SALABHA B	M.Sc (CS).,	<i>Asst. Prof. in ICT</i>
11	SRI SAGARDAS P H	M.A., (Music)	<i>Asst. Prof in Music</i>

### NON-TEACHING FACULTY MEMBERS

Sl.No.	Name of the Non-Teaching Faculty Member	Qualification	Designation
1	SMT KAVITHA	B.Li.Sc.,	<i>Librarian</i>
2	SMT BABY BALACHANDRAN	B.A.,	<i>Clerk</i>
3	SMT DEEPA	B.Com	<i>Clerk</i>
4	SRI MANI R	SSLC	<i>Office Staff</i>
5	SMT THANKAMANI	High School	<i>Peon</i>

## **Rules and Regulations**

### **I. Admission**

- Admission to the institution is done as per the University of Calicut's norms and regulations issued from time to time.
- Students from other universities are required to submit an eligibility certificate at the time of admission.
- Any candidate found to have obtained admission with false documents shall be summarily dismissed and is liable for prosecution.
- Fee concession will be provided on the basis of the certificate of caste and income submitted to the office as stipulated by the Government of Kerala.
- Students applying for T.C. shall clear all his/her dues.

### **II. Fee Structure**

- Tuition Fee (Management) - 60,000/- (per year)
- Tuition Fee (Merit) - 45,000/- (per year)

### **III. Attendance**

- The regular classes will start 09.00 a.m. on all working days and will end at 04.00 p.m.
- Late comers shall not enter the class without permission of the Principal.
- A student shall be considered to have satisfactory attendance to appear the examination if he/she attends not less than 80% for all theory classes and course work and practicum and 90% for internship.
- Condonation of shortage of attendance shall be as per existing University rules. Candidates with shortage of attendance beyond condonable limit will not be eligible to register for the end semester University examination. In such cases the candidate has to repeat the course by taking re-admission from the University.
- Students are not permitted to absent themselves from classes without leave. Leave application/letter should be submitted to the Principal in advance signed by the concerned optional incharge.
- Application for leave on grounds of illness should be supported by medical certificate.
- Student absenting for more than five consecutive working days shall report to the Principal before attending any class.

### **IV. Library**

- The library is open to all students and staff of the college under the supervision of the college librarian.
- The library working hours will be 08.30 a.m. to 04.30 p.m and it will be closed on Sundays and other general holidays.
- Reference section books will not be allowed to be taken out of the library.
- A student is allowed to take maximum of two books at a time and shall return/renewal with fifteen days.
- All books should be returned before the commencement of University examinations.

### **V. Internal Examinations**

- The internal evaluation of Theory courses shall be based on a predetermined transparent system involving periodic written tests, practicum/tasks and assignments.
- The weightage to award internal continuous assessment marks should be as follows:
  - a. Test papers (minimum two for 100 marks courses and one for 50 marks courses) – 50%
  - b. Tasks and Assignments (two for 100 marks courses and one for 50 marks courses) -50%



- No student is permitted to absent himself/herself from the examination without the permission of the principal
- Class test will be held from time to time whenever necessary

## **VI. Code of Conduct**

### **Code of Conduct for Teachers**

- Treats all students with love and affection.
- Respects the value of being just and impartial to all students irrespective of their caste, creed, religion, sex, economic status, disability, language and place of birth.
- Facilitates students Physical, social, intellectual, emotional and moral development.
- Respects basic human dignity of the child in all aspects of school life.
- Makes planned and systematic efforts to facilitate the child to actualize his/her potential and talent.
- Transacts the curriculum in conformity with the values enshrined in the constitution of India
- Adapts his/her teaching to the individual needs of students
- Maintains the confidentiality of the information concerning students and dispenses such information only to those who are legitimately entitled to it.
- Refrains from subjecting any child to fear, trauma, anxiety, physical punishment, sexual abuse, and mental and emotional harassment
- Keeps a dignified demeanour commensurate with the expectations from a teacher as a role model
- Establishes a relationship of trust with parents/guardians in the interest of all round development of students
- Desists from doing anything which is derogatory to the respect of the child or his/her parents/guardians
- Strives to develop respect for the composite culture of India among students
- Keeps the country uppermost in mind refrains from taking part in such activities as may spread feelings of hatred or enmity among different communities, religious or linguistic groups
- Strives for his/her professional development
- Creates a culture that encourages purposeful collaboration and dialogue among colleagues and stakeholders
- Take pride in the teaching profession and treats other members of the profession with respect and dignity.
- Refrains from engaging himself/herself in private tuition or private teaching activity.
- Refrains from accepting any gift, or favour that might impair or appear to influence professional decisions or actions
- Refrains from making unsubstantiated allegations against colleagues or higher authorities
- Avoids making derogatory statements about colleagues, especially in the presence of students, other teachers, officials or parents.
- Respects the professional standing and opinions of his/her colleagues.
- Maintains confidentiality of information concerning colleagues and dispenses such information only when authorized to do so.

### **Code of conduct Students**

- Student teachers are expected to be clean, tidy and respectable in dress and appearance.
- Working hours of the college from 9.00am to 4.00pm with lunch break of 40 minutes from 12.20pm to 1.00pm

- The day begins with morning assembly at 9.00am which include meditation, prayer song, news reading, pledge thought for the day and national anthem.
- Students shall be punctual and regular in attendance. no late comers shall enter the assembly without the permission of the teachers.
- Students are expected to stand up when the teacher enter the classroom and remain standing till, they are directed to sit.
- No student shall leave the class without the permission of the teacher.
- Students are expected to wear the college uniform all days.
- Gents are not allowed to wear jeans in the college campus. t-shirts is also not allowed.
- Hair style boys and girls should be in accordance with teaching profession.
- Ladies are not allowed to wear leggings, sleeveless tops, shorts top, three fourth, jeans etc
- Alcohol, smoking and chewing are strictly prohibited in the college campus.
- As per the Govt. instruction, mobile phones are strictly prohibited in the college campus.
- Mobile phones can be used for the learning purpose with the permission of the teacher.
- Non-veg food not allowed in the campus.
- Code of conduct for non-teaching staff.
- All the non-teaching staff are not allowed to leave the college campus during the working hours unless permitted by the principal.
- They should adhere strictly to the laws and regulations of the college.
- They should deal with students, staffs and colleagues with respect and courtesy.
- They should maintain honesty, discipline, fairness and justice in their official duties.
- They should keep the confidentiality of the records maintained in their offices and are custodians of the files and papers entrusted to his/her section.
- Strict action will be taken if any file is delayed purposefully.
- Male staff wear pant and shirts.
- For lady staff, sarees are the preferred dress.
- Exemptions to the dress code may be given only on personal request and special occasions.

## **VII. Internal Quality Assurance Cell (IQAC)**

### **The Vision of IQAC in the institution**

- To be the institution of excellence in teacher education
- Promote holistic development
- Promote a quality culture

### **The Mission of IQAC in the institution**

- Develop a system for conscious, consistent, and catalytic improvement of the institution
- Belongingness and participation of IQAC in all the institutional activities

### **Objectives of IQAC in the institution**

- To develop a mechanism to promote conscious, consistent and catalytic action plans to improve the academic and administrative performance of the institution.
- To promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.

### **Strategies of IQAC in the institution**

- Ensuring timely, efficient and progressive performance of academic, administrative and financial units
- Adoption of relevant and quality academic and research programmes

- Ensuring equitable access to and affordability of academic programmes for various sections of the society;
- Optimization and integration of modern methods of teaching and learning;
- Ensuring credible assessment and evaluation processes;
- Ensuring the proper allocation, adequacy and maintenance of support structure and services;

#### **Functions of IQAC in the institution**

- Development and application of quality benchmarks
- Planning and monitoring quality-related activities
- Setting parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process
- Collection and analysis of feedback from all the stakeholders on quality-related institutional processes
- Organization and participation of intra- and inter-institutional workshops and seminars on quality related themes and promotion of quality circles;
- Documentation of various programmes/activities leading to quality improvement
- Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices
- Development and maintenance of institutional database for the purpose of maintaining and enhancing institutional quality
- Periodical conduct of Academic and Administrative Audits along with their follow-up activities
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

#### **Quorum of the IQAC Meeting**

- The quorum for the meeting shall be two-thirds of the total number of members.

#### **Validity of IQAC membership**

- The membership of the nominated members shall be for a period of two years and necessary modifications in the composition as per the institution's

#### **Frequency of IQAC meetings and reports**

- The IQAC should meet at least once in every quarter (2 times in a semester)

#### **Action Plan of IQAC**

- Plan of action at the beginning of the Academic year towards Quality Enhancement
- Preparation of Academic Calendar
- Assisting various cells/committees/clubs in their quality performance
- Analysing various Minutes of Meetings
- Feedback analysis and necessary remedial recommendations and actions
- Ensuring effective internal assessment and proper documentation
- Preparation of outcome achieved by the end of the Academic year
- Assisting ICT-related support towards effective teaching-learning process
- AISHE submission
- Yearly budget for augmentation/extension of the infrastructure of the institution

- Plan of Action related to the professional development of the faculty members
- Plan of Action related to teaching skill enhancement
- Academic audit and teaching performance evaluation
- Enriching the institution's best practices, strategic plans, distinctiveness and etc.,

### **VIII. Staff Council**

The staff council is constituted to advise and assist the Principal in academic and non-academic activities.

- All the teaching staff will be members of the staff council.
- The staff council is only an advisory body and the policy matters are to be decided finally by the Principal.

### **IX. College Development Council (CDC)**

The College Development Committee (CDC) was established to plan and execute the developmental activities of the institution. It functions for the overall development of the institution.

#### **Objective**

- To implement comprehensive developmental plans for the institution.

#### **Functions**

- Organizing in-house curriculum meetings.
- Preparation of the academic calendar and annual program plans.
- Monitoring the developmental activities of the institution.
- Preparing student and teacher welfare plans.
- Discuss and supports IQAC in matters related to institutional development.
- Reviews and appraise the orders/reports of higher education authorities
- Formulate policies and proposals for institutional development.
- Recommending management for new initiatives of institutional development plans.

### **XII. Students' Union**

The institution has an active student union. It is a representative structure of students in the institution who undertake initiatives of benefit to the institution. The Student Council promotes the interests of the institution and the involvement of students in the affairs of the institution, in co-operation with teachers and authorities.

#### **Key functions**

- Representing the views of the student to the authorities of the institution.
- Promoting good communications within the institution.
- Supporting the educational development and progress of students.
- Assisting the activities of the institution.
- Contributing to the development of institution.
- Assisting in college sporting and cultural activities.
- Assisting fund-raising events for charity.

#### **The Composition of Student Union**

- |                                  |                          |
|----------------------------------|--------------------------|
| 1. Chairperson-1                 | Staff Advisor-1          |
| 2. Vice chairperson-1            | 3. General Secretary-1   |
| 4. Joint Secretary-1             | 5. Arts Club Secretary-1 |
| 6. Students' Editor-1            | 7. General Captain-1     |
| 8. University Union Counsellor-1 |                          |

### **XIII. Alumni Association**

The institution has a strong alumni association. The association promotes interaction among alumni and new comers with valuable social contacts. It further helps in providing guidance in pursuing both career and higher education.

#### **Functions**

- Promoting and fostering mutually beneficial interaction between the alumni and the present students.
- Contributing to the general development of the institution.
- Organizing beneficial activities.
- Arranging get together of the alumni and social/cultural functions of the alumni
- Establishing a link and contribute towards quality enhancement of the institution.
- Projecting and carrying out the vision and mission of the institution.
- Acting as ambassadors of the institution.

#### **Events & Programs**

Participation in fund raising activities, informal interaction with student's, placement assistance, organizing alumni meets, etc.,

#### **XIV. Parents Teacher Association (PTA)**

The institution has a Parent Teacher Association (PTA) meant to coordinate the relation between parents and teachers for the well-being of students. The PTA offer constructive suggestions on various issues for the smooth and successful functioning of the institution.

#### **Objectives**

- To promote and assist the activities of the institution.
- To support in the welfare of the students and the quality enhancement of the institution.
- To offer constructive suggestions on various issues for the smooth and successful functioning of the college.
- To encourage better participation of the parents in the various programs of the college and to establish better liaison with the teachers.
- To maintain good discipline and high academic standards.

#### **Functions**

- Assisting the activities of the institution.
- Participation in the PTA meeting.
- Providing appropriate feedback.

#### **XV. Academic Development Committee (ADC)**

The academic development committee of the institution functions for achieving effective standards of good practices in the curriculum transaction. The committee assesses the quality and effectiveness of the curriculum and makes recommendations in the areas of the curriculum and improving academic standards. The Committee assists in the development of educational programs in accordance with the philosophy, policies, and program learning objectives of the institution and university.

#### **Objective**

- To execute the curriculum plans
- To provide appropriate faculty instructions
- To discuss better strategies for curriculum transaction
- To provide suitable resources for optimum curriculum transaction
- To review curriculum plans

#### **Functions**

- Conduct regular in-house curriculum meetings.
- Discuss the plans and procedures of curriculum implementation.
- Equip teachers to utilize their potential in curriculum transactions.

- Keeping informed about the curriculum modifications.
- Appraise the activities of the Committee
- Assuring adequate support for the teachers in matters of curriculum
- Reviewing the academic standards of the institution.

#### **XVI. Disciplinary Committee**

The institution's Discipline Committee is established for the maintenance of discipline in the campus. The committee ensures a safe and motivating atmosphere in our institution by enforcing certain rules and regulations.

##### **Objectives**

- To ensure calm and peaceful academic atmosphere in the institution.
- To bring professionalism among students by the inculcation of best practices.

##### **Functions**

- Assessing discipline status and making recommendation for promoting good discipline.
- Monitoring of the smooth functioning of the institution
- Instilling the best practices of ethics and self-discipline.
- Maintaining overall discipline of the institution.
- Assisting the anti-ragging committee in discipline related matters.
- Organizing meeting with respect to discipline.

#### **XVII. Library Committee**

The library committee functions as an advisory committee to the library on policy matters concerning library services, resources and facilities. It also works for the promotion of library facilities.

##### **Functions**

- To recommend policy matters concerning services, resources and facilities.
- To review the library policies.
- To discuss about the new policy initiatives in relation to library and information services.
- To facilitate communication between the library and the community it serves.
- To assist in the proper documentation of the library services.
- To motivate readers to utilise library resources fully.

##### **Events & Programs**

Library day celebration, quizzes, reading floor and other contests.

#### **XVIII. Staff Welfare Committee**

Staff welfare committee functions for the overall development and welfare of the staff. The committee tries to create a joyful environment in the institution and committee expects to expand staff contribution towards the improvement of institutional morale and vision.

##### **Objectives**

- To ensure favorable working environment for members of staff.
- To mentor and orientate junior staff members of staff.
- To expand trust, belongingness and relationship among staff
- To discuss and resolve staff grievances.
- To plan for general welfare activities for, teaching and non-teaching staff.
- To review the conditions of institutions working conditions

##### **Programs & Events**

Staff tour, special talks of experts, disseminate information about workshops, seminars, symposiums and conferences.

### **XIX. Student Development Committee (SDC)**

Student Development Committees (SDC) have been established to facilitate the holistic development of all students of the Institution. The committee also assist students on the issues and difficulties in various areas related to their day-to-day life.

#### **Objectives**

- To facilitate holistic development of all students.
- To cultivate sense of pride as teacher-student.
- To promote and co-ordinates the different student activities
- To discuss students' grievances.

#### **Functions**

- Supervises student admissions in all the matters immediately after admission
- Facilitates overall development of students
- Compile and manage students' profiles and portfolios
- Fostering students' skills and abilities
- Discusses and resolves student's grievances.

#### **Events and programs**

Informal discussions, co-curricular activities, student empowerment programs and orientation programs.

### **XX. Women Empowerment Committee**

The women empowerment Committee of the institution is established with the aim of empowering women to realize their potential. The committee further aiming at intellectual and social upliftment of the female students.

#### **Objectives**

- To inspire girl students to attain higher education and employment.
- To uplift women socially and intellectually.
- To identify and promote the strong leadership and growth of women as individuals in their own right.
- Creating social awareness about the problems of women, gender equity and prevention of sexual harassment
- To educate girl students on women-specific health issues and their measures.

#### **Programs & Events**

Awareness programs on gender sensitization, seminars and workshop, health education programs, competitions, celebrations of women's days, sensitization about rights of women.

### **XXI. Admission Cell**

The Admission Cell of the institution facilitate admission process of the entire B Ed program in the institution as per university guidelines. It overlooks the entire process of admission process and monitors as per the admission notification of the university. Moreover, the cell guides students and parents in admission process.

#### **Objectives**

- To assist students and parents in admission process.
- To give comprehensive information about the program.
- To maintain student related data and produce whenever the university requires it.

#### **Functions**

- Verifying the original documents of students in admission.
- Monitoring the reservation policy in the process of admission.
- Preparing the admission list.
- Publishing admission advertisements if necessary.
- Keeping admission register.
- Responding to admission-related queries.

## **XXII. Anti-ragging Cell**

The anti-ragging cell of the institution functions to prohibit prevent & eliminate the scourge of ragging including any conduct by any student(s). This committee act as the supervisory and advisory committee on matters of planning action, orienting students for building and preserving a culture of ragging-free environment in the institution. Though ragging incidents have not been reported in the college yet, the institution strictly observes and follows the rules enacted by the central and state authorities in curbing ragging. The institution also undertakes measures for extensive publicity against ragging.

### **Objectives**

- Monitor antiaging activities of the institution and provide suitable recommendation.
- Reviewing the efforts of institution on ant ragging initiatives.

### **Activities of the Cell**

- Counselling
- Orientation programs
- Publicity measures
- Sensitization about corporal punishments human rights
- Display of posters.

## **XXIII. Examination Cell**

The major responsibility of the examination cell is to systematically conduct and monitor both the university and institution-based examinations. The cell plans and prepares time table for the internal examination. The cell actively takes the initiative of analyzing and reporting the results to the head of the institution.

### **Roles & duties of the examination cell**

- Execute the code of conduct of examinations.
- Prepares the examination calendar for the academic year.
- Appointing examination superintend.
- Act as a link between university and students in examination related matters.
- Analyses of the examination results and reports to the head of the institution.
- Keeps the records of all examinations.
- Monitoring the conduct of examination.
- Ensure transparency and fairness in the conduct of examinations.
- Addressing and reporting students' grievances of examinations and follow up.

## **XXIV. Placement Cell**

The Institute has a Placement Cell aiming at enhancing the employment opportunities to students who are passing out form the institution. The main activity of the placement cell is to promote and provide a platform for placement and helps the students in attaining the career goal.

### **Functions**



- To disseminate information regarding careers in teaching.
- To prepare students fit for job.
- To provide a platform of discussion on career related matters.
- To motivate the students to pursue higher studies.
- To equip the students to appear various teacher eligibility tests and competitive exams.

#### **Activities and Events**

- Informal discussions, orientation on competitive exams, mock tests, skill training programs, career guidance.

#### **XXV. Health & Yoga Club**

The purpose of the institution's health and yoga club is to educate the staff and students about health and nutrition, personal hygiene, maintenance of a healthy life style. The club adopt policies and practices towards fitness and well-being of students and staff. Provisions for yoga practices and aerobics are also ensured in the club.

#### **Aims and objectives**

- To promote fitness and well-being among students, teachers and staff.
- To make participate students and teachers in basic physical activities.
- To create awareness depression, anxiety and stress management.
- To provide guidance regarding balanced nutritional diet.
- To conduct health check-ups and offer the assistance of doctors regarding health-related matters.
- To prioritize yoga and aerobics practices for better living.

#### **Major activities of the health and yoga club**

Sessions on meditation, aerobics, classes on proper diet, basic exercises, health checkups, mental health classes, Yoga sessions, expert talk on healthy life styles etc.,

## XXVI. Course Details

The B.Ed. Programme is of four semesters spread over two years duration. However, the students shall be permitted to complete the programme requirements within a maximum of four years from the date of admission to the programme. Classes of First semester shall be started latest by July in all affiliated colleges of University of Calicut. The minimum number of working days in each semester shall be 100 and in each year shall be 200 excluding days of admission and examinations.

### Structure of the B.Ed. Programme

#### Semester I

Course Code	Courses	Hours	External	Internal	Total
<b>Core Courses</b>					
EDU 01	Education in Contemporary India	100	80	20	100
EDU 02	Development of the Learner	100	80	20	100
EDU 03	School Organization	50	40	10	50
EDU 04	Understanding Disciplines and Subjects	50	40	10	50
<b>Optional Courses(i)</b>					
EDU 05.2	Theoretical Bases of Teaching English	100	80	20	100
EDU 05.8	Theoretical Bases of Teaching Commerce	100	80	20	100
EDU 05.10	Theoretical Bases of Teaching Mathematics	100	80	20	100
EDU 05.12	Theoretical Bases of Teaching Physical Science	100	80	20	100
EDU 05.13	Theoretical Bases of Teaching Social Science	100	80	20	100
<b>Total</b>		<b>400</b>	<b>320</b>	<b>80</b>	<b>400</b>
<b>Practical Courses</b>					
Tasks and Assignments for Courses EDU 01-05		30	-	-	-
College Based Practicum and Tests for Courses 01-05		30	-	-	-
EDU 101	Micro Teaching	30	-	30	30
EDU 102	(EPC1) Language Across Curriculum – Reading and Reflecting on Texts	50	-	50	50
EDU 103	Yoga Health & Physical Education-1	30	-	20	20
	Co-curricular Activities/Tutorials/Guidance/Utilizing Library Resources	50	-	-	-
<b>Total</b>		<b>600</b>	<b>320</b>	<b>180</b>	<b>500</b>

#### Semester II

Course Code	Courses	Hours	External	Internal	Total
<b>Core Courses</b>					
EDU 06	Perspectives on Education	50	40	10	50
EDU 07	Facilitating Learning	100	80	20	100
EDU 08	Assessment for Learning	100	80	20	100
<b>Optional Courses(ii)</b>					
EDU 09.2	Pedagogic Practices of English	100	80	20	100
EDU 09.8	Pedagogic Practices of Commerce	100	80	20	100
EDU 09.10	Pedagogic Practices of Mathematics	100	80	20	100
EDU 09.12	Pedagogic Practices of Physical Science	100	80	20	100
EDU 09.13	Pedagogic Practices of Social Science	100	80	20	100
<b>Total</b>		<b>350</b>	<b>280</b>	<b>70</b>	<b>350</b>
<b>Practical Courses</b>					
Tasks and Assignments for Courses EDU 06-09		30	-	-	-

College Based Practicum and Tests for Courses 06-09		30	-	-	-
EDU 201.1	Peer Discussion Lessons	20	-	20	20
EDU 202.2	Observation Lessons & Faculty Demonstration Lessons	10	-	10	10
EDU 203.3	Peer Criticism Lessons	20	-	30	30
EDU 203.4	Workshop on Teacher Enrichment (Preparation of Teaching-Learning Materials)	20	-	20	20
EDU 203.5	Initiatory School Experiences	30	-	20	20
	Co-curricular Activities/Utilizing Library Resources	90	-	-	-
<b>Total</b>		<b>600</b>	<b>280</b>	<b>170</b>	<b>450</b>

### Semester III

Course Code	Courses	Hours	External	Internal	Total
EDU 301	School Internship	16 Weeks	-	260	260
EDU 302	(EPC2) Art and Drama in Education	30	-	30	30
EDU 303	Yoga, Health & Physical Education-II	30	-	30	30
EDU 304	Community Living Camp	30	-	30	30
<b>Total</b>			<b>-</b>	<b>350</b>	<b>350</b>

### Semester IV

Course Code	Courses	Hours	External	Internal	Total
<b>Core Courses</b>					
EDU 10	Gender, School and Society	50	40	10	50
EDU 11	Educational Thoughts and Practice	50	40	10	50
EDU 12	Creating an Inclusive School	50	40	10	50
<b>Optional Courses(iii)</b>					
EDU 13.2	Professionalizing English Education	50	40	10	50
EDU 13.8	Professionalizing Commerce Education	50	40	10	50
EDU 13.10	Professionalizing Mathematics Education	50	40	10	50
EDU 13.12	Professionalizing Physical Science Education	50	40	10	50
EDU 13.13	Professionalizing Social Science Education	50	40	10	50
<b>Additional Optional Courses (Choice Based)</b>					
EDU 14.1	Child Rights Education	50	40	10	50
EDU 14.2	Environmental Education	50	40	10	50
EDU 14.3	Education for Differentially Abled	50	40	10	50
EDU 14.4	Guidance and Counselling	50	40	10	50
EDU 14.5	Health and Physical Education	50	40	10	50
EDU 14.6	Management in School Education	50	40	10	50
EDU 14.7	Value Education and Peace Education	50	40	10	50
<b>Total</b>		<b>250</b>	<b>200</b>	<b>50</b>	<b>250</b>
<b>Practical Courses</b>					
Tasks and Assignments for Courses EDU 11-14		30	-	-	-
College Based Practicum and Tests for Courses 11-14		20	-	-	-
EDU 401	(EPC3) Critical Understanding of ICT	30	-	30	30

EDU 402	(EPC4) Understanding the Self	30	-	30	30
EDU 403.1	SUPW & Working with Community	30	-	20	20
EDU 403.2	Field Trip/Study Tour	30	-	20	20
EDU 404	Practical Examination and Viva-voce		100	-	100
	Seminar	50	-	-	-
	Co-curricular Activities/Tutorials/Guidance/Utilizing Library Resources	130	-	-	-
<b>Total</b>		<b>600</b>	<b>300</b>	<b>150</b>	<b>450</b>
<b>Grand Total</b>					<b>1750</b>

The practical courses of the B.Ed. programme collectively come under the broad category Engagement with the Field. The practical courses are classified in to three groups-viz. College based, Community based and School based Practicals. These field attachment practical courses enable student teachers to engage with children and their contexts, schools and their contexts.

Semester	College Based Practicals	Community Based Practicals	School Based Practicals
<b>Semester - I</b>	EDU 101 Microteaching EDU102. (EPC1)Language Across curriculum - Reading and Reflecting on Texts EDU103.Yoga Health& Physical education-I		
<b>Semester - II</b>	EDU 201.2 Peer discussion lessons EDU 201.3 Observation lessons & faculty demonstration lessons EDU 201.4 Peer criticism lessons EDU 201.5 Preparation of teaching – learning materials		EDU 201.6 Initiatory School Experiences
<b>Semester - III</b>	EDU 302.(EPC2)Art And Drama In Education EDU 303.Yoga, Health &Physical Education-II	EDU 304.Community Living Camp	EDU 301. School Internship
<b>Semester - IV</b>	EDU 401.(EPC3)Critical Understanding of ICT EDU 402.(EPC4)Understanding The Self	EDU 403.1 SUPW & Working With Community EDU 403.2 Field Trip/Study Tour	

### SCHEME OF EXAMINATION & INTERNAL ASSESSMENT

Assessment of Students Assessment of students for each subject will be done by internal continuous assessment and end semester examinations. Internal assessment shall be conducted throughout the semester. It shall be based on internal examinations, assignments (such as Tasks and assignments that run through all courses.) as specified in the syllabus. End-semester examinations of theory subjects will be conducted by the University and those of all practical subjects will be conducted at institutional level. There shall be End Semester University Examinations in 1st, 2nd and 4th semesters. 3rd semester is an exclusive Practical semester and hence there will be no End Semester University Examinations for theory in the 3rd semester. However, results of the Practical courses internally evaluated will be published by

the university. End-semester examinations will be conducted only once in a year; failed candidates will have to appear for the end-semester examinations along with regular students of the next batch. To ensure transparency of the evaluation process, the student should be made aware of the criteria / indicators of assessment well in advance and the internal assessment marks awarded to the students in each course (theory and practical) shall be published on the notice board at least one week before the commencement of external examination so as to enable the students to report any corrections. There shall not be any chance for improvement for internal marks. There shall be no separate minimum for internal assessment of theory courses. Students may seek redress of grievances of internal evaluation at the teacher educator level or at the college evaluation committee level. The consolidated mark lists of all courses of a semester shall be submitted to the University immediately after the closure of each semester.

### **Assessment in Theory Subjects**

The ratio of internal to external examination for theory courses is 20:80. The marks allotted for internal continuous assessment and end-semester university examinations shall be 20 marks and 80 marks respectively with a maximum of 100 marks for each theory subject with full weightage and shall be 10 marks and 40 marks respectively with a maximum of 50 marks for each theory subject with half weightage.

Internal evaluation: The internal evaluation of Theory courses shall be based on predetermined transparent system involving periodic written tests, practicum/tasks and assignments. The weightage to award internal continuous assessment marks should be as follows:

Test papers (minimum two for 100 marks courses and one for 50 marks courses) – 50%

Tasks and Assignments (two for 100 marks courses and one for 50 marks courses) -50%

### **Assessment of Practical Courses**

Practical Courses viz., School based, College based and Community-based Practical will be subjected to internal assessment through continuous evaluation Comprehensive assessment of the College, School & Community Based Practical for Semester I ( EDU101, EDU102, EDU203) ,for Semester II (EDU 201.1 EDU 201.2 EDU 201.3 EDU 201.4 EDU 201.5 ),for semester III(EDU301,EDU302, EDU303,EDU304) and for semester IV (EDU401, EDU402,EDU403.1, EDU403.2 )will be done internally by the teacher educators concerned on the basis of the criteria fixed for the purpose. For assessing student performance, Criteria / Performa based on rubrics have to be developed for each task by the Teacher Educators to make assessment objective. Internal assessment of Initiatory school experiences (EDU 201.5) of Semester II and Internship (EDU 301) of Semester III will be carried out by Optional teachers. The only one external assessment for the practicals is for EDU 404 (Practical Examination and viva voce)

### **Pattern of Questions for End-Semester Examinations of Theory Subjects**

End-Semester Examinations shall normally be conducted at the end of each semester. There are two types of theory examinations- 80 Marks-3 Hours Paper and 40 Marks-2 Hours Paper There shall be one end-semester examination of 3 hours duration in each full weightage theory courses and of 2 hours duration in each half weightage theory courses .The question papers of end-semester examinations of theory subjects shall be able to perform achievement testing of the students in an effective manner. The question paper shall be prepared in accordance with the following guidelines A question paper may contain very short answer type, short answer type /annotation, short essay type questions, essay type questions /long essay type

questions depending on its duration and marks. Different types of questions shall have different weightage to quantify their range. The pattern of questions for theory subjects shall be as follows:

80 Marks-3 Hours Papers (for courses EDU 01, EDU 02,EDU 07, EDU 08, EDU 05.1- 6 and EDU 09.1-13) should contain

- a) 10 questions of 2 marks each= 20 (Answer 10 Questions out of 10)
- b) 10 questions of 4 marks each= 40 (Answer 10 Questions out of 12)
- c) 2 questions of 10 marks each=20 (Answer 2 Questions out of 3)

**(Maximum Marks: 80)**

40 Marks-2 Hours Papers (for courses EDU 03, EDU 04,EDU 06, EDU.10, EDU.11, EDU.12, EDU.13, 1-13 and EDU.14.1-7) should contain

- a) 6 questions of 1marks each= 06 (Answer 6 Questions out of 6)
- b) 04questions of 2 marks each= 08(Answer 04 Questions out of 04)
- c) 04 questions of 4 marks each= 16(Answer 04 Questions out of 06)
- d) 1question of 10 marks =10 (Answer 1 Questions out of 2)

**Maximum Marks: 40**

### **Minimum for Pass**

A separate minimum of 45% marks for external is required for a pass for a Theory course. However (a) A candidate who secures not less than 45% marks in a subject at the end semester examinations and (b) not less than 50% of the total marks assigned to the subject, shall be declared to have passed the examination in that subject. The total marks assigned to a subject in the above calculations are the sum of maximum marks assigned to the end-semester examination and maximum internal assessment marks of that subject. Hence Minimum marks for a pass in each theory course shall be 50% (marks obtained in internal and external evaluation put together). A candidate shall be declared to have passed the programme if s/he obtains not less than 50% of marks in each Theory courses, in each Practical course, in each EPC courses and Internship as well as 50% of the total marks assigned to the whole programme. A student who does not secure this pass marks in one or more subject/component will have to repeat the respective course. Candidates shall not be allowed to improve the grade already obtained. However cancellation and reappearance will be permitted. If under any circumstances, a candidate fails in School internship, he/she may be permitted to repeat the School internship after the completion of Semester II with special permission from the University as long as the same scheme exists. It will be considered as a Second appearance in all respects.

### **Practical Examination and Viva Voce**

Practical examination will be conducted in the 4th semester by an External Examination Board constituted by the university. The present practice of zonal boards is to be continued. The Zonal Board will consist of a Chairman, Subject expert for each Optional Paper. The subject expert for the Optional Paper will conduct Practical Examination for the concerned Optional. The board shall observe and assess the teaching competency of all candidates for a maximum of 75 marks and conduct a Viva-Voce on the subject. Each student should attend the viva-voce on pedagogy of their subject (for 25 marks). There shall be no minimum for a pass in viva- voce.

**XXVI. Duties and Responsibilities of Teachers for the Academic Year 2022 – 2023**

<b>Sl.No.</b>	<b>Duty</b>	<b>In-charge/Co-ordinator(s)</b>
<b>1</b>	Academic Development Committee (ADC)	Sri Charles F
<b>2</b>	Admission Cell	Smt. Neema Surendran Smt. Rasmi V M
<b>3</b>	Alumni Association	Smt Meera T N Sri Prijith E P
<b>4</b>	Anti-ragging Cell	Smt Meera T N
<b>5</b>	College Development Council (CDC)	Principal
<b>6</b>	Discipline Committee	Smt. Rasmi V M Sri. Charles F
<b>7</b>	Examination Cell	Smt. Neema Surendran
<b>8</b>	Examination Grievance Redressal Cell	Smt Jini M George
<b>9</b>	Health and Yoga Club	Sri Santhosh V
<b>10</b>	Library Committee	Smt. Jini M George
<b>11</b>	Parent Teacher Association (PTA)	Smt. Rasmi V M
<b>12</b>	Placement Cell	Smt Meera T N
<b>13</b>	Staff Welfare Committee	Sri. Santhosh T
<b>14</b>	Student Development Committee (SDC)	Sri. Santhosh T
<b>15</b>	Students' Council	Principal
<b>16</b>	Women Empowerment Committee	Smt. Jini M George
<b>17</b>	NAAC Committee	Smt. Rasmi V M Sri. Santhosh T
<b>18</b>	Internal Quality Assurance Cell (IQAC)	Sri Charles F Smt. Neema Surendran
<b>19</b>	Commerce Club	Smt Rasmi V M
<b>20</b>	Language Club	Smt Neema Surendren
<b>21</b>	Mathematics Club	Sri Charles F
<b>22</b>	Science Club	Sri Prijith E P
<b>23</b>	Social Science Club	Smt Meera T N
<b>24</b>	Health & Yoga Club	Sri Santhosh V

25	Arts Club	Sri Sagardas
26	Morning Assembly and Attendance	Smt Jini M George
27	Orientation and Induction Programme	Smt Rasmi V M
28	Talents' Day	Smt Meera T N
29	Students' Uniform	Smt Neema Surendran
30	Students' E-grants	Smt Rasmi V M
31	Community Living Camp	Sri Prijith E P Sri Charles F
32	Sports Day	Sri Prijith E P Sri Santhosh V
33	Annual Day Celebration	Smt Neema Surendran
34	Convocation	Smt Rasmi V M Smt Neema Surendran
35	Arts Day	Smt Jini M George
36	Annual Report	Sri Charles F
37	College Magazine	Smt Neema Surendran Sri Charles F
38	Workshop (Teaching Learning Materials)	Smt Rasmi V M
39	School Initiatory and Internship	Smt Rasmi V M Smt Meera T N
40	Seminar/workshop/conference	Smt Jini M George Sri Charles F
41	Article about Programmes	Smt Meera T N (Malayalam version) Sri Charles F (English version)
42	Diary	Sri Charles F
43	Suggestion Box	Smt Neema Surendran
44	Website/Blog	Sri Santhosh T Sri Charles F Ms Salabha B
45	Monthly Celebration (PRAYANA)	Optional Teachers
46	SUPW	Smt Jini M George
47	University Correspondence	Smt Neema Surendran
48	University Notifications	Smt Rasmi V M
49	NCTE Notifications / PAR	Sri Santhosh T Sri Charles F
50	E-mail	Ms Salabha B
51	Time-table	Smt Rasmi V M
52	First Aid & Rest Room	Smt Meera T N
53	IGL (Collaboration)	Sri Charles F
54	ID Card	Ms Salabha B



**AUGUST 2022**

<b>DATE</b>	<b>DAY</b>	<b>PROPOSED PROGRAMME</b>	<b>I Year's Working Day</b>	<b>II Year's Working Day</b>
01.08.2022	MON		-	-
02.08.2022	TUE	NAAC Committee Meeting	-	-
03.08.2022	WED		-	-
04.08.2022	THUR		-	-
05.08.2022	FRI		-	-
06.08.2022	SAT		-	-
07.08.2022	SUN		-	-
08.08.2022	MON		-	-
09.08.2022	TUE		-	-
10.08.2022	WED	College Development Council Meeting	-	-
11.08.2022	THUR	Academic Development Committee Meeting	-	-
12.08.2022	FRI	Arts Club & Health & Yoga Club Meeting	-	-
13.08.2022	SAT	3 <sup>RD</sup> SEMESTER COMMENCING	-	1
14.08.2022	SUN		-	-
15.08.2022	MON	INDEPENDENCE DAY	-	-
16.08.2022	TUE	Health Education Practical (III Sem)	-	2
17.08.2022	WED	Physical Education Practical (III Sem)	-	3
18.08.2022	THUR	INTERNSHIP COMMENCING	-	5
19.08.2022	FRI		-	6
20.08.2022	SAT		-	7
21.08.2022	SUN		-	-
22.08.2022	MON	Optional Subject Clubs Meeting	-	8
23.08.2022	TUE		-	9
24.08.2022	WED		-	10
25.08.2022	THUR		-	11
26.08.2022	FRI		-	12
27.08.2022	SAT		-	-
28.08.2022	SUN		-	-
29.08.2022	MON	Annual Budget Meeting 2022-23 and Composition of Cells/Committees	-	13
30.08.2022	TUE	Library Committee Meeting	-	14
31.08.2022	WED		-	15
<b>TOTAL</b>			<b>0</b>	<b>15</b>
<b>PREVIOUS MONTH</b>			<b>0</b>	<b>0</b>
<b>G. TOTAL</b>			<b>0</b>	<b>15</b>

**SEPTEMBER 2022**

<b>DATE</b>	<b>DAY</b>	<b>PROPOSED PROGRAMME</b>	<b>I Year's Working Day</b>	<b>II Year's Working Day</b>
01.09.2022	THUR	Staff Council Meeting	-	16
02.09.2022	FRI	IQAC Meeting	-	17
03.09.2022	SAT	ONAM HOLIDAY	-	18
04.09.2022	SUN	ONAM HOLIDAY	-	-
05.09.2022	MON	ONAM HOLIDAY	-	-
06.09.2022	TUE	ONAM HOLIDAY	-	-
07.09.2022	WED	FIRST ONAM	-	-
08.09.2022	THUR	THIRUVONAM	-	-
09.09.2022	FRI	ONAM HOLIDAY	-	-
10.09.2022	SAT	ONAM HOLIDAY	-	-
11.09.2022	SUN	ONAM HOLIDAY	-	-
12.09.2022	MON		-	19
13.09.2022	TUE	NAAC Committee Meeting	-	20
14.09.2022	WED	Admission Cell Meeting	-	21
15.09.2022	THUR		-	22
16.09.2022	FRI		-	23
17.09.2022	SAT	Academic Development Meeting 2022-23	-	24
18.09.2022	SUN		-	-
19.09.2022	MON		-	25
20.09.2022	TUE		-	26
21.09.2022	WED	SREE NARAYANA GURU SAMADHI DAY	-	-
22.09.2022	THUR	2022-24 Batch Commencement of I Sem.	1	27
23.09.2022	FRI		2	28
24.09.2022	SAT		-	-
25.09.2022	SUN		-	-
26.09.2022	MON	B.Ed. Orientation Programme Day-1	3	29
27.09.2022	TUE	B.Ed. Orientation Programme Day-2	4	30
28.09.2022	WED	Induction Programme on Professional Development	5	31
29.09.2022	THUR	Anti-ragging Cell Meeting	6	32
30.09.2022	FRI	Exam Cell Meeting	7	33
<b>TOTAL</b>			<b>7</b>	<b>18</b>
<b>PREVIOUS MONTH</b>			<b>0</b>	<b>15</b>
<b>G. TOTAL</b>			<b>7</b>	<b>33</b>

## OCTOBER 2022

DATE	DAY	PROPOSED PROGRAMME	I Year's Working Day	II Year's Working Day
01.10.2022	SAT	Disciplinary Committee Meeting	8	34
02.10.2022	SUN	GANDHI JAYANTHI – H.O.P.E	-	-
03.10.2022	MON		9	35
04.10.2022	TUE	MAHANAVAMI	-	-
05.10.2022	WED	VIJAYADASAMI	-	-
06.10.2022	THUR	Talent Day-1 Staff Council Meeting	10	36
07.10.2022	FRI	Talent Day-2 Students' Council Meeting	11	37
08.10.2022	SAT	MILAD-I-SHERIF	-	-
09.10.2022	SUN		-	-
10.10.2022	MON	Inauguration of Cells/Committees 2022-2023	12	38
11.10.2022	TUE	NAAC Committee Meeting	13	39
12.10.2022	WED	SC/ST/PWD/EWS Meeting	14	40
13.10.2022	THUR	Students' Union Election 2022 - 2023	15	41
14.10.2022	FRI		16	42
15.10.2022	SAT		17	43
16.10.2022	SUN		-	-
17.10.2022	MON		18	44
18.10.2022	TUE		19	45
19.10.2022	WED		20	46
20.10.2022	THUR		21	47
21.10.2022	FRI	Students' Grievance Cell Meeting	22	48
22.10.2022	SAT	Club Activities	23	49
23.10.2022	SUN		-	-
24.10.2022	MON	DEEPAVALI	-	-
25.10.2022	TUE	II Semester University Examination	24	-
26.10.2022	WED	II Semester University Examination	25	-
27.10.2022	THUR	II Semester University Examination	26	-
28.10.2022	FRI	II Semester University Examination	27	-
29.10.2022	SAT	II Semester University Examination	28	-
30.10.2022	SUN		-	-
31.10.2022	MON	Outreach Activity - 1	29	50
<b>TOTAL</b>			<b>22</b>	<b>17</b>
<b>PREVIOUS MONTH</b>			<b>7</b>	<b>33</b>
<b>G. TOTAL</b>			<b>29</b>	<b>50</b>

## NOVEMBER 2022

DATE	DAY	PROPOSED PROGRAMME	I Year's Working Day	II Year's Working Day
01.11.2022	TUE	NAAC Committee Meeting	30	51
02.11.2022	WED		31	52
03.11.2022	THUR	Staff Council Meeting	32	53
04.11.2022	FRI	Students' Council Meeting	33	54
05.11.2022	SAT		34	55
06.11.2022	SUN		-	-
07.11.2022	MON		35	56
08.11.2022	TUE		36	57
09.11.2022	WED		37	58
10.11.2022	THUR		38	59
11.11.2022	FRI	Club Activities	39	60
12.11.2022	SAT		-	-
13.11.2022	SUN		-	-
14.11.2022	MON	Micro Teaching & Link Lesson Practice	40	61
15.11.2022	TUE	Micro Teaching & Link Lesson Practice	41	62
16.11.2022	WED	Micro Teaching & Link Lesson Practice	42	63
17.11.2022	THUR	Micro Teaching & Link Lesson Practice	43	64
18.11.2022	FRI	Micro Teaching & Link Lesson Practice	44	65
19.11.2022	SAT	Micro Teaching & Link Lesson Practice	45	66
20.11.2022	SUN		-	-
21.11.2022	MON	Unit Test – 1	46	67
22.11.2022	TUE	Unit Test – 1	47	68
23.11.2022	WED	Unit Test – 1	48	69
24.11.2022	THUR	Unit Test – 1	49	70
25.11.2022	FRI	Unit Test – 1	50	71
26.11.2022	SAT		-	-
27.11.2022	SUN		-	-
28.11.2022	MON	Exam Grievance Cell Meeting	51	72
29.11.2022	TUE	Linkage Programme - 1	52	73
30.11.2022	WED		53	74
<b>TOTAL</b>			<b>24</b>	<b>24</b>
<b>PREVIOUS MONTH</b>			<b>29</b>	<b>50</b>
<b>G. TOTAL</b>			<b>53</b>	<b>74</b>

**DECEMBER 2022**

<b>DATE</b>	<b>DAY</b>	<b>PROPOSED PROGRAMME</b>	<b>I Year's Working Day</b>	<b>II Year's Working Day</b>
01.12.2022	THUR	Staff Council Meeting	54	75
02.12.2022	FRI	Students' Council Meeting	55	76
03.12.2022	SAT		56	77
04.12.2022	SUN		-	-
05.12.2022	MON	Optional Subject Clubs Meeting	57	78
06.12.2022	TUE	Outreach Activity - 2	58	79
07.12.2022	WED	IGL Programme Internship Completed	59	80
08.12.2022	THUR	NAAC Committee Meeting	60	81
09.12.2022	FRI	Club Activities	61	82
10.12.2022	SAT		-	-
11.12.2022	SUN		-	-
12.12.2022	MON	Community Living Camp – 3 <sup>rd</sup> Sem	62	83
13.12.2022	TUE	Community Living Camp – 3 <sup>rd</sup> Sem	63	84
14.12.2022	WED	Community Living Camp – 3 <sup>rd</sup> Sem	64	85
15.12.2022	THUR	Community Living Camp – 3 <sup>rd</sup> Sem	65	86
16.12.2022	FRI	Linkage Programme - 2	66	87
17.12.2022	SAT		67	88
18.12.2022	SUN		-	-
19.12.2022	MON	ART AND DRAMA IN EDUCATION – 3 <sup>rd</sup> Sem	68	89
20.12.2022	TUE	ART AND DRAMA IN EDUCATION – 3 <sup>rd</sup> Sem	69	90
21.12.2022	WED	ART AND DRAMA IN EDUCATION – 3 <sup>rd</sup> Sem	70	91
22.12.2022	THUR	ART AND DRAMA IN EDUCATION – 3 <sup>rd</sup> Sem	71	92
23.12.2022	FRI	ART AND DRAMA IN EDUCATION – 3 <sup>rd</sup> Sem	72	93
24.12.2022	SAT		-	-
25.12.2022	SUN	CHRISTMAS	-	-
26.12.2022	MON		-	-
27.12.2022	TUE		-	-
28.12.2022	WED		-	-
29.12.2022	THUR		-	-
30.12.2022	FRI		-	-
31.12.2022	SAT		-	-
<b>TOTAL</b>			<b>19</b>	<b>19</b>
<b>PREVIOUS MONTH</b>			<b>53</b>	<b>74</b>
<b>G. TOTAL</b>			<b>72</b>	<b>93</b>

## JANUARY 2023

DATE	DAY	PROPOSED PROGRAMME	I Year's Working Day	II Year's Working Day	
01.01.2023	SUN		-	-	
02.01.2023	MON		73	94	
03.01.2023	TUE	NAAC Committee Meeting	74	95	
04.01.2023	WED	Placement Cell Meeting	75	96	
05.01.2023	THUR	Staff Council Meeting	76	97	
06.01.2023	FRI	Students' Council Meeting	77	98	
07.01.2023	SAT	Last Date for APC (III Semester)	78	99	
01.01.2023	SUN		-		
09.01.2023	MON		79	100	
10.01.2023	TUE	Commencement of IV Semester	80	1	
11.01.2023	WED		81	2	
12.01.2023	THUR		82	3	
13.01.2023	FRI	Club Activities	83	4	
14.01.2023	SAT		-		
15.01.2023	SUN		-		
16.01.2023	MON	University Model Examination – 1 <sup>st</sup> Sem	84	5	
17.01.2023	TUE	University Model Examination – 1 <sup>st</sup> Sem	85	6	
18.01.2023	WED	University Model Examination – 1 <sup>st</sup> Sem	86	7	
19.01.2023	THUR	University Model Examination – 1 <sup>st</sup> Sem	87	8	
20.01.2023	FRI	University Model Examination – 1 <sup>st</sup> Sem	88	9	
21.01.2023	SAT	Exam Grievance Cell Meeting	89	10	
22.01.2023	SUN		-		
23.01.2023	MON	Uploading Internal Marks (III Semester)	90	11	
24.01.2023	TUE	Disciplinary Committee Meeting	91	12	
25.01.2023	WED	Students' Union Meeting	92	13	
26.01.2023	THUR	REPUBLIC DAY	-	-	
27.01.2023	FRI	Health & Yoga Club Meeting	93	14	
28.01.2023	SAT		94		
29.01.2023	SUN		-		
30.01.2023	MON	(EPC3) ICT Workshop - I	95	15	
31.01.2023	TUE	(EPC3) ICT Workshop - I	96	16	
<b>TOTAL</b>			<b>24</b>	<b>07</b>	<b>16</b>
<b>PREVIOUS MONTH</b>			<b>72</b>	<b>93</b>	<b>0</b>
<b>G. TOTAL</b>			<b>96</b>	<b>100</b>	<b>16</b>

**FEBRUARY 2023**

<b>DATE</b>	<b>DAY</b>	<b>PROPOSED PROGRAMME</b>	<b>I Year's Working Day</b>		<b>II Year's Working Day</b>
01.02.2023	WED	(EPC3) ICT Workshop - II	97		17
02.02.2023	THUR	(EPC3) ICT Workshop – II - Staff Council Meeting	98		18
03.02.2023	FRI	(EPC3) ICT Workshop – III - Students' Council Meeting	99		19
04.02.2023	SAT	Club Activities	100		20
05.02.2023	SUN				
06.02.2023	MON	Commencement of II Semester	1		21
07.02.2023	TUE	NAAC Committee Meeting	2		22
08.02.2023	WED	IQAC Meeting	3		23
09.02.2023	THUR	Optional Subject Clubs Meeting	4		24
10.02.2023	FRI		5		25
11.02.2023	SAT				
12.02.2023	SUN				
13.02.2023	MON	(EPC4)UNDERSTANDING THE SELF	6		26
14.02.2023	TUE	(EPC4)UNDERSTANDING THE SELF	7		27
15.02.2023	WED	(EPC4)UNDERSTANDING THE SELF	8		28
16.02.2023	THUR	(EPC4)UNDERSTANDING THE SELF	9		29
17.02.2023	FRI	(EPC4)UNDERSTANDING THE SELF	10		30
18.02.2023	SAT	MAHA SHIVARATRI			
19.02.2023	SUN				
20.02.2023	MON	II Semester - Peer Discussion Lessons	11		31
21.02.2023	TUE	II Semester - Peer Discussion Lessons	12		32
22.02.2023	WED	II Semester - Peer Discussion Lessons	13		33
23.02.2023	THUR	II Semester - Peer Discussion Lessons	14		34
24.02.2023	FRI	II Semester - Peer Discussion Lessons	15		35
25.02.2023	SAT		16		36
26.02.2023	SUN				
27.02.2023	MON	Unit Test-1(II Sem) - SUPW & WORKING WITH COMMUNITY	17		37
28.02.2023	TUE	Unit Test-1(II Sem) - SUPW & WORKING WITH COMMUNITY	18		38
<b>TOTAL</b>			<b>04</b>	<b>18</b>	<b>22</b>
<b>PREVIOUS MONTH</b>			<b>96</b>	<b>0</b>	<b>16</b>
<b>G. TOTAL</b>			<b>100</b>	<b>18</b>	<b>38</b>

**MARCH 2023**

<b>DATE</b>	<b>DAY</b>	<b>PROPOSED PROGRAMME</b>	<b>I Year's Working Day</b>	<b>II Year's Working Day</b>
01.03.2023	WED	Unit Test-1(II Sem) - SUPW & WORKING WITH COMMUNITY	19	39
02.03.2023	THUR	Unit Test-1(II Sem) - SUPW & WORKING WITH COMMUNITY	20	40
03.03.2023	FRI	SUPW & WORKING WITH COMMUNITY	21	41
04.03.2023	SAT		22	42
05.03.2023	SUN			
06.03.2023	MON	OBSERVATION LESSONS & FACULTY DEMONSTRATION LESSONS	23	43
07.03.2023	TUE	OBSERVATION LESSONS & FACULTY DEMONSTRATION LESSONS	24	44
08.03.2023	WED	NAAC Committee Meeting	25	45
09.03.2023	THUR	Examination Cell & Arts Club Meeting	26	46
10.03.2023	FRI	Outreach Activity	27	47
11.03.2023	SAT			
12.03.2023	SUN			
13.03.2023	MON	Unit Test-1(IV Sem) - PEER CRITICISM LESSONS	28	48
14.03.2023	TUE	Unit Test-1(IV Sem) - PEER CRITICISM LESSONS	29	49
15.03.2023	WED	Unit Test-1(IV Sem) - PEER CRITICISM LESSONS	30	50
16.03.2023	THUR	Unit Test-1(IV Sem) - PEER CRITICISM LESSONS	31	51
17.03.2023	FRI	Unit Test-1(IV Sem) - PEER CRITICISM LESSONS	32	52
18.03.2023	SAT		33	53
19.03.2023	SUN			
20.03.2023	MON	WORKSHOP ON TEACHER ENRICHMENT	34	54
21.03.2023	TUE	WORKSHOP ON TEACHER ENRICHMENT	35	55
22.03.2023	WED		36	56
23.03.2023	THUR		37	57
24.03.2023	FRI	IGL Programme	38	58
25.03.2023	SAT			
26.03.2023	SUN			
27.03.2023	MON	FIELD TRIP/STUDY TOUR	39	59
28.03.2023	TUE	FIELD TRIP/STUDY TOUR	40	60
29.03.2023	WED	FIELD TRIP/STUDY TOUR	41	61
30.03.2023	THUR	FIELD TRIP/STUDY TOUR	42	62
31.03.2023	FRI	FIELD TRIP/STUDY TOUR	43	63
<b>TOTAL</b>			<b>25</b>	<b>25</b>
<b>PREVIOUS MONTH</b>			<b>18</b>	<b>38</b>
<b>G. TOTAL</b>			<b>43</b>	<b>63</b>



**APRIL 2023**

<b>DATE</b>	<b>DAY</b>	<b>PROPOSED PROGRAMME</b>	<b>I Year's Working Day</b>	<b>II Year's Working Day</b>
01.04.2023	SAT			
02.04.2023	SUN			
03.04.2023	MON	NAAC Committee Meeting		
04.04.2023	TUE			
05.04.2023	WED			
06.04.2023	THUR			
07.04.2023	FRI	Good Friday		
08.04.2023	SAT			
09.04.2023	SUN			
10.04.2023	MON			
11.04.2023	TUE			
12.04.2023	WED	III Semester University Results		
13.04.2023	THUR			
14.04.2023	FRI	Dr. Ambedkar Jayanthi		
15.04.2023	SAT	Vishu		
16.04.2023	SUN			
17.04.2023	MON			
18.04.2023	TUE			
19.04.2023	WED			
20.04.2023	THUR			
21.04.2023	FRI			
22.04.2023	SAT	Idul Fitr		
23.04.2023	SUN			
24.04.2023	MON			
25.04.2023	TUE			
26.04.2023	WED			
27.04.2023	THUR			
28.04.2023	FRI			
29.04.2023	SAT			
30.04.2023	SUN			
<b>TOTAL</b>				
<b>PREVIOUS MONTH</b>				
<b>G. TOTAL</b>				

**MAY 2023**

<b>DATE</b>	<b>DAY</b>	<b>PROPOSED PROGRAMME</b>	<b>I Year's Working Day</b>	<b>II Year's Working Day</b>
01.05.2023	MON	May Day		
02.05.2023	TUE	NAAC Committee Meeting		
03.05.2023	WED			
04.05.2023	THUR			
05.05.2023	FRI			
06.05.2023	SAT			
07.05.2023	SUN			
08.05.2023	MON	Staff Council Meeting		
09.05.2023	TUE			
10.05.2023	WED			
11.05.2023	THUR			
12.05.2023	FRI			
13.05.2023	SAT			
14.05.2023	SUN			
15.05.2023	MON			
16.05.2023	TUE			
17.05.2023	WED			
18.05.2023	THUR			
19.05.2023	FRI			
20.05.2023	SAT			
21.05.2023	SUN			
22.05.2023	MON			
23.05.2023	TUE			
24.05.2023	WED			
25.05.2023	THUR			
26.05.2023	FRI			
27.05.2023	SAT			
28.05.2023	SUN			
29.05.2023	MON			
30.05.2023	TUE			
31.05.2023	WED			
<b>TOTAL</b>				-
<b>PREVIOUS MONTH</b>				-
<b>G. TOTAL</b>				-

**JUNE 2023**

<b>DATE</b>	<b>DAY</b>	<b>PROPOSED PROGRAMME</b>	<b>I Year's Working Day</b>	<b>II Year's Working Day</b>
01.06.2023	THUR	IQAC Meeting	44	64
02.06.2023	FRI	Outreach Activity	45	65
03.06.2023	SAT		46	66
04.06.2023	SUN			
05.06.2023	MON	Unit Test-2(IV Sem) - INITIATORY SCHOOL EXPERIENCES	47	67
06.06.2023	TUE	Unit Test-2(IV Sem) - INITIATORY SCHOOL EXPERIENCES	48	68
07.06.2023	WED	Unit Test-2(IV Sem) - INITIATORY SCHOOL EXPERIENCES	49	69
08.06.2023	THUR	Unit Test-2(IV Sem) - INITIATORY SCHOOL EXPERIENCES	50	70
09.06.2023	FRI	Unit Test-2(IV Sem) - INITIATORY SCHOOL EXPERIENCES	51	71
10.06.2023	SAT			
11.06.2023	SUN			
12.06.2023	MON	General Seminar – IV Semester	52	72
13.06.2023	TUE	General Seminar – IV Semester	53	73
14.06.2023	WED	General Seminar – IV Semester	54	74
15.06.2023	THUR	General Seminar – IV Semester	55	75
16.06.2023	FRI	General Seminar – IV Semester	56	76
17.06.2023	SAT	General Seminar – IV Semester	57	77
18.06.2023	SUN			
19.06.2023	MON	Unit Test (II Sem)	58	78
20.06.2023	TUE	Unit Test (II Sem)	59	79
21.06.2023	WED	Unit Test (II Sem)	60	80
22.06.2023	THUR	Unit Test (II Sem)	61	81
23.06.2023	FRI	Students' Union Meeting	62	82
24.06.2023	SAT			
25.06.2023	SUN			
26.06.2023	MON	NAAC Committee Meeting	63	83
27.06.2023	TUE	Examination Cell Meeting	64	84
28.06.2023	WED	Optional Subject Clubs Meeting	65	85
29.06.2023	THUR	Bakrid / Eid al Adha		
30.06.2023	FRI		66	86
<b>TOTAL</b>			<b>23</b>	<b>23</b>
<b>PREVIOUS MONTH</b>			<b>43</b>	<b>63</b>
<b>G. TOTAL</b>			<b>66</b>	<b>86</b>

**JULY 2023**

<b>DATE</b>	<b>DAY</b>	<b>PROPOSED PROGRAMME</b>	<b>I Year's Working Day</b>	<b>II Year's Working Day</b>
01.07.2023	SAT		67	87
02.07.2023	SUN			
03.07.2023	MON	Model Examination – IV Semester	68	88
04.07.2023	TUE	Model Examination – IV Semester	69	89
05.07.2023	WED	Model Examination – IV Semester	70	90
06.07.2023	THUR	Model Examination – IV Semester	71	91
07.07.2023	FRI	Model Examination – IV Semester - Core & Optional Paper Task & Assignment Submission	72	92
08.07.2023	SAT			
09.07.2023	SUN			
10.07.2023	MON	Publishing of Internal Marks – IV Sem	73	93
11.07.2023	TUE	University IV Sem Exam(Tentative) – Placement Cell Meeting	74	94
12.07.2023	WED	Alumni Association & PTA Meetings	75	95
13.07.2023	THUR	NAAC Committee Meeting	76	96
14.07.2023	FRI	End of IV Semester (as per university)	77	97
15.07.2023	SAT		78	98
16.07.2023	SUN			
17.07.2023	MON	Model Examination – Semester II	79	99
18.07.2023	TUE	Model Examination – Semester II	80	100
19.07.2023	WED	Model Examination – Semester II	81	
20.07.2023	THUR	Model Examination – Semester II	82	
21.07.2023	FRI		83	
22.07.2023	SAT			
23.07.2023	SUN			
24.07.2023	MON		84	
25.07.2023	TUE		85	
26.07.2023	WED		86	
27.07.2023	THUR		87	
28.07.2023	FRI		88	
29.07.2023	SAT		89	
30.07.2023	SUN			
31.07.2023	MON	Core & Optional Paper Task & Assignment Submission	90	
<b>TOTAL</b>			<b>24</b>	<b>14</b>
<b>PREVIOUS MONTH</b>			<b>66</b>	<b>86</b>
<b>G. TOTAL</b>			<b>90</b>	<b>100</b>

## AUGUST 2023

DATE	DAY	PROPOSED PROGRAMME	I Year's Working Day	II Year's Working Day
01.08.2023	TUE		91	
02.08.2023	WED		92	
03.08.2023	THUR		93	
04.08.2023	FRI	Publishing of Internal Marks – II Sem	94	
05.08.2023	SAT		95	
06.08.2023	SUN			
07.08.2023	MON	NAAC Committee Meeting	96	
08.08.2023	TUE		97	
09.08.2023	WED	II Semester University Examination (Tentative)	98	
10.08.2023	THUR	II Semester University Examination (Tentative)	99	
11.08.2023	FRI	II Semester University Examination (Tentative) - End of II Semester	100	
12.08.2023	SAT			
13.08.2023	SUN			
14.08.2023	MON	II Semester University Examination (Tentative)		
15.08.2023	TUE	Independence Day		
16.08.2023	WED			
17.08.2023	THUR			
18.08.2023	FRI			
19.08.2023	SAT			
20.08.2023	SUN			
21.08.2023	MON			
22.08.2023	TUE			
23.08.2023	WED			
24.08.2023	THUR			
25.08.2023	FRI			
26.08.2023	SAT			
27.08.2023	SUN			
28.08.2023	MON	First Onam		
29.08.2023	TUE	Thiruvonam		
30.08.2023	WED			
31.08.2023	THUR			
<b>TOTAL</b>			<b>10</b>	<b>-</b>
<b>PREVIOUS MONTH</b>			<b>90</b>	<b>-</b>
<b>G. TOTAL</b>			<b>100</b>	<b>-</b>

**Annexure – 1**

**APPLICATION FOR TRANSFER CERTIFICATE AND CONDUCT CERTIFICATE**

**1. Name of the Student .....**

**2. Date of Birth .....**

**3. Optional Subject.....**

**4. Academic Year Studied.....**

**5. Register Number.....**

**Date:.....**

**Signature of the Student**

**Signature of the Optional Teacher**

**Signature of the Librarian**

**Signature of the Principal**