



S.N.M. TRAINING COLLEGE

MOOTHAKUNNAM, ERNAKULAM (DISTRICT), KERALA



HAND BOOK & CALENDAR
2017 = 2018

CALENDAR 2017-18

Contents

Page No.

College prayer.....	5
Profile of the college.....	6
Our mission.....	6
Our vision.....	7
Our objectives.....	7
Office bearers of H.M.D.P. Sabha.....	7
Succession List of Principals.....	8
Faculty members.....	8
Administrative staff.....	9
Curriculum design for 2 year B.Ed Programme.....	10
Structure of M.Ed Programme.....	17
Admission for B.Ed Programme.....	27
General rules & discipline.....	30
Library.....	33
Activities & Services.....	36
Facilities available.....	36
● Physical Education	
● Health and Fitness club	
● Educational Technology Laboratory	
● ICT Laboratory	
● Psychology lab	
● Science Laboratories	
● Language Laboratory	
● Music Room	
● SUPW workshop	
● Students Counselling Centre	
● Grievance Redressal Cell	

- Women's Cell
 - Placement Cell
 - Career Corner
 - Alumini Association
 - P.T.A.
 - Medical Inspection
 - Ladies Hostel
 - Canteen
- College Union, Association & Committees.....39
- Major Co-curricular Activities.....
- Awards & Endowments.....
- Forms
 - Application for leave
 - Application for refund of Caution deposit
 - Application for Certificates
- Form of application for refund of caution deposit.....41
- Form of application for certificate.....42
- Form of application for Leave.....43
- Institutional Academic Calendar.....44
- University Academic Calendar.....49

MAHATMA GANDHI UNIVERSITY, KOTTAYAM
ACADEMIC CALENDAR OF 2 YEAR B.ED. PROGRAMME
2017 - '19

The Board of Studies in Education (UG) recommended to schedule the Academic Calendar of 2 year B.Ed. degree programme as follows :-

Admission Process	- July 2017
commencement of I Semester	- July 2nd 2017
First Semester Examinations	- January 2018
School internship Phase I	- 29.01.2018 to 23.02.2018
Second Semetster Examination	- 11.07.2018 to 20.07.2018
Commencement of third semester	- 23.07.2018
Practice teaching- Internship phase II	- 25.07.2018 to 19.11.2018
Practical examinations	- 21.11.2018 to 04.11.2018
Third semester Theory Examinations	- 07.12.2018
Commencement of IV Semester	- 10.12.2018
Fourth semester Practical examinations	- Second week of March, 2019
Fourth semester Examinations	- 17.04.2019 to 22.04.2019

INSTITUTIONAL ACADEMIC CALENDER 2017-2018

MARCH 2018	2018		APRIL 2018
	1	Thu	
	2	Fri	
	3	Sat	
Holiday	4	Sun	1 Holiday
	5	Mon	2
	6	Tue	3
	7	Wed	4
	8	Thu	5
	9	Fri	6
Second Saturday	10	Sat	7 Second Saturday
Holiday	11	Sun	8 Holiday
	12	Mon	9
	13	Tue	10
	14	Wed	11
	15	Thu	12
	16	Fri	13 Vishu
Holiday	17	Sat	14
	18	Sun	15 Holiday
	19	Mon	16
	20	Tue	17
	21	Wed	18
	22	Thu	19
	23	Fri	20
	24	Sat	21
Holiday	25	Sun	22 Holiday
	26	Mon	23
	27	Tue	24
	28	Wed	25
Pesaha Vyasham	29	Thu	26
Good Friday	30	Fri	27
	31	Sat	28
		Sun	29
		Mon	30

ദൈവദർശനം

ദൈവമേ! കാത്തുകൊൾകുന്നു കൈവിടാതിരുന്നു ഞങ്ങളെ,
 നാവികൻ നീ ദവാബ്ധിക്കൊരാവിവൻ തോണി നിൻപദം
 ഒന്നെന്നായെണ്ണിയെണ്ണിത്തൊട്ടെണ്ണും പൊരുളൊടുങ്ങിയാൽ
 നിന്നിടും ദൃക്കുപോലുള്ളും നിന്നിലസ്പന്ദമാകണം
 അന്ന വസ്ത്രാദി മുട്ടാതെ തന്നുരക്ഷിച്ചു ഞങ്ങളെ
 ധന്യരാക്കുന്ന നീയൊന്നുതന്നെ ഞങ്ങൾക്കു തമ്പുരാൻ
 ആഴിയും തിരയും കാറ്റും ആഴവും പോലെ ഞങ്ങളും
 മായയും നിൻമഹിമയും നീയുമെന്നുള്ളിലാകണം
 നീയല്ലോ സൃഷ്ടിയും സ്രഷ്ടാവായതും സൃഷ്ടിജാലവും
 നീയല്ലോ ദൈവമേ, സൃഷ്ടിക്കുള്ള സാമഗ്രിയായതും
 നീയല്ലോ മായയും മായാവിയും മായാവിനോദനും
 നീയല്ലോ മായയെ നീക്കി സായുജ്യം നൽകുമാര്യനും
 നീ സത്യം ജ്ഞാനമാനന്ദം നീതന്നെ വർത്തമാനവും
 ദൂതവും ദാവിയും വേറല്ലോതും മൊഴിയുമോർക്കിൽ നീ
 അകവും പുറവും തിങ്ങും മഹിമാവാർന്ന നിൻപദം
 പുകഴ്ത്തുന്നു ഞങ്ങളുണ്ട് ദഗവാനേ, ജയിക്കുക
 ജയിക്കുക മഹാദേവ, ദീനാവനപരായണ
 ജയിക്കുക ചിദാനന്ദ, ദയാസിന്ധോ, ജയിക്കുക
 ആഴമേറും നിൻമഹസ്സാമാഴിയിൽ ഞങ്ങളാകവേ
 ആഴണം വാഴണം നിത്യം വാഴണം വാഴണം സുഖം

ശ്രീനാരായണ ഗുരുദേവൻ

Succession list of Principals

Sri. G. Ramanathan	1960-1961
Sri. K. Ramavarma Raja	1961-1962
Sri. (Prof) Sukumar Azhikode	1962-1971
Smt. E.V. Sarala	1971-1972
Prof. V.K. Sugathan	1972-1991
Dr. P.N. Gopalakrishnan Nair	1991-1992
Prof. C. Viswesari Amma	1992-1993
Prof. P.V. Suraj Babu	1993-2006
Dr. K.P. Anilkumar	2006-2011

Faculty Members**Principal**

Dr.M.P.Anitha, Msc(Zoology),MEd,Ph.D,PDGHE(IGNOU)PGDC(Govt of Kerala)

Office:0484-2482115, Resi: 0484-2483811

Teaching staff

Dr. O.S.Asha, MSc.(Mathematics Education),MEd,PGDHE(IGNOU) Ph.D

(Associate Professor in Mathematics Education) Ph:0484-2483170

Dr.P.S.Susmitha, MSc,Physics, M.Ed, PGDMLD, Ph.D
(Assistant Professor in Physical Science Education)Ph:0480-2792424

Dr.K.S.Krishnakumar, M.A.(Malayalam)M.Ed(Tech)Ph.D,
PGDSBSA.

(Assistant Professor in Malayalam Education)Ph 0487-2509040

Dr.Seeja K.R., MSc. (Physics)M.Ed. IDGC. (NCERT), Ph.D
(Assistant Professor in General Education)Ph:9847519235

Smt.K.P.Sudha, M.A. (History)M.Ed,M.Phil
(Assistant Professor in Social Science Education)Ph:04828-280522

Dr.Bisini.P.S., MSc. (Botany),M.Ed.MSc.(Psychology)

INSTITUTIONAL ACADEMIC CALENDER 2017-2018

SEPTEMBER 2017	2017	OCTOBER 2017
	Sun	1 Holiday
	Mon	2 Gandhi Jayandhi
	Tue	3
	Wed	4
	Thu	5
Bakrid	1 Fri	6
	2 Sat	7 Second Saturday
Holiday	3 Sun	8 Holiday
Thiruvonam	4 Mon	9
Teachers day	5 Tue	10
Sree Narayana Guru Jayanthi	6 Wed	11
	7 Thu	12
	8 Fri	13
Second Saturday	9 Sat	14
Holiday	10 Sun	15 Holiday
Class begins	11 Mon	16
Sree Krishna Jayanthi	12 Tue	17
	13 Wed	18 Deepavali
	14 Thu	19
	15 Fri	20
	16 Sat	21
Holiday	17 Sun	22 Holiday
	18 Mon	23
	19 Tue	24
	20 Wed	25
Sree Narayana guru Samadhi	21 Thu	26
Bakrid	22 Fri	27
	23 Sat	28
Holiday	24 Sun	29 Holiday
	25 Mon	30
	26 Tue	31
	27 Wed	
	28 Thu	
Mahanavami	29 Fri	
Vijayadasami, Muharam	30 Sat	

INSTITUTIONAL ACADEMIC CALENDER 2017-2018

JULY 2017	2017		AUGUST 2017
		Tue	1
		Wed	2
		Thu	3
		Fri	4
	1	Sat	5 Saturday
Holiday	2	Sun	6 Holiday
	3	Mon	7
	4	Tue	8
	5	Wed	9
	6	Thu	10
	7	Fri	11
Second Saturday	8	Sat	12 Second Saturday
Holiday	9	Sun	13 Holiday
	10	Mon	14
	11	Tue	15 Independence day
	12	Wed	16
	13	Thu	17
	14	Fri	18
	15	Sat	19
Holiday	16	Sun	20 Holiday
	17	Mon	21
	18	Tue	22
	19	Wed	23
	20	Thu	24
	21	Fri	25
	22	Sat	26
(Karkkidaka Vavu Holiday)	23	Sun	27 Holiday
	24	Mon	28 Ayyankali Jayandhi
	25	Tue	29
Classes Begins	26	Wed	30
	27	Thu	31
	28	Fri	
Holiday	29	Sat	
	30		
	31	Mon	Onam Holiday starts

Assistant Professor in General Education, Ph:0484-2440448

Smt.Laya A.B., MSc(Physics),M.Ed., DIM

Assistant Professor in General Education Ph:0484-2442520

Dr.Rinu V Antony, M.Com.,M.Ed., Ph.D

(Assistant Professor in Commerce Education)Ph:9446341235

Smt.Heera K.S., M.A.(English),MEd,PGDTE(CIEFL)

(Assistant Professor in English Education,Ph:0484-2801909

Dr. Suneethi. A. S. M.Sc, (Botany) M.Ed, M.phil, Ph.D. PGDCA

(Assistant Professor in Natural Science Education) Ph:
9446903318

Smt.Saritha V.K, MSc (Physics), M.Ed , M.A.(Sociology),

(Assistant professor in Physical Science education) ,
Ph:9446481381

Smt. Neethu Mohandas-MPED (Guest Lecturer in Physical
Education), Ph: 8086707272

Library

Sri. Martin.C.J - M.Lisc, M.phil

Librarian (Phone: 9447530085)

Faculty Members of Post Graduate Department

Reader

Dr. C.K. Sankaran Nair - Msc (Botany) MA (Sociology) MSc. (Yoga)

MA.(Psychology),M.Ed,Ph.D,Ph:0484 2839034,9446271534

Teaching Staff

Smt. Nithya. P. G. - M.Sc (Chemistry) M. Ed,

Lecturer in Physical Science Education, Ph :

9400941585

Smt.Remya E.M.

Technical Assistant (System Administrator)

9526448180

Administrative staff

Sri.M.V. Suhas Junior Superintendent Ph:9497734787

Smt.A.K.Sathy Head Accountant Ph:0484-2484071

Smt.Seena.K.P	U.D.Clerk(H.G)	Ph:9446325966
Smt.T.A.Anitha	LD Clerk	Ph:0484-2484305,9645186145
Sri.K.B.Devadas	LD Clerk,	Ph:0484-2484305, 9645186145
Smt.T.Bindhu	LD Typist(H.G.)	Ph:0484 2483541,9495814432
Smt.T.G.Leena	Library Assistant	Ph:0484-2483532
Sri. Anish C.N	Last Grade Staff	Ph:8592866089

MAHATHMA GANDHI UNIVERSITY, KOTTAYAM CURRICULUM DESIGN OF TWO YEAR B.Ed. PROGRAMME-2015

The Board of Studies in Education (U.G.) proposed the Curriculum Design of Two Year B.Ed. programme in tune with the guidelines of NCFTE (2009), NCTE (2014), and NCERT. The restructured programme is implemented with effect from 2015-17 academic year. The layout of the new programme is conceived as comprising of three broader areas as follows:

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

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

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

I. PROGRAMME FRAMEWORK

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

Form of Application for Leave

1. Name of the student
2. Optional class
3. Class No:
4. Number of days and period of leave required
5. Reason for leave
6. No. of days of leave already availed
7. Date of Application
8. Signature of Applicant

Recommended/not Recommended
Class Teacher

Granted/not Granted
Principal

Form of Application for certificate

1. Name of the student
2. Optional class
3. Class No:
4. Year of study
5. Description of certificate required

Date of Application

Signature

Consolidated Structure of B.Ed. Programme

II. COURSE STRUCTURE OF THE PROGRAMME

A. Theory Courses :

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

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

Courses	Sem I	Sem II	Sem III	Sem IV
Core- EPC1,EPC2,EPC3,EPC4	EDU107.1	EDU206.1	EDU302.1	EDU404.1
Pedagogic- EPC1,EPC2,EPC3,EPC4	EDU107.2	EDU206.2	EDU302.2	EDU404.2
Health & Physical Education, EPC4	EDU107.3	EDU206.3	EDU302.3	EDU404.3
Drama and Art in Education-EPC2	EDU107.4	EDU206.4	EDU302.4	EDU404.4
Communicative English- EPC1	----	----	-----	EDU404.5

NB: EPC-Enhancing Professional Capacities

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

III. SEMESTER WISE PROGRAMME FRAME**Semester 1**

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

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

Form of Application for refund of Caution deposit

1. Name (in block letters)
2. Optional subject
3. Roll No / class No:
4. Year of study in the college
5. Amount of caution deposit to be refunded
6. No:and date of receipt received in taken; of having made the deposit
7. Whether T.C has already been taken, if so, state No & date obtained
8. Permanent Address.
Date of Application

Signature of
applicant

The following Association and committees are constituted every year

- The College union
- Magazine committee
- Arts club
- Literary Club
- Association for Sports and Recreation

Major Co-curricular Activities

Students of different courses are expected to participate in the various Co-curricular Activities of the Science club, Nature Club, Mathematics Club, Social Science Club, Tourism Club,

Commerce club, Health & Fitness Club, Literary Club, Cultural Club, Mid Summer Camp, Extension Services and Community Services

Awards & Endowments:-

Sukumar Azhikode prize-

for Top scorer of the college in the university exam.

Prof. V.K. Sugathan Award -

Top scorer in theory papers

Prof V.K. Sugathan Endowment

Top scorer of the college in the university exam.

Prof Viswesari Amma Memorial gold Medal

Top scorer of the college in the university exam.

Prof E.V Sarala Memorial Prize

Highest mark in Malayalam optional class.

Prof P.V. Suraj Babu award

Top scorer in theory papers

Merit Award Sponsored by Alumni association for the top Scorer of the college in the university exam of B.Ed , M.Ed & TTI Courses

College union Awards for

Top scorer from English optional class

Maths optional class

Semester II

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

Semester III

Category	Coursecode	Course name	Instructional Hours	External	Marks Internal	Total	Credit
Theory	EDU301	Language Across the Curriculum	60	50	10	60	3
Practical/Engagement with the field (Includes School Internship-Phase II)	EDU302.1	Core-EPC1,EPC2, EPC3,EPC4	80		80	80	4
	EDU302.2	Pedagogic-EPC1,EPC2, EPC3, EPC4	360		360	360	18
	EDU302.3	Health& Physical Education-EPC4	40		40	40	2
	EDU302.4	Drama and Art in Education-EPC2 Viva-voce	20 40		20 40	20 40	1 2
Semester Total			600	90	510	600	30

Semester IV

Category	Coursecode	Coursename	Instructional Hours	External	Marks Internal	Total	Credit
Theory	Core EDU401	Gender, School and Society	100	80	20	100	5
	Core EDU402	Personality Dynamics in Education	100	80	20	100	5
	Pedagogic EDU403	Professional Development of.... Teacher	60	50	10	60	3
Practical/ Engagement with thefield	EDU404.1	Core-EPC1,EPC2, EPC3,EPC4	140	—	140	140	7
	EDU404.2	Pedagogic-EPC1,EPC2, EPC3, EPC4,	120	—	120	120	6
	EDU404.3	Health& Physical Education-EPC4.	20	—	20	20	1
	EDU404.4	DramaandArt inEducation-EPC2	20	—	20	20	1
	EDU404.5	Communicative English- EPC 1	40		40	40	2
Semester Total			600	210	390	600	30
Programme Total			2400	970	1430	2400	120

IV. SCHEME OF ASSESSMENT

A . Internal evaluation of theory courses

a. Theory Courses with Credit 5

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

b. Theory Courses with Credit 3

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

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

Anti Ragging cell functions in the college with a view to prevent ragging in the campus and for monitoring the measures taken against ragging in the institution.

Youth Red Cross Society

A unit of youth Red Cross Society functions in the College to instill among the students the sense of love, service and international friendship to build up good Personality.

Career corner

A career corner is being maintained in the library. It offers Information about various courses offered by the colleges in the universities in kerala and neighbouring states regarding job prospects of each course. It gives information related to various competitive examinations in and outside the state.

Alumni Association

The college has an Alumni Association which meets annually. It provides opportunities for the old students to keep in contact with the institution in which they have studied and the members can render valuable service to the institution as resource persons and in conducting various curricular & co-curricular programmes.

Parent Teacher Association (PTA)

PTA includes all faculty members and parents of all students . Every year it raises a substantial amount from its members. The collections are recorded and proper accounts are kept. The association supports the various developmental programmes of the college.

Medical Inspection

An annual medical inspection is arranged for the students. The medical report is kept in the office and a duplicate copy is given to the students.

Ladies Hostel

Hostel facilities are available for the Lady students of the college.

College Union, Association & Committees

ent laboratories for conducting Natural Science & Physical Science experiments.

Language Laboratory:

A well set Language Laboratory help students to learn the Phonetics of language accurately

Music Room:

Students talented in fine arts desirous of developing their musical talents can make use of the music room in the college and few instruments are available there.

SUPW workshop :

All the facilities for conducting classes in food preservation and canning, tailoring and embroidery, fabric painting, craft works, book binding, gardening etc. are made available in the S.U.P.W. work shop.

Students counselling centre:

The college focusses on the personality development of each student of the college. Students are given opportunities to consult with experts in various fields and so that they can get a better perspective regarding their academic and professional aspects.

Grievance Redressal cell.

The grievance redressal cell generally discuss various basic problems of the students and any unhealthy relationship between the students and teachers or students and non teaching staff of the college and suggest and implement remedial measures.

Women's cell.

All the lady students are the members of this cell It organises discussions, Seminars and various other useful activities for the students.

Placement cell.

A placement cell functions in our college with a view to facilitate the placement of the students who complete the B.Ed course. Several school authorities both from kerala and outside contact this institution regularly for selection of teachers

Anti Ragging cell

B. External evaluation of Theory Courses

Semester 1

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

Semester II

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

Semester III

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

Semester IV

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

C. Pattern of Questions

Form of questions	Number of questions		Total marks	
	Courses with Credit 5	Courses with Credit 3	Courses with Credit 5	Courses with Credit 3
Very short answer	10	10	10	10
Short answer	10/12	5/6	20	10
Short Essay/ Problem Solving	6/8	4/6	30	20
Essay/Higher Order Thinking	2/4	1/2	20	10
Total	34	24	80	50

V. LIST OF COURSES**A. CORE COURSES**

EDU 101 Contemporary India and Education
 EDU 102 Childhood and Growing up
 EDU 103 Development and Resources in Educational Technology

EDU 201 Knowledge and Curriculum
 EDU 202 Learning and Teaching
 EDU 203 Assessment for Learning

EDU301 Language Across the Curriculum
 EDU401 Gender, School and Society
 EDU402 Personality Dynamics in Education

Career corner

A career corner is being maintained in the library. Reference sources and study materials are available for course guidance and career guidance at the career corner of the library .

Digital Library

Internet, e-mail facility is available in the Library besides the ICT lab and DELNET

Reprographic Services

Reprographic Service is provided to students with reasonable charge.

ground has facilities for volley ball & shuttle badminton. For other purposes the grounds of sister institutions are shared.

Health and Fitness Lab:

Our college has a health and fitness Lab with all the facilities like Multi Gym, Treadmill, Orbitrack required for general health and specific needs related to fitness.

Educational Technology Laboratory

Technology lab is equipped with all the modern audio visual aids like LCD projector , slide projectors , Digital cameras, Video camera, O.H.P Computers, Projection screens, Public Address Systems, V.C.P, Home theatre etc.

ICT Resource Centre

ICT Lab has sufficient number of computers and 24 hours internet access . It has facilities for giving video lessons on Various topics.

Psychology Lab

Psychology lab posses many standardised psychological tools and equipments. Our M.Ed & B.Ed students regularly utilise this facility for their research works.

Science Laboratories:

Our college has a fully equipped science laboratory . We have 2 differ-

Activities and Services

Student helpline : 9387093878

Extention Activities	Tourism Club
Ethics Committee	Literary club
Grievance Redressal cell	Eco club
Anti- ragging Cell	Science lab
SC ST Monitoring cell	Mathematics Club
Researchers' Forum	Commerce Club
Documentation desk	
Publication Wing	
Women's Cell	
Placement Cell	
Counselling centre	
Health and Fitness club	
Arts club	
Film Club	

Facilities Available

The following facilities are available in this college

Physical Education.

Considering the importance of Physical health and physical education for teacher trainees, the physical education department organises various indoor and outdoor programes. The college

Structure of the M.Ed. Programme

Programme Duration	4 Semesters
Minimum Credits Required for successful completion of the Programme	80
Minimum credits required for Common core courses (11 courses) and field Internship	48
Minimum credits required for specialization courses (5 courses) and field Internship	24
Dissertation and Viva-Voce	8
Minimum Attendance Required	80%
Minimum attendance required for internship	90%

10.1 Programme Structure

Two year programmes in four semesters.

Semester I

5 Courses : 5 Common core courses - 5 X 4 = 20 Credits
(includes 3 perspective courses,
one tool course and one
teacher education course)

Semester II

5 Courses : 5 Common core courses - 5 X 4 = 20 credits
(includes 3 perspective courses,
and a tool course)

Semester III

4 Courses : 1 Common core course - 1 X 4 = 4 Credits
(Teacher Education Course)
3 Specialization courses - 3 X 4 = 12 Credits
(includes one Specialisation core course
and two Theme based Specialisation courses.)
Field Internship - 4 Credits
Total = 20 Credits

Semester IV

2 Courses : 2 Specialization courses - 2 X 4 = 8 Credits

(one Specialisation core course
and one Theme based specialisation course.)

Field Internship	-	4 Credits
Dissertation	-	6Credits
VivaVoce	-	2Credits
Total	=	20 Credits

Total = 20 + 20 + 20 + 20 = 80 Credits

MAHATMA GANDHI UNIVERSITY

Course Summary of Two Year M.Ed. ProgrammeSemester - 1

Course Code	Course type	Course Name	Credits	Internal marks	External marks	Total marks
EDU 901	Common Core Course- Perspective course (Taught course and Practicum)	Philosophy of Education	4	20	80	100
EDU 902	Common Core Course- Perspective course (Taught course and Practicum)	Advanced - Educational Psychology Learning and Development	4	20	80	100

the entire set. However, the librarian has the discretionary power to take the final decision.

● **General Rules**

- All members are requested to maintain absolute silence in and around the library.
- Members shall not engage in conversation (including subject discussions) in any part of the library so as to cause annoyance to any other reader.
- Members shall not write upon, damage or mark any book belonging to the library.
- Users are not permitted to alter the arrangements of tables, chairs, etc., made in the library.
- Members shall not bring personal belongings (bags, text books, files, printed materials etc.) inside the library. Members may leave them at the property counter kept outside the library.
- The librarian reserves the right to suspend the membership of any member found misbehaving in the library.
- The members caught tearing pages of books/ stealing books will be suspended forthwith from using the library facilities and the library will recommend for further disciplinary action against them.

Periodical section

1. Periodicals will not be allowed to be taken out of the library. They can be consulted in the library room during which the library remains open.
2. Readers should enter their names and details of the periodicals consulted in the Periodical Issue Register. Before leaving, the readers must replace the periodicals properly in the Periodical Rack

others who are desirous of evaluating the library may do so with the prior permission of the librarian.

Membership

Library membership is open to the staff and students of SNM Training College

Conditions for Loan

Period of loan for general books will be 14 days. Books on loan can be renewed for 14 days. Renewal will not be permitted if the book is under reservation. CD-ROMs and Floppy are restricted to be used in the library. Overnight issue of reference text book is also allowed. The library staff may fix a shorter period of loan for a book that is in great demand or withdraw a book from circulation without assigning any reasons thereof. Defaulters will have to pay a fine of Rs.1 per day.

Loan of Books

The borrowing facility is restricted to members only. They must borrow books personally.

- Loose issues and bound volumes of periodicals are not issued out.

- The librarian reserves the right to recall any book from any member at any time.

- Books on loan may be renewed for further period provided that no other member had reserved the same.

- Readers should verify the condition of the book, and inform the librarian about the discrepancies, if any, before borrowing.

Loss of Books

● In case of loss of book the borrower shall replace the book within 20 days, defaulters will be charged 3 times the price of the book.

● If a book from a multiple volume set is damaged or lost, the member is liable to replace the whole set or pay the cost of

EDU 903	Common Core Course Perspective course (Taught course and Practicum)	Introduction to Education Studies	4	20	80	100
EDU 904	Common Core Course Perspective course (Taught course and Practicum)	Introduction to Educational Research and Statistics	4	20	80	100
EDU 905	Common Core Course Perspective course (Taught course and Practicum)	Theoretical Bases of Teacher Education	4	20	80	100
			Total	20		500
Inter Semester Break						

Semester - II

Course Code	Course type	Course Name	Credits	Internal marks	External marks	Total marks
EDU 906	Common Core Course Perspective course (Taught course and Practicum)	Sociology, History and Political Economy of Education	4	20	80	100
EDU 907	Common Core Course Perspective course (Taught course and Practicum)	Advanced Educational Psychology - Individual Differences	4	20	80	100

EDU 908	Common Core Course Perspective course (Taught course and Practicum)	Curriculum Development and Transaction	4	20	80	100
EDU 909	Common Core Course Perspective course (Taught course and Practicum)	Advanced Educational Research and Statistics	4	20	80	100
EDU 910	Common Core Course Tool course (Taught course and Practicum- internal evaluation only)	ICT and Skill Development 1)ICT 2)Communication Skill & Expository Writing 3)Academic Writing including Research Proposal 4)Self Development including Yoga	1 4 1 1	20	80	100
Total			20		500	

Inter Semester Break

Internal evaluation of each component course in ICT and Skill Development shall be done through workshops. Evaluation shall be made on the basis of theoretical (10 marks) and practical knowledge (15 marks) attained by the student in each component course.

Classes are conducted in two sessions. The morning session starts at 9.30 am and the afternoon session at 2.00 pm

Morning Session - 9.30 am to 1.00 pm
Lunch break - 1.00 pm to 2.00 pm
Afternoon session - 2.00 pm to 4.30 pm

Issue of certificates

Documents submitted at the time of admission will not be returned before the completion of the course. Sufficient number of attested copies of documents shall be procured before submission. However, in urgent cases, certificates could be returned temporarily on payment of Rs.10/- as search fee

Transfer certificate shall be issued only after the payment of all dues to the college.

LIBRARY

Objectives

- ❖ To provide inspiration and stimulation to users by efficient and effective services.
- ❖ To enable the users to keep track of the significant developments in their respective fields of interests.
- ❖ To convert potential users in to habitual users.
- ❖ To support educational, research & developmental activities of SNM Training College

Library Resources

The well balanced collection includes Books, Thesis, Periodicals, CD-ROMs Cassettes and Floppy discs.

The library has more than 25662 books and a collection of 1755 CD-ROMs and Cassettes

Working Hours

The library is kept open from **9.30 AM to 4.30 PM** on all working days.

Admission to the library

Admission to the library is restricted to members. However

permission from discipline committee chairman

5. Students are expected to be in their respective classes at the ring of first bell itself

Attendance and leave rules

1. Each student is required to attend classes without fail.
2. The absence of student without leave for any single period would result in the loss of attendance for that course
3. A student who needs leave, shall apply in prescribed form to the principal with prior permission & signature of the class teacher. After sanctioning, the leave letter should be submitted to discipline committee chairman Leave forms should be submitted usually on the previous working day. In unavoidable circumstances, the leave form shall be submitted on return after leave Such cases should be reported by phone
4. The principal can demand the production of medical certificate when the leave applied for is on medical grounds.
5. No leave will be granted in continuation of holidays, either before or after.
6. An absentee for 15 consecutive working days without leave application will automatically be removed from the rolls of the college without notice.
7. Shortage of attendance shall not be recommended for condonation
8. The certificate of attendance & progress report required for admission to the university Examination will be granted only if:-
 - v A student has more than 75% of attendance in the college in each semester
 - ❖ The student has completed the course to the satisfaction of authorities concerned.
 - ❖ The progress in studies and conduct in the college and outside have been satisfactory.

Class Hours

Semester 3

course Code	Course type	Course Name	Credits	Internal marks	External marks	Total marks
EDU 911	Common Core Course Teacher Education course (Taught course and Practicum)	Teaching, Research, Innovations and Issues in Teacher Education	4	20	80	100
EDU 912	Core Course within Elementary Specialisation course (Taught course and Practicum)	Context and issues of Elementary education	4	20	80	100
		Specialisation Course (one course from Thematic Cluster-A(913) shall be opted) Thematic Cluster-A (913):Current Practices in Education				
EDU 913.1	Specialisation course (Taught course and Practicum)	Educational Evaluation	4	20	80	100
EDU 913.2	Specialisation course (Taught course and Practicum)	Educational Technology	4	20	80	100

EDU 913.3	Specialisation course (Taught course and Practicum)	Guidance and Counselling	4	20	80	100
EDU 913.4	Specialisation course (Taught course and Practicum)	Knowledge and Learning Management	4	20	80	100
EDU 913.5	Specialisation course (Taught course and Practicum)	Comparative Education	4	20	80	100
EDU 913.6	Specialisation course (Taught course and Practicum)	Material and Instructional Design	4	20	80	100
EDU 913.7	Specialisation course (Taught course and Practicum)	Early Childhood Care and Education	4	20	80	100
EDU 913.8	Specialisation course (Taught course and Practicum)	Higher Education	4	20	80	100
		Specialisation Course (one course from Thematic Cluster- B (914) shall be opted) Thematic Cluster-B(914). Emerging issues in Education				
EDU 914.1	Specialisation course (Taught course and Practicum)	Environmental Education	4	20	80	100

- college campus
8. Students should always be respectful to their teachers, seniors and superiors, polite and courteous to all and should show themselves as lovers of decency and decorum
 9. Students and staff shall co-operate with college authorities to ensure peaceful atmosphere congenial to the academic activities and overall developments of student and for the maintenance of discipline in the campus
 10. Megaphones, Loudspeakers, Mobilephones etc. shall not be used. Posters, banners or boards should not be put up on the campus without permission of the principal.
 11. Every student should carry his identity card and produce it on demand by the authorities or persons authorised to do that.
 12. In case students have any grievance or complaints they shall approach the tutor first. If they are not satisfied they may put it in writing in the grievance Redressal Box and then if needed appeal to the principal.
 13. For neglect of work or for misconduct of a serious nature student is liable for punishment
 14. The Principal shall be the final authority in the interpretation of college rules. Matters not covered by the rules are left to the discretion of the principal. His decision shall be final.

Ethics Committee

As per the directions of Mahatma Gandhi university, the college should function under the guidelines of the Ethics committee constituted by each college

1. Students are expected to be in their uniform on the prescribed days
2. Students should get recommendation for leave from the optional teacher and permission from the principal before taking leave and the leave form should be submitted to the Discipline committee
3. Use of mobile phone is banned in the college campus
4. Late coming and early leaving is not permitted. In case of being late, due to unforeseen reason, the student shall avail

amount will be refunded only if the connected receipt issued from the college is produced along with the application for refund of the caution deposit. Failure to produce the original receipt will result in the forfeiture of the same

- The application for refund of caution deposit shall be submitted in the prescribed form

General rules of discipline

- The day begins with a prayer at the college. During prayer, all the members of staff and students shall stand up and observe silence till the prayer is over. There shall be no movement of any kind in the college campus at this time
- During free periods the students are not expected to indulge in any outdoor games or loiter about the verandahs. However they can make use of the facilities in physical education department. They should make use of library during free time. Those who prefer to sit in the class room to do academic work should not cause disturbance in any way to the neighbouring classes.
- Students are expected to wear clean and respectable dress, to be punctual and regular in attendance and to be sincere in studies.
- Every student should handle with care the property of the college and shall do everything in his power to preserve the cleanliness of building and furniture.
- Unauthorized entry of outsiders into the campus is strictly prohibited, unless permitted by the college authorities. Students shall not bring or entertain outsiders within the campus.
- Nobody shall collect money from others, attend or organise any meeting or agitation or to circulate any notice or petition among the students or exhibit them anywhere in the premises except by specific permission of the principal
- All expressions of activities which are immoral, antisocial, communal and antinational are strictly prohibited in the

EDU 914.2	Specialisation course (Taught course and Practicum)	Inclusive Education	4	20	80	100
EDU 914.3	Specialisation course (Taught course and Practicum)	Non Formal Education	4	20	80	100
EDU 914.4	Specialisation course (Taught course and Practicum)	Education of the Marginalised	4	20	80	100
EDU 914.5	Specialisation course (Taught course and Practicum)	Educational Planning and Management	4	20	80	100
EDU 914.6	Specialisation course (Taught course and Practicum)	Economics of Education	4	20	80	100
EDU 914.7	Specialisation course (Taught course and Practicum)	Quality Assurance in Education	4	20	80	100
EDU 914.8	Specialisation course (Taught course and Practicum)	Human Rights and Value Education	4	20	80	100
EDU 915	Core Course - Field Internship	Field Internship In primary schools & Primary Teacher Education Institutions and field site relevant to area of specialisation opted from thematic clusters A & B.	4	20	80	100
		Total	20			500
Inter semester Break						

Semester 4

course Code	Course type	Course Name	Credits	Internal marks	External marks	Total marks
EDU 916	Core within Secondary and Senior Secondary specialisation course (Taught course and Practicum)	Context and issues of Secondary and Senior Secondary Education	4	20	80	100
		Specialisation Course (one course from Thematic Cluster-C (917) shall be opted) <u>Thematic Cluster-C (917): Advanced Methodology and Pedagogical Practices of Optional subjects in Secondary and Senior Secondary Education</u>				
EDU 917.1	Specialisation course (Taught course and Practicum)	Advanced Methodology and Pedagogical practices of Language Education - English	4	20	80	100
EDU 917.2	Specialisation course (Taught course and Practicum)	Advanced Methodology and Pedagogical practices of Language Education - Malayalam	4	20	80	100

Special Fees

- Rs. 150

Special Fees Rs. 505 payable at the time of admission plus Rs. 50 in the case of Science students

Fees for the B.Ed Examination Ist Semester & IInd Semester-Rs. 1550

For considering application for recognition of an Examination of another university

For Matriculation Fee - Rs. 100

University Affiliation fees - Rs. 300

GPAIP - Rs. 10

Caution Deposit - Rs. 360

University union fee - Rs. 30

Students welfare fund - Rs. 10

University sports affiliation fee - Rs. 75

Women students fund - (As decided annually by the governing body)

Refund of Caution Deposit Rules

1. It shall be responsibility of the student to claim the refund of caution deposit paid by him / her for the particular course immediately after the closing date of the college after the expiry of the academic year in which the course is completed.
2. If the student takes T.C. before the completion of the course, the caution deposit will be refunded before the closing date of the college
3. All claims for refund of caution deposit shall be preferred before the re-opening date of the next academic year in which the course is completed. In the case of those who discontinued or left the institution during the tenure of a course, their claim shall be preferred before the reopening date of the next academic year, following the academic year in which they would have completed the course had they continued in institution. The caution deposit

1. Transfer certificate from the college last attended
2. S.S.L.C.
3. Degree / Diploma certificate & Mark list
4. Course & conduct certificate
5. Migration certificate (in case of graduates from other universities)
6. Community certificate in respect of backward class students

Fees

1. Every student shall on admission pay the full amount of fees including special fees and caution deposit.
2. Receipts signed by the accountant will be issued on the realisation of all kinds of fees, fines and other dues
3. Students belonging to S.C./S.T., OBC are exempted from paying the caution deposit
4. Fee Concession : Students belonging to S.C./S.T./OBC can avail fee concession if they produce caste & income certificate at the beginning of the course and apply in the prescribed form. Students belonging to O.B.C. are eligible for fee concession only if their annual income comes in the prescribed limit as per the government norms

Schedule of fees :-

Tuition fees

Rs. 2000 payable at the time of admission

EDU 917.3	Specialisation course (Taught course and Practicum)	Advanced Methodology and Pedagogical practices of Language Education - Hindi	4	20	80	100
EDU 917.4	Specialisation course (Taught course and Practicum)	Advanced Methodology and Pedagogical practices of Language Education - Sanskrit	4	20	80	100
EDU 917.5	Specialisation course (Taught course and Practicum)	Advanced Methodology and Pedagogical practices of Language Education - Arabic	4	20	80	100
EDU 917.6	Specialisation course (Taught course and Practicum)	Advanced Methodology and Pedagogical practices of Mathematics Education	4	20	80	100
EDU 917.7	Specialisation course (Taught course and Practicum)	Advanced Methodology and Pedagogical practices of Science Education	4	20	80	100
EDU 917.8	Specialisation course (Taught course and Practicum)	Advanced Methodology and Pedagogical practices of Social Science Education	4	20	80	100

EDU 917.9	Specialisation course (Taught course and Practicum)	Advanced Methodology and Pedagogical practices of Commerce Education	4	20	80	100
EDU 917.10	Specialisation course (Taught course and Practicum)	Advanced Methodology and Pedagogical practices of IT Computer Science Education	4	20	80	100
EDU 917.10	Core Course- Field Internship	Field Inter Methodology Field Internship in Secondary and Senior Secondary schools & Secondary Teacher Education Institutions and field site relevant to the area of specialisation opted from Thematic cluster - C	4	20	80	100
EDU 919	Dissertation	Dissertation	6	150	150	150
EDU 920	Dissertation	Viva-Voce	2		50	50
		Total	20			500

Semester wise credits and marks

Semester	Credits	Marks
Semester 1	20	500
Semester 2	20	500
Semester 3	20	500
Semester 4	20	500
Total	80	2000

Candidate having 50 percentage of marks for the B.Ed Degree is eligible to apply for seeking admission to M.Ed. Degree Course. SC/ST and OBC candidates get usual relaxations as per rules of the Government and University.

Dissertation

The Dissertation should be on some educational theme ordinarily related to the fields of education approved by the university and supervised by a member of the faculty of the school. This report should be approximately between 10,000 and 20,000 words depending up on the nature of the topic. Four copies of dissertation bound as per instructions will have to be submitted together with 3 copies of the summary during the second semester.

ADMISSION FOR B.Ed PROGRAMME

1. Eligibility for admission, norms for admission, reservation of seats for B.Ed. Degree Programme shall be according to the rules framed by the university and NCTE from time to time.
2. The strength of the college is fixed at 150
3. The principal may send away any student who is not likely to prove a good teacher
4. No student shall be admitted unless he / she pays the fee as per rules & produce all the certificates of qualification mentioned below

S.N.M. TRAINING COLLEGE

MOOTHAKUNNAM

N. PARUR, ERNAKULAM DISTRICT, KERALA

(ESTD 1960)

Accredited by NAAC at B++ Level

Ph: 0484-2482084, Fax: 0484-2482497

E-mail: snmtrainingcollegemkm@gmail.com

www.snmtrainingcollege.org

Students helpline : **0484 - 2484660**

Management : HMDP Sabha, Moothakunnam,

(Founded on Thursday, 8th June, 1882)

(Affiliated to Mahatma Gandhi University, Kottayam)

Recognised by National Council for Teacher Education, New Delhi

Directorate Zone

Deputy Director of Collegiate Education, Ernakulam

HANDBOOK & CALENDAR

2017-2018

Name :

Programme :

Optional Subject :

Address :

Phone :