

# **S.N.M. TRAINING COLLEGE**

**MOOTHAKUNNAM**

**N. PARUR, ERNAKULAM DISTRICT, KERALA**

**(ESTD 1960)**

Accredited by NAAC at B++ Level

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[www.snmtrainingcollege.org](http://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

## **HAND BOOK & CALENDAR**

**2014-2015**

Name :

Programme :

Optional Subject :

Address :

Phone :

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### COLLEGE PRAYER

#### ദൈവദർശനം

ദൈവമേ! കാത്തുകൊൾകണു കൈവിടാതിങ്ങു ഞങ്ങളെ,  
 നാവികൻ നീ ദവാബ്ധിക്കൊരാവിവൻ തോണി നിൻപദം  
 ഒന്നൊന്നായെണ്ണിയെണ്ണിത്തൊട്ടെണ്ണും 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 മായാവിനോദനവും  
 നീയല്ലോ മായയെ നീക്കി സായുജ്യം നൽകുമാര്യനും  
 നീ സത്യം ജ്ഞാനമാനന്ദം നീതന്നെ വർത്തമാനവും  
 ഭൂതവും ഭാവിയും വേദല്ലോതും മൊഴിയുമോർക്കിൽ നീ  
 അകവും പുറവും തിങ്ങും മഹിമാവാർന്ന നിൻപദം  
 പുകഴ്ത്തുന്നു ഞങ്ങളുണ്ട് ഭഗവാനേ, ജയിക്കുക  
 ജയിക്കുക മഹാദേവ, ദീനാവനപരായണ  
 ജയിക്കുക ചിദാനന്ദ, ദയാസിന്ധോ, ജയിക്കുക  
 ആഴമേറും നിൻമഹസ്സാമാഴിയിൽ ഞങ്ങളാകവേ  
 ആഴണം വാഴണം നിത്യം വാഴണം വാഴണം സുഖം

ശ്രീനാരായണ ഗുരുദേവൻ

## Profile of the college

S.N.M Training college is owned by Hindu Matha Dharma Paripalana Sabha, a voluntary organisation formed in 1882 by the spirited youth of backward Ezhava Community in the Vadakkekara region under the guidance of Ashtavadhani Parisudha Vishista Paranatha Khanadana Venkatagiri Sasthrikal an Andhrith theologian who pioneered Hindu Matha Parishath Movement, with an aim of promoting vigorous campaign for social justice and liberation from social bondage.

The college was established in 1960 as an arduous task of imparting teacher education to the weaker sections of the society. The college is situated at Moothakunnam on the banks of the mighty Periyar river in the vicinity of the famous Sankaranarayana Temple. As the college is by the side of NH 17 and is just 4 km away from Kodungallur the very famous ancient port town of Musiris, it is easily accessible by road. The nearest railway station is at Aluva 15 km away. The calm and serene atmosphere is quite and conducive for intellectual pursuit.

In August 2005 a new course of elementary T.T.I. was started with an intake of 50 students. In the same academic year ie, in December our college started post graduate course in Education, (M.Ed.) with an intake of 25 students. From 2011 onwards the intake has been increased to 35 students. The college has set up a tradition of its own with regard to the decorum and decency of its student teachers.

## Our Mission

We try to spread the reverberation of the words '*Vidyakonduprabudharakuvin*' that served as a panacea to instill pride & self confidence in the minds of the downtrodden and outcasted sections of people of our state in the 19th century, to the young minds of 21st century.

The ushering in of an integrated and mature personality who always upholds the values of universal brotherhood and sustainable progress of humanity is the ultimate mission of our institution.

## Our Vision

*“Avanavan Atmasukhathinacharippava  
Aparanu Sukhathinayvarenam”*

## Our objectives

The objectives of the institution are enumerated as

- ❑ To develop competent and committed teachers.
- ❑ To develop teachers who uphold the value of universal brotherhood and non-violence & offer value education to the pupil.
- ❑ To familiarize the prospective teachers with global trends in technology and environment education.
- ❑ To inculcate in the teacher trainees the skills and attitudes to serve the community and nation.
- ❑ To equip the teacher trainees to help the progress & prosperity of the locality & backward community by providing quality education.
- ❑ To inspire the teacher trainees to propogate the idea of educating the pupils for liberation from ignorance, poverty and superstitions.
- ❑ To propogate the concept of universalisation of education at teacher education level.

## Office Bearers of the H.M.D.P. Sabha, Ph: 2482360 (Office)

President

**SRI. T.S. SREEJEEV**

Office : 0484-2482360, Mob: 9446319955

Manager

Secretary

(for the SNM group Educational Institutions)

**SRI. A.R. VIJAYAKUMAR**

**SRI. K.S.BALASUBRAHMANIAM**

Mob: 9446028280 (Resi)

Mob: 9447509870

Ph: 0484-2482360(Office)

Ph: 0484-2482497 (Office)

### Succession list of Principals

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

### 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**

**Sri.K.Satheesababu**, M.A.MPEd, M.Phil, PGDSM, TTC(Yoga)  
(Guest Lecturer in Physical Education) Ph:0484-2448759

**Dr. O.S.Asha**, MSc.(Mathematics Education), MEd, PGDHE(IGNOU) Ph.D  
(Associate Professor in Mathematics) Ph:0484-2483170

**Smt.P.S.Susmitha**, MSc, Physics, M.Ed, PGDMLD  
(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

**Smt.Bisini.P.S.**, MSc. (Botany), M.Ed. MSc.(Psychology)  
Assistant Professor in General Education, Ph:0484-3291421

**Smt.Laya A.B.**, MSc(Physics), M.Ed., DIM  
Assistant Professor in General Education Ph:0484-2442520

**Smt.Rinu V Antony**, M.Com.,M.Ed.

(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

**Smt. Suneethi. A. S. M.Sc**, (Botany) M.Ed, M.phil, PGDCA

(Assistant Professor in Natural Science Education) Ph: 9446903318

### 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)

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 : 9562272048

**Smt. Saritha James** - M.Sc, M. Ed,

Lecturer in Social Science

**Sri. Krishnaraj.M.B** Technical Assistant

Ph:9447604867

### Administrative staff

**Sri.T.C.Santhosh** Junior Superintendent Ph:0484-2484250,9745237170

**Sri.M.V.Suhas** Head Accountant

Ph:9497734787

**Smt.A.K.Sathy** U.D.Clerk(H.G.)

Ph:0484-2484071

**Smt.Seena.K.P** U.D.Clerk(H.G.)

Ph:9446325966

**Srt. Jolsna.K.S** LD Clerk(store keeper)

Ph:0484-2514098

**Smt.T.A.Anitha** LD Clerk

Ph:0484-2484305,9645186145

**Smt.T.Bindhu** LD Typist(H.G.)

Ph:0484 2483541,9495814432

**Sri.P.R. Sobhanan** Library Assistant(H.G)

Ph:9446742195



<b>Srt.T.G.Leena</b>	Library Assistant	Ph:0484-2483532
<b>Sri. Santhoshkumar</b>	Last Grade Staff	Ph:9633817989
<b>Sri.M.U.Madhu</b>	Last Grade Staff	Ph:9447605431
<b>Sri. K.S.Shiji</b>	Last Grade Staff	Ph:9961723576
<b>Sri. Anish C.N</b>	Last Grade Staff	Ph:8592866089

### **Scheme of the B.Ed. Programme**

The B.Ed. Programme includes

- Common course
- Core Course
- Complementary Elective Course
- Teaching Competence
- Co-curricular Activities and
- Extension Activities

### **Structure of the B.Ed. Programme**

Programme Duration	2 Semesters
Minimum Credits required for successful completion of the Programme	48
Minimum credits required from Common Courses	22
Minimum credits required from Core Course including Teaching Practice	22
Minimum credits required from Complementary elective courses	4
Minimum attendance required	75%

### **B.Ed. Programme Structure**

- Common Courses
- Core courses
- Complementary Elective Course

Semester I			Semester II				
Code	Course Name	Credits	Hours	Code	Course Name	Credits	Hours
Common Course		Common Course					
EDU 701	Philosophical and Sociological Bases of Education	4	5x18=90	EDU 801	Development and Management of Education in India	4	7x12=84
EDU 702	Psychological Bases of Education	4	5x18=90	EDU 802	Personality Dynamics in Education	4	7x12=84
EDU 703	Modern Educational Practices	4	5x18=90	EDU 803	Common Practical Work-Basic Skills in Child Study, SUPW, Art Education, Health & Physical Education- <b>Practical</b>	2	4x12=48
Core Course		Core Course					
EDU 704	Theoretical Bases of Education	4	5x18=90	EDU 804	Pedagogic Analysis	4	7x12=84
EDU 705	Approaches and Practices in Teaching	4	5x18=90	EDU 805	Preparatory Course in Teaching - <b>Practical</b>	2	5x12=60
<b>Complementary Elective Course</b>		<b>Teaching Competence - Practical</b>					
EDU 706	Complementary Elective	4	5x18=90				
	Curricular Activities	0	10		Curricular Activities	0	10
	Total	24	540		Total	24	550

**Common Courses**

- EDU 701 Philosophical and Sociological Bases of Education  
EDU 702 Psychological Bases of Education  
EDU 703 Modern Educational Practices  
EDU 801 Development and Management of Educaion in India  
EDU 802 Personality Dynamics in Education  
EDU 803 Common Practical work - Basic Skill in Child Study  
SUPW, Art Education, Health&Physical Education-

**Practical****Core Courses**

- EDU 704 Theoretical Bases of Education (Core Subjects)  
EDU 705 Approaches and Practices in Teaching (Core Subjects)  
EDU 804 Pedagogic Analysis (Core subjects)  
EDU 805 Preparatory Course in Teaching Competence  
(Core Subjects) - Practical  
EDU 806 Teaching Competence (Core subjects) - Practical

**Core Subjects**

1. English Education
2. Malayalam Education
3. Mathematics Education
4. Physical Science Education
5. Natural Science Education
6. Social Science Education
7. Commerce Education

**Complementary Elective Courses**

1. Environmental Education
2. Special Education
3. Health and Physical Education
4. Elementary Education
5. Guidance and Counselling

## PROGRAMME STRUCTURE

### ONE YEAR PROGRAMME IN TWO SEMESTERS

#### I. Semester

4 Course	: 3 Common course	-	4x3 =12 credits
	1 core Course	-	4x1 =4 credits
	Internship	-	=2 credits
		=	=18 credits

#### II. Semester

3 Courses	: I common course	-	4 credits
	: I Complementary Elective	-	4 credits
	I Core course	-	4 credits

Dissertation :		-	10 credits
Vivs - Voce :		-	2 credits
		-	24 credits

Total : 18+24= 42 Credits

#### INTERNSHIP

- ▶▶ Through field exeperience and advanced practicum
- ▶▶ To acquaint the M.Ed. teacher educands with the practies of B.Ed. programme - 9 days
- ▶▶ To acquaint M.Ed. Teacher educands with the secondary / higher secondary school practies - 9 days
- ▶▶ Internship in 18 working days within a period of 30 days during the I semester.

#### DISTRIBUTION OF CREDITS

	Credits	Contact hours
Semester I	18	540
Semester II	24	540
Total	42 Credits	1080hrs

## **Scheme of the The Programme**

**The M.Ed. programme shall include**

- (a) Common course
- (b) Core Course
- (c) Complementary Elective Course
- (d) Dissertation and Viva -Voce

### **7.1 Structure of the M.Ed. Programme**

Programme Duration	2 Semesters
Minimum Credits required for successful completion of the programme	42
Minimum Credits required for common courses (4courses)	16
Minimum credits required for core courses including internship (2x4-2)[1 core-2]	10
Dissertation and viva voce	12
Minimum attendance required	80%

**M.Ed. (Regular)**  
One Year Full Time Semester Course  
**SCHEME OF EXAMINATION**

**Semester -1**

<b>Part -I. Written Papers</b>	<b>Marks</b>
<b>A.Core Papers</b>	
Paper I      Theoretical Foundations of Education	100
Paper II      Advanced Educational Psychology	100
Paper III      Methods of Educational Research and Statistics	100
Internal Assessment	50
(10 marks for each written paper + 20 marks for seminar on Research methods)	
<b>Total</b>	<b>350</b>

**Semester-II**

**Part-I. Written Papers**

**A      Core Paper**

Paper IV      Pedagogy of Information Technology and      100  
Modern Educational practices : Pre-Primary to  
Higher Secondary.

**B.      Elective Subjects (Each candidate shall select two  
subject one from each group)**

**Group I**

## Paper V

1. Language Education- English
2. Language Education - Malayalam
3. Language Education - Hindi
4. Language Education - Arabic
5. Language Education - Sanskrit
6. Mathematics Education
7. Science Education
8. Social Science Education
9. Commerce Education
10. Information Technology Education

100

**Group II**

## Paper VI

1. Techniques of Evaluation and Test construction
2. Educational Technology
3. Principles of Educational Administration, Planning & Finance
4. Special Education
5. Economics of Education
6. Environmental Education
7. Principles of Curriculum Development
8. Higher Education
9. Non- Formal Education
10. Teacher Education
11. Early childhood and Elementary Education
12. Guidance and Counselling

100

Internal Assessment 50

(10 marks for each written paper + 20 marks for the Preparation of Research tool)

## Part II

1. Dissertation	250
2. Viva - voce (comprehensive)	50
Total	<u>650</u>
Grand Total (Semester I+II)	1000

### Eligibility for Admission

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
  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

### **Special Fees**

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 }	- Rs. 150
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For Matriculation Fee	- Rs. 100
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University Affiliation fees	- Rs. 300
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GPAIP	- Rs. 10
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Caution Deposit	- Rs. 360
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University union fee	- Rs. 30
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Students welfare fund	- Rs. 10
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University sports affiliation fee	- Rs. 75
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Women students fund	- (As decided annually by the governing body)
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### **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 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

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

### **General rules of discipline**

1. 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
2. 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.
3. Students are expected to wear clean and respectable dress, to be punctual and regular in attendance and to be sincere in studies.
4. 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.
5. Unauthorised 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.

6. 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 any where in the premises except by specific permission of the principal
7. All expressions of activities which are immoral, antisocial communal and antinational are strictly prohibited in the 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.

### **Discipline 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 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:-

- ❖ 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**

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 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 should 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 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

### **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

## Activities and Services

Student helpline : 9387093878

Internet Club	Language lab
Placement cell	Health and Fitness club
Students Union	Science lab
Commerce Club	Computer lab
SC ST Monitoring cell	Grievance Redressal cell
Extention Activities	Psychology Lab
Nature Club	Sports club
Anti- ragging Cell	Literary club
Researchers' Forum	Documentation desk
Counselling centre	Tourism Club
Technogy Lab	SUPW
Film Club	Social science club
Mathematics Club	Ethics Committee
Publications Wing	Equal Opportunity Cell
Women's Cell	

### 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

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 Lab:**

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 different 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**

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**

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
„	Physical science optional class
„	Natural science optional class
„	Social science optional class
„	Commerce optional class

## **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

## 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



## 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

**INSTITUTIONAL ACADEMIC CALENDER 2014-2015**

NOVEMBER 2014	2014	DECEMBER 2014
	Mon	1
	Tue	2
1	Wed	3
Deepavali Holiday	Thu	4
Holiday	Fri	5
4	Sat	6
5	Sun	7
		Holiday
6	Mon	8
7	Tue	9
8	Wed	10
Second Saturday	Thu	11
Holiday	Fri	12
11	Sat	13
12	Sun	14
		Holiday
13	Mon	15
14	Tue	16
15	Wed	17
16	Thu	18
Holiday	Fri	19
18	Sat	20
19	Sun	21
		Holiday
20	Mon	22
21	Tue	23
22	Wed	24
23	Thu	25
		Christmas
Holiday	Fri	26
25	Sat	27
26	Sun	28
		Holiday
27	Mon	29
		Commencement of Classes
28	Tue	30
29	Wed	31
30	Thu	
	Fri	
	Sat	
	Sun	
	Mon	

**INSTITUTIONAL ACADEMIC CALENDER 2014-2015****JANUARY 2015****2015****FREBRUARY 2015**

		Mon		
		Tue		
		Wed		
New year	1	Thu		
Mannamjayanthi	2	Fri		
Nabhidhinam	3	Sat		
Holiday	4	Sun	1	Holiday
	5	Mon	2	
	6	Tue	3	
	7	Wed	4	
	8	Thu	5	
	9	Fri	6	
Alumini day Second Saturday	10	Sat	7	
Holiday	11	Sun	8	Holiday
National Youth day	12	Mon	9	
	13	Tue	10	
	14	Wed	11	
	15	Thu	12	
	16	Fri	13	
	17	Sat	14	Second Saturday
Holiday	18	Sun	15	Holiday
Club Inauguration	19	Mon	16	
	20	Tue	17	Sivarathri
	21	Wed	18	Ash Wednesday
	22	Thu	19	
	23	Fri	20	
	24	Sat	21	International mother's Language day
Holiday	25	Sun	22	
Republic Day	26	Mon	23	College Union Inauguration
	27	Tue	24	
	28	Wed	25	
Swearing in ceremony of college Union	29	Thu	26	Arts Fest
Martya's Day	30	Fri	27	Arts Fest
	31	Sat	28	
		Sun		
		Mon		

**INSTITUTIONAL ACADEMIC CALENDER 2014-2015**

MARCH 2015		2015		JUNE 2015	
		Sat			
Holiday	1	Sun			
	2	Mon	1	College Reopen after Summer Vacation	
	3	Tue	2	II sem Begins	
	4	Wed	3		
	5	Thu	4		
	6	Fri	5	World Environment Day	
	7	Sat	6		
Holiday Inter National Women's Day	8	Sun	7	Holiday	
	9	Mon	8		
	10	Tue	9		
	11	Wed	10		
	12	Thu	11		
	13	Fri	12		
Second Saturday	14	Sat	13	Second Saturday	
Holiday	15	Sun	14	Holiday	
	16	Mon	15		
	17	Tue	16		
	18	Wed	17		
	19	Thu	18		
	20	Fri	19		
	21	Sat	20		
World Water day, Holiday	22	Sun	21	Holiday	
	23	Mon	22		
	24	Tue	23		
	25	Wed	24		
	26	Thu	25		
	27	Fri	26		
	28	Sat	27		
Earth hour, Holiday	29	Sun	28	Holiday	
	30	Mon	29		
College Closes for Summer Vacation	31	Tue	30		
		Wed			
		Thu			
		Fri			
		Sat			

**INSTITUTIONAL ACADEMIC CALENDER 2014-2015**

JULY 2015		2015		AUGUST 2015	
		Sat	1	Sem-I Model Exam Ends	
		Sun	2		
		Mon	3		
		Tue	4		
Sem-I Model Exam Begins	1	Wed	5		
	2	Thu	6	Hiroshima Day	
	3	Fri	7		
	4	Sat	8	Second Saturday	
Holiday	5	Sun	9	Holiday	
	6	Mon	10	Sem-II Classes Begins	
	7	Tue	11		
	8	Wed	12	Inter National Youth Day Pre-practice Session Begins	
	9	Thu	13		
	10	Fri	14	karkidaka vavu	
Second Saturday	11	Sat	15	Independance day	
Holiday	12	Sun	16	Holiday	
	13	Mon	17		
	14	Tue	18		
	15	Wed	19		
	16	Thu	20		
	17	Fri	21		
Ramzan	18	Sat	22		
Holiday	19	Sun	23	Holiday	
	20	Mon	24	Onam Holidays	
	21	Tue	25		
I Sem. External Exam begins	22	Wed	26		
	23	Thu	27		
	24	Fri	28	Thiru onam	
	25	Sat	29		
Holiday	26	Sun	30	Holiday	
	27	Mon	31	Sree narayana Guru Jayandhi	
	28	Tue			
	29	Wed			
	30	Thu			
	31	Fri			
		Sat			

**INSTITUTIONAL ACADEMIC CALENDER 2014-2015****SEPTEMBER 2015****2015****OCTOBER 2015**

		Sat		
		Sun		
		Mon		
	1	Tue		
	2	Wed		
	3	Thu	1	
	4	Fri	2	Gandhi Jayandhi
Sreekrishna jayandhi, Teachers Day	5	Sat	3	
Holiday	6	Sun	4	Holiday
	7	Mon	5	World Teachers Day
World Literacy Day	8	Tue	6	
	9	Wed	7	
	10	Thu	8	
	11	Fri	9	
Second Saturday	12	Sat	10	Second Saturday
Holiday	13	Sun	11	Holiday
	14	Mon	12	
	15	Tue	13	
World Ozone Day, Practice Teaching Begins	16	Wed	14	
	17	Thu	15	World Students Day
	18	Fri	16	World Food Day
	19	Sat	17	
Holiday	20	Sun	18	Holiday
Sree Narayana guru Samadhi	21	Mon	19	
	22	Tue	20	
	23	Wed	21	
Bakrid	24	Thu	22	Mahanavami
	25	Fri	23	Vijayadasami
	26	Sat	24	Muharam
Holiday	27	Sun	25	Holiday
	28	Mon	26	
	29	Tue	27	
	30	Wed	28	
	31	Thu	29	
		Fri	30	
		Sat	31	

**INSTITUTIONAL ACADEMIC CALENDER 2014-2015**

NOVEMBER 2015	2015		DECEMBER	
		Sat		
Kearala Day Holiday	1	Sun		
	2	Mon		
	3	Tue	1	World Aids Day
	4	Wed	2	
	5	Thu	3	
	6	Fri	4	
	7	Sat	5	
Holiday	8	Sun	6	Holiday
Practice Tg Ends	9	Mon	7	
World Science Day for Peace, Deepavali	10	Tue	8	
	11	Wed	9	
	12	Thu	10	Women rights Day
	13	Fri	11	
Second Saturday, Children's Day	14	Sat	12	Second Saturday
Holiday	15	Sun	13	Holiday
Practical Exam Begins	16	Mon	14	
	17	Tue	15	
	18	Wed	16	
	19	Thu	17	
	20	Fri	18	
	21	Sat	19	
Holiday	22	Sun	20	Holiday
	23	Mon	21	
	24	Tue	22	
	25	Wed	23	
	26	Thu	24	Nabhidhinam
	27	Fri	25	Christmas
	28	Sat	26	
Holiday	29	Sun	27	Holiday
	30	Mon	28	
		Tue	29	
		Wed	30	
		Thu	31	
		Fri		
		Sat		

**INSTITUTIONAL ACADEMIC CALENDER 2014-2015**

JANUARY 2016		2015		FREBRUARY 2016	
		Mon	1		
		Tue	2		
		Wed	3		
		Thu	4		
New year	1	Fri	5		
	2	Sat	6		
Holiday	3	Sun	7		
	4	Mon	8		
	5	Tue	9		
	6	Wed	10		
	7	Thu	11		
	8	Fri	12		
Second Saturday	9	Sat	13		
Holiday	10	Sun	14		
IInd Sem Model Exam Begins	11	Mon	15		
	12	Tue	16		
	13	Wed	17		
	14	Thu	18		
	15	Fri	19		
	16	Sat	20		
Holiday	17	Sun	21		
	18	Mon	22		
	19	Tue	23		
	20	Wed	24		
	21	Thu	25		
	22	Fri	26		
	23	Sat	27		
Holiday	24	Sun	28		
IInd Sem University Exam Begins	25	Mon			
Republic Day	26	Tue			
	27	Wed			
	28	Thu			
IInd Sem Ends	29	Fri			
	30	Sat			
	31	Sun			
		Mon			



**S N M Training College, Moothakunnam**  
**B Ed Program 2014-2015**  
**Time Table**

DAY	9.20-9.30	9.30-10.20	10.20-11.10	11.20-12.10	12.10-1.00	Lunch Break	2.00-2.50	2.50-3.40	Interval	3.50 - 4.30
MON	Morning Assembly									
	A EDU 701 B EDU 702 C EDU 703	A EDU 702 B EDU 703 C EDU 701	A EDU 702 B EDU 703 C EDU 701	Optional EDU 704	Optional EDU 705		A EDU 703 B EDU 701 C EDU 702	EI-A Edu 706.1 EI - B Supervised Study E2-A Edu 706.2 E3-A Edu 706.3	Interval	EI-A Supervised Study EI-1-A Edu 706.1 E2 Lab Activities E3 Club Activity
TUE	A EDU 702 B EDU 703 C EDU 701	A EDU 701 B EDU 702 C EDU 703	A EDU 701 B EDU 702 C EDU 703	Optional EDU 704	Optional EDU 705		A EDU 703 B EDU 701 C EDU 702	EI-A Lab Activity EI-B Edu 706.1 E2-B Edu 706.2 E3-B Edu 706.3	Interval	EI-A Edu 706.1 EI-B Lab Activity E2 Club Activity E3 Supervised Study
WED	A EDU 702 B EDU 701 C EDU 702	A EDU 702 B EDU 703 C EDU 701	A EDU 702 B EDU 703 C EDU 701	Optional EDU 704	Optional EDU 705		A EDU 703 B EDU 701 C EDU 702	EI-A Edu 706.1 EI-B Club Activity E2 Edu 706.2 E3 Edu 706.3	Interval	EI-A Club Activity EI-B EDU 706.1 E2 EDU 706.2 E3 EDU 706.3
THE	A EDU 701 B EDU 702 C EDU 703	A EDU 702 B EDU 703 C EDU 701	A EDU 702 B EDU 703 C EDU 701	Optional EDU 704	Optional EDU 705		A EDU 703 B EDU 701 C EDU 702	EI-A Edu 706.1 E2 Edu 706.2 E3 Edu 706.3	Interval	E1-BEDU 706.1 E2 EDU 706.2 E3 EDU 706.3
FRI	A EDU 702 B EDU 703 C EDU 701	A EDU 703 B EDU 701 C EDU 702	A EDU 703 B EDU 701 C EDU 702	Optional EDU 704	Optional EDU 705		A EDU 703 B EDU 701 C EDU 702	EI-A Edu 706.1 E2 Edu 706.2 E3 Edu 706.3	Interval	Seminar/ Debate/Club Activities /Cultural Activities/ Mentoring

Batch A: Commerce, Mathematics  
 Batch B: Physical Science, Natural Science  
 Batch C: English, Malayala, Social Science  
 E1A, E1B, E2, E3: Elective Batches