



GRI COLLEGE OF EDUCATION
(B.Ed. & M.Ed.)

(GRT Group of Educational Institutions)

Accredited by NAAC 'B' Grade

Approved by NCTE & Affiliated to

Tamilnadu Teachers Education University,

Chennai.600 005.

(F.SRO/ NCTE/ B.Ed /2005-2006/ 4193)

(F.SRO /NCTE/ M.Ed / 2006- 2007 / 15903)

GRT Mahalakshmi Nagar, Tiruttani, Thiruvallur Dist – 631209

Phone: 044 – 27887233/5400/6400

CALANDER

2016 - 2017

**ACADEMIC CALENDAR
2016-2017**

PERSONAL INFORMATION

Name:.....

Class/Course: B.Ed/M.Ed

College Roll Number: University Reg. Number :.....

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

Recent stamp size
photo

Residential Address:

.....
.....
.....

Pin:..... Residential Phone with STD Code

Mobile Number:

Father's Name:.....

Occupation :

Office Phone/ Mobile Number:

Mother's Name:

Occupation :

Office Phone/ Mobile Number :

If, staying with Guardian:

Name of the Guardian and relationship:

Address:

.....

.....

Pin: Residential Phone with STD Code email id:.....

தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்
சீராரும் வதனமெனத் திகழ்பரத கண்டமிதில்

தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்
தக்கசிறு பிறைநுதலும் தரித்தநறுந் திலகமுமே

அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற
எத்திசையும் புகழ் மணக்க இருந்த பெரும் தமிழணங்கே! தமிழணங்கே!

உன் சீரிளமை திறம்வியந்து செயல் மறந்து
வாழ்த்துதுமே! வாழ்த்துதுமே! வாழ்த்துதுமே!

- மனோன்மணியம் பெ. சுந்தரம்பிள்ளை

தாய்நாடு உறுதிமொழி (தமிழில்)

இந்தியா எனது தாய்த்திருநாடு, இந்தியர் யாவரும் என் உடன்பிறந்தோர், என் தாய் திருநாட்டை நான் உளமார நேசிக்கிறேன் என் நாட்டின் வளமான பல்வகை வழிவழிப் பெருமையை எண்ணிப் பூரிப்படைகின்றேன். அதன் பெருமைக்கேற்ப என்னைத் தகுதியாக்கிக்கொள்ள நான் என்றும் பாடுபடுவேன். என் பெற்றோர், ஆசிரியர், மூத்தோர்களை மதித்து யாவரிடமும் பணிவன்புடன் நடந்து கொள்வேன். என் நாட்டு மக்களின் வாழ்விலும், வளர்ச்சியிலுமே என் மகிழ்ச்சி உள்ளதால், என் நாட்டிற்கும், என் நாட்டுமக்களுக்குமாக என் பணியை உரிமையாக்கிக்கொள்ள நான் உறுதி கூறுகின்றேன்.

NATIONAL PLEDGE (IN ENGLISH)

India is my country. 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 lies my happiness.

கொடி வணக்கப் பாடல்

தாயின் மணிக்கொடி பாரீர் - அதைத்
தாழ்ந்து பணிந்து புகழ்ந்திட - வாரீர்!

ஒங்கி வளர்ந்ததோர் கம்பம் - அதன்
உச்சியின் மேல் வந்தேமாதரம் என்றே

பாங்கின் எழுதித்திகழும் செய்ய
பட்டொளி வீசிப்பறந்தது பாரீர் ! (தாயின்)

கம்பத்தின் கீழ் நிறறல் காணீர் - எங்கும்
காணரும் வீரர் பெருந்திரள் கூட்டம்
நம்பற் குரியஅவ் வீரர் - தங்கள்
நல்லுயிர் ஈந்தும் கொடியினைக் காப்பர் (தாயின்)

-மகாகவி சுப்ரமணிய பாரதியார்

நாட்டுப்பண்

ஐன கண மன அதி நாயக ஜெய ஹே
பாரத பாக்ய விதாதா
பஞ்சாப ஸிந்து குஜராத மராட்டா
திராவிட உத்கல வங்கா
விந்திய ஹிமாசல யமுனா கங்கா
உச்சல ஜலதி தரங்கா
தவ சுப நாமே ஜாகே
தவ சுப ஆசி' மாகே
காஹே தவ ஜய காதா
ஐன கண மங்கள தாயக ஜயஹே
பாரத பாக்ய விதாதா
ஜய ஹே ஜய ஹே ஜயஹே
ஜய ஜய ஜய ஜயஹே

-மகாகவி இரவீந்திரநாத் தாகூர்

நாட்டுப் பண் - பொருள் (தமிழில்)

இந்தியத் தாயே! இந்தியாவின் சுக துக்கங்களை, நிர்ணயிக்கின்ற நீயே! மக்கள் எல்லோருடைய மனதிலும் ஆட்சி செலுத்துகிறாய். நின்திருப்பெயர் பஞ்சாபையும், சிந்துவையும், குஜராத்தையும், மகராஷ்டிரத்தையும், திராவிடத்தையும், ஓரிஸ்ஸாவையும், வங்காளத்தையும் உள்ளக்கிளர்ச்சியடையச் செய்கிறது.

அது விந்திய, இமாசல மலைகளில் எதிரொலிக்கிறது. யமுனை, கங்கை நதிகளின் இன்ப நாதத்தில் கலக்கிறது. இந்தியக் கடல் அலைகளால் வணங்கப்படுகிறது.

அவை நின் ஆசியை வேண்டுகின்றன. நின் புகழைப் பாடுகின்றன. இந்தியாவின் சுக துக்கங்களை நிர்ணயிக்கும் உனக்கு வெற்றி! வெற்றி!! வெற்றி!!!

THE NATIONAL ANTHEM – MEANING

Thou art the ruler of the minds of all people
Thou dispenser of India's destiny
Thy name rouses the hearts of the Punjab, Sind
Gujarat and Maratha, Dravid, Orissa and Bengal
It echoes in the hills of the Vindhya and Himalayas
Mingles in the music of Jamuna, Ganges
And is chanted by the waves of the Indian sea.
They pray for Thy blessings and sing thy praise.
The saving of all people waits in Thy hand
Thou dispenser of India's destiny
Victory, Victory, Victory to Thee!

தேசிய ஒருமைப்பாட்டு உறுதிமொழி

நாட்டின் உரிமைவாழ்வையும், ஒருமைப்பாட்டையும் பேணிக்காத்து வலுப்படுத்தச் செயற்படுவேன் என்று உளமார நான் உறுதி கூறுகிறேன்.

ஒருபோதும் வன்முறையை நாடேன் என்றும் சமயம், மொழி, வட்டாரம் முதலியவை காரணமாக எழும் வேறுபாடுகளுக்கும், பூசல்களுக்கும் ஏனைய அரசியல் பொருளாதாரக் குறைபாடுகளுக்கும் அமைதி நெறியிலும் அரசியல் அமைப்பின் வழியிலும் நின்று தீர்வு காண்பேன் என்றும் நான் மேலும் உறுதியளிக்கிறேன்.

THE NATIONAL INTEGRATION PLEDGE

“I solemnly pledge to work with dedication to preserve and strengthen the freedom and integrity of the nation.

I further affirm that I shall never resort to violence and that all differences and disputes relating to religion, language, region or other political or economic grievances should be settled by peaceful and constitutional means”.

தீண்டாமை ஒழிப்பு

இந்திய அரசியலமைப்பின் பால் இடைவிடாத உளமார்ந்த பற்றுள்ள இந்தியக் குடிமகனாகிய நான், நம் அரசியலமைப்பின்படி தீண்டாமை ஒழிக்கப்பட்டு விட்டது என்பதை அறிவேன். தீண்டாமையை அடிப்படையாகக் கொண்டு எவர் மீதும் தெரிந்தோ, தெரியாமலோ சமூக வேற்றுமையை மனம், வாக்கு, காயம் என்ற எந்த வகையிலும் கடைப்பிடிக்க மாட்டேன் என்று இதனால் உளமார உறுதி அளிக்கிறேன். அரசியல் அமைப்பின் அடிப்படைக் கருத்திற்கிணங்கச் சமய வேறுபாடற்ற, சுதந்திர சமுதாயத்தை உருவாக்குதல், நேர்மையுடனும் உண்மையுடனும் பணியாற்றுவது என் கடமையாகும் என்பதை உணர்கிறேன். இந்திய அரசியலமைப்பின்பால் எனக்கு உள்ள முழுப்பற்றிற்கு இது என்றென்றும் எடுத்துக்காட்டாக விளங்குமென்று இதனால் உளமார உறுதி அளிக்கிறேன்.

மாணவ ஆசிரியர் உறுதிமொழி

எனக்களிக்கப்பட்ட இவ்வாசிரியப் பணியின் உயர்வினையும், பெருமையினையும் நான் என்றும் நினைவிற் கொள்வேன்.

இவ்வுலகில் விலை மதிப்பற்ற பொருளாகிய குழந்தையின் மனம் என் பணியின் மையப்பொருள் என்பதை மறத்தலாகாது என்றும் அம்மனதில் காலத்தால் அழிக்க முடியாத அடையாளங்களை ஏற்படுத்துவேன் என்றும் என் நினைவிலிருந்து மறைதல் கூடாது என்றும் ஊறுதிகூறுகிறேன்.

கடை மாணாக்கரிடமும், கற்க மறுக்கின்றவரிடமும் நான் நாளும் பொறுமை காட்டுவேன் என்றும்

ஒழுங்கை நிலை நாட்ட வேண்டிய சந்தர்ப்பங்களில் அதனை அன்புகலந்த கண்டிப்புடன் நிறைவேற்றுவேன் என்றும், ஏளனப் பேச்சுக்களையும் கடுஞ்சொற்களையும் தவிர்ப்பேன் எனவும் முழுத்திறமையுடன் செயலாற்றுவவர்களை அதைரியப்படுத்தாமல் ஊக்குவிக்குப்பேன் என்றும்,

தங்கள் அறிவுத் களஞ்சியத்தில் வெறும் கருத்துக்களைச் சேர்த்து வைத்துக் கொள்வது மட்டுமல்லாமல், அவ்வறிவினைப் பயன்படுத்துவதற்கும், சிந்திப்பதற்கும், குழந்தைகளுக்கு நான் துணை புரிவேன் என்றும், என்னுடைய பணியின் பல்வேறு தொல்லைகள், உறுத்தல்கள், ஏமாற்றங்கள் ஆகியவற்றுக்கிடையில் இந்த நாட்டின், உலகத்தின் எதிர்காலமே என் கையின்தான் அடங்கியிருக்கிறது என்பதை நான் உணர்ந்து கடமை உணர்வுடன் செயல்படுவேன் என ஊறுதிகூறுகிறேன்.

COLLEGE GOVERNING COUNCIL

SHRI. G. RAJENDRAN	CHAIRMAN
SHRI. G. R. ANANTHANPADMANABHAN	MEMBER
SHRI. G. R. RADHAKRISHNAN	MEMBER
SHRI. V. JAYASREE RAJESH	MEMBER
SHRI. T. NATARAAJAN	SECRETARY
SHRI. C. SASHIKUMAR	MEMBER
DR. SYED HARIFULLAH	MEMBER
DR. N. RAMARAJ	MEMBER
Mr.G. RAJENDRAN	MEMBER
DR. C. NATARAJAN	MEMBER
SHRI. M. K. SUNDARAM	MEMBER
Dr. P.S. BALAJI	MEMBER



*H*ave you ever wanted to be a king or queen, a game show host, a Jedi master, a lion tamer, or an undergraduate college student? Well luckily, one of those dreams can come true here. Welcome to GRT College of Education! Don't let the title fool you. This place is more than just a college. It is a place that provides opportunities for us to see, be, and do more. We are here together during a time that will be one of the most memorable of our lives. Here the quality of people is unique. From faculty and staff who truly care and invest their time in us, to friends who get to know us at a deeper level and inspire us to live life to the fullest. These people are changing our lives and have such an impact on us now and after we leave. One of the best things you can do is take time to meet them. This is a time for us to invest in ourselves and others and truly open up to the world around us. Because we are here, many opportunities will also present themselves to us. We can try something new, face fears, or enjoy life for what it is. We just have to try. There numerous opportunities to do so many things if we want to. We are free to take initiative and pursue. My advice is this: If you want to do something then do it. Don't leave here wondering why you never took a chance but leave glad that you had done it. When else will you be able to see what you like and don't like in such an environment and at the same time grow? Hope to see you around.

Enjoy this place,

The Chairman

About the College

GRT College of Education, GRT Mahalakshmi Nagar, Tiruttani, a self-financing institution, is one among several educational and philanthropic institutions under the able chairmanship of Shri.G.RAJENDRAN. GRT College of Education is a very special community, and students are among the very best of our assets. Students bring their experiences and gifts. They have enormous energy to do creative things. Students have a great hand in creating the culture of this good place that has been shaped. It is my hope that the very best in you will thrive as you take full advantage of so much this place has to offer. Faculty and staff are committed to your success. We all want you to find a sure and confident path to a future that is unique to your gifts and that invites your sense of God's calling on your life. Welcome to these important times as you give your best to the priceless college years that will likely set the direction for your life. We wish you God's best.

QUALITY POLICY

We are committed to create quality professionals to meet the emerging educational and social needs through

- ✓ Innovative training in teaching
- ✓ Practical Training in Micro and Macro Teaching
- ✓ Character moulding to become exemplary teachers
- ✓ Recognizing improvements in overall personality development
- ✓ Aiming at incessant improvement in all activities

VISION

To be a leading institution in providing Quality Education and creating equal opportunities in all walks of life.

MISSION

To provide Institutions for all more specifically, Socially and Economically backward communities

Teacher As a Nation Builder

Good Teachers make good Institution,

Good Institution make good Students,

Good Students make good Citizens,

Good Citizens make a good Nation.

COURSES OFFERED

Admission for the B. Ed and M. Ed courses in Subject to approval of Tamilnadu Teacher Education University, Chennai.

1. BACHELOR OF EDUCATION (B.Ed)

I. Theory course for first year Subject code

- ✓ Childhood and Growing Up -
- ✓ Contemporary India and Education-
- ✓ Learning and Teaching
- ✓ Language across the Curriculum
- ✓ Understanding Disciplines and Subjects
- ✓ Gender, School and Society -
- ✓ Pedagogy of a School subject – Part – I (Methodology)

Engagement with the Field for First Year

[Courses on Enhancing Professional Capacities (EPC)]

- ✓ Reading and Reflecting on Texts
- ✓ Drama and Art in Education
- ✓ Critical Understanding of ICT

PRACTICAL COMPONENTS IN THE FIRST YEAR 4-WEEK INTERNSHIP

- ✓ Lesson Plan Writing and Achievement Test Construction - 2 weeks
- ✓ Teaching Skills Practice (Mini-teaching) -1 week
- ✓ Visit to Innovative Schools - -1 week
- 4 weeks

II. Theory course for Second year

- ✓ Pedagogy of School subject -Part-II (Content Mastery)
- ✓ Knowledge and Curriculum
- ✓ Assessment for Learning
- ✓ Creating an Inclusive School

Optional Courses: (Any one)

- ✓ Yoga, Health and Physical Education
- ✓ Environmental Education
- ✓ Values and Peace Education

Engagement with the Field for Second Year

Courses on Enhancing Professional Capacities (EPC)

- ✓ Understanding the Self

Sl. No	Type of Course	50 Marks
1	Full course	2 x 15 = 30
2	Half a course	2 x 7.50 = 15

Note: Students have to undertake Tasks and Assignments in each course given in the syllabus.

WRITTEN EXAMINATIONS

The first year written examinations will be conducted for six and a half theory courses by 11 the University after the completion of 200 working days in the first year.

Each theory course question paper will be designed for 3 hours for full course and 1 ½ hours for half a course. The questions and allotment of marks are as described below:

Type of Course	Type of Questions	Marks	Total Marks	Maximum word / page limits for each question
Full Course	Essay Questions (7 out of 10)	7 x 10	70	600 words/ 5 pages for each Question
Half Course	Essay Questions (5 out of 7)	5x7	35	300 words/ 3 pages for each Question

PRACTICAL EXAMINATION

Tamil Nadu Teachers Education University will conduct practical examination after the successful completion of 16 weeks of school internship in the second year. Practical examination shall be normally conducted three months prior to the commencement of written examination. A panel consisting of two external members (one Convener, one member) appointed by the University will examine the teaching competency of each candidate as 12 mentioned in Part –A below and also his/ her practical works, records and instructional materials as mentioned in Part –B below.

Part-A		
Activity No	Assessment of Teaching. Competency	Marks
1	Teaching Competency Level I	50
2	Teaching Competency Level II	50
	Total	100

Part-B		
Activity No	Assessment of Teaching Competency	Marks
1	Observation Record Level I	5
2	Demonstration Record Level I	5
3	Lesson Plan Record Level I (30 lesson Plans)	20
4	Instructional Materials Record Level I	10
5	Test and Measurement Record Level I	10
6	Observation Record Level II	5
7	Demonstration Record Level II	5
8	Lesson Plan Record Level II (30 lesson Plans)	20
9	Instructional Materials Record Level II	10
10	Test and Measurement Record Level II	10
11	Teaching Skills (Mini-teaching) Practice Record	10
12	Visit to Innovative schools and Healthy Practices	5
13	Students Portfolios / CCE Record	10
14	Reflective Journal – Diary	5
15	Environmental Education Record	10
16	Community based Engagement/ Skill Development Record	10
	Total	150
	Grand Total(100+150)	250

PRACTICAL COMPONENT IN THE SECOND YEAR 16-WEEK INTERNSHIP

1. Observation of Regular Class Teacher in Regular Classroom -1 week
2. Intensive Teaching Practice (Teaching 30 lessons, lesson plan preparation, preparation of teaching-learning materials, conducting test & measurement, knowing the self / psychological tests, conduct of school assembly, organization of PTA meeting, conducting case study). -15 week

16 weeks

(2) MASTER OF EDUCATION (M.Ed)

M.Ed FIRST YEAR: THEORY COURSES

PERSPECTIVES IN EDUCATION

SUBJECT CODE

- ✓ Historical and political of Education in India - FPHPE
- ✓ Advanced Educational Psychology - FPAEP
- ✓ Curriculum Design and Development - FPCDD

TOOL COURSE

- ✓ Basics in Educational Research - FTBER

TEACHER EDUCATION COURSE

- ✓ Teacher Education in India : Elementary Level - FTEEL

SPECIALISATION : CORE COURSE

- ✓ Curriculum, Pedagogy and Assessment at Elementary Level- FSCPA

SPECIALISATION : THEMATIC COURSE

(Choose anyone of the following course)

- ✓ Planning and Administration of Elementary Education - FSPA
- ✓ Early Childhood Care and Education - FSECE

M.Ed., SECOND YEAR

M.Ed SECOND YEAR: THEORY COURSES

PERSPECTIVE COURSES

- ✓ Philosophical and Sociological Perspectives in Education- SPPSE
- ✓ Advanced Techniques of Instruction- SPATI
- ✓

TOOL COURSE

- ✓ Advanced Educational Research and Statistics -STAER
- ✓

TEACHER EDUCATION COURSE

- ✓ Teacher Education in India: Secondary Level -STESL

SPECIALISATION: CORE COURSE

- ✓ Curriculum, Pedagogy and Assessment at Secondary Level -SSCCA
- ✓

SPECIALISATION: THEMATIC COURSE (Choose any one of the following courses)

- ✓ Planning and Administration of Secondary Education -SSEPA
- ✓ Trends in Indian Higher Education -SSTIH

M.Ed FIRST YEAR: PRACTICUM COMPONENTS

1. Field Immersion with Co-operative Schools (2 Weeks):

(The prospective Teacher Educators shall be present in the cooperative schools concerned to the Teacher Education Institutions and prepare Reflective reports upon the administration, curriculum transaction, mode of evaluation and student – teachers’ curricular and co-curricular activities. The report of the same has to be submitted during the Practical Examinations).

2. Field Visit (2 Weeks):

The prospective teacher educators shall visit and write reflective reports on anyone of the Teacher Education Institutions that are engaged in developing innovative curriculum and pedagogic practice, educational policy planning, educational management and administration etc.

3. Dissertation Preliminary Work:

Problem identification; tool/instrument selection/ construction; conduct of pilot study related to the title of dissertation of the prospective teacher- educators and the same should be submitted as a record during the Practical Examinations.

4. Communication Skills I: Expository Writing

The Prospective Teacher – Educators shall write the conceptual framework related to the problem/topic chosen for the dissertation and present it in the form of seminars for discussions and suggestions. The record of the same need to be submitted during the Practical Examination.

5. Self – Development : Yoga

The Prospective Teacher – Educators shall demonstrate and conduct five sessions of yoga teaching to practice Yoga by the students of the cooperative schools. Proceeding of these activities has to be recorded and the same has to be submitted on the days of Practical Examinations

M.Ed SECOND YEAR: PRACTICUM COMPONENTS

a) Dissertation The dissertation includes: Appropriate title/topic, statement of the problem, scope and limitations, objectives, operational definition of variables, hypotheses, need and importance of the study, review of related studies, method of study, analysis and interpretation of data, results, discussion and conclusion, bibliography and appendices.

b) Viva-voce The prospective teacher educators should submit the data collection materials, master table, analysis output and the completed dissertation during the Viva voce Examination.

2. a) Field-based Internship in the Co-operative Schools (1 Week)

The prospective teacher educators shall observe the teaching and other co-curricular activities of student - teachers both at Level I & II in the co-operative schools and submit their reflective records during the Practical Examination.

b) Field based Internship in the Teacher Education Institutions (3 Weeks) Each prospective teacher educator should be attached with their Parent Teacher Education Institution or any one of the Teacher Education Institutions for field immersion for a period of 3 weeks continuously to undertake the following activities. The prospective teacher educators shall be engaged handling 12 classes during the field immersion @ 4 classes per week in their Parent Teacher Education Institution or nearby Teacher Education Institutions affiliated to TNTEU, offering B.Ed programme. Each prospective teacher educator should submit their field attachment appraisal reports duly endorsed by the mentor as well as by the Head of the Institution, where he/she is attached with and the same should be submitted at the time of Practical Examination.

3. Communication Skills: Academic Writing

Presentation of one research article related to the dissertation title/topic of the prospective teacher educators in the research colloquium of the respective Teacher Education Institution and the same should be submitted during the Practical Examination.

4. Hands on Training

The prospective teacher educators shall prepare a master table based on the data collected and the data shall be statistically analyzed using any relevant software. The output of the data should be submitted during the Viva-voce Examination.

RULES AND REGULATIONS

CONDUCT & DISCIPLINE

- All the students are expected to co-operate with the College Administration in creating a climate of self-discipline and respect for rules and in building - up cordial relationship in the campus.

- Student must abide by all the rules and regulations of the College that are currently in force and that may be formulated from time to time.
- The students are prohibited from carrying cell phones, Walkman and such items in the classrooms.

College Timings

The college starts functioning at 9.00 A.M. and ends at 3.30 P.M. on all working days. Students are not expected to meet any visitor from outside during the working hours.

Dress Regulations

- Students on the Campus are expected, to be in their prescribed uniform properly befitting the decorum expected from members of the College.
- The students are prohibited from wearing T – Shirts, Jeans and multi pocket Trousers.

Identity Card

Students shall always wear the identity Card and produce it whenever required by authorities. In the event of loss of identity Card, the matter shall immediately be reported in writing to the Principal. The Card is the property of the College and is non-transferable.

Attendance Required for Examinations

The College is affiliated to The Tamilnadu Teachers Education University and the University examinations are normally held in May/June every Year

A student shall be permitted to appear for the University examination only if he/she:

- ❖ Secures 85% (*i.e.*: 153 days) of the attendance in terms of the total number of working days.(180 days)
- ❖ Earns a certificate from the Head of the Institution of having satisfactorily completed the course of study prescribed in the non semester system as required by the regulations.
- ❖ Maintains a satisfactory record of conduct.
- ❖ Gives wholehearted cooperation to the staff and Head of the institutions where he/she undergoes teaching internship and shows loyalty, devotion, discipline and esprit de corps that are expected of a good teacher.

Attendance

- To get the name included in the attendance register of each subject a student must pay the required fees, obtain an admission slip from the office and then present it to the teacher concerned.
- If a student does not register his/her name in all the classes within ten days of granting admission, his/her admission will be cancelled. No requests for re-admission shall be entertained.
- Students must pay their fees and complete other formalities, at the time of joining the college Attendance/absenteeism of students shall be marked from the date of commencement of each class as per College calendar.
- If a student is found to be continuously absent from classes without permission for a period of 5 days in any of the classes, his/her name shall be removed from the rolls. However, he/she may be re-admitted depending on satisfactory explanation and paying the prescribed re – admission fee within the next five days.
- Request for any relaxation in attendance on account of participation in the official functions of Scouts Sports and other activities organized by the College must be sent to the principal within 10 days of such function/activity.
- Attendance for the Annual camp (students training in community life, social service etc) shall be compulsory.

Leave Rules

- Leave applications, on rare and exceptional circumstances, must be signed jointly by the student and parents local guardian and should be submitted at least 24 hours prior to availing the leave.
- All leave letters from students to the College should be addressed to the Principal duly countersigned by the parent/guardian and routed through the department lecturer in charge.
- If the hostellers want to stay away from the hostel they must produce another letter countersigned by the warden along with the leave letter.
- Absenting oneself from the class and/or from the hostel without submitting leave application will be treated as unauthorized absenteeism warranting disciplinary action.
- In emergency situations when staying away from class/hostel without getting prior approval becomes unavoidable, the student must inform the college at the earliest opportunity by phone/fax/e-mail, and set the absenteeism regularized by an application letter within five days of commencement of the absenteeism.
- A certificate by a Medical practitioner approved by the college must support application for leave on medical grounds.

Examination and tests

All the students (B.Ed & M.Ed) are expected to write the examinations and tests conducted as and when notified by the college. All practical records, Assignments (B.Ed), and dissertation (M.Ed) should be submitted well before the stipulated date.

Breach of Discipline, inter-alia, shall include:

- Ragging, use of Cigarettes, drugs and alcohol, and theft within or outside the campus.
- Discourtesy or indecent behaviours to co-students or “eve-teasing”.
- Visiting places or areas that are declared by the Principal as “Out of Bounds” for students. Impersonation or giving false name.
- Irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned.
- Disobeying the instructions of teachers or the College Administration or misconduct of any nature towards a teacher or any employee of the college or any visitor to the college is an offence in the college.
- Misconduct or misbehaviour of any nature at the examination hall or at the time of elections to student bodies or at curricular or co-curricular activities or causing disturbances in the class or Lab/Workshop or Library or auditorium or play ground or office or hostel or anywhere on the campus.
- Causing any damage to or spoil or disfigure the property/equipment of the college.
- Organizing unions/associations based on colour creed, language, nationality or political ideology within the campus without prior written approval of the principal.
- Giving publicity to misleading accounts or rumours amongst the students.
- Any other conduct which is considered to be unbecoming of a student.
- Breach of any other rule as framed by the College from time to time.

Disciplinary Procedure

- The disciplinary procedure is guided by basic assumptions that a student who has behavioural/adjustment problems can be helped by an educative and counselling approach, and by following principles of “Natural Justice”.
- A student who is alleged to have committed misconduct will be given an opportunity to know the charges and defend himself/herself.
- Punishment, if awarded on completion of disciplinary procedure, may be in the nature of warning, fine, suspension, or expulsion from the Hostel / College, depending on the gravity of the misconduct.

- Parent/guardian of the student will be kept informed. If the gravity of the misconduct so warrants, the erring student may be suspended from the college, during the disciplinary proceedings.
- A student, who is awarded a punishment, will be free to make an appeal to the principal whose decision shall be final.
- The principal may delegate his authority to the Senior Lecturers, Wardens or members of Teaching Staff or a Disciplinary Committee, as he deems proper. A student, who is expelled, as a result of disciplinary action, will forfeit his/her entire fees paid to the College.

RULES AND REGULATIONS FOR HOSTEL INMATES (Boys & Girls)

- ✓ Students must occupy the rooms allotted to them by the warden(Principal)
- ✓ No students will be allowed to leave the hostel based on a phone call
- ✓ Parents are requested to give a list of authorized visitors/local guardians. Visitors other than these in the above list will not be permitted to meet the students in the hostel
- ✓ Students will be permitted to go home only if the college is closed continuously for three days or more
- ✓ Students are responsible for the cleanliness of their rooms
- ✓ Day scholars are not allowed to visit the hostels on any account
- ✓ Students who do not pay hostel dues and fare, found guilty of misbehaviour or bad conduct will be expelled from the hostels.
- ✓ Permitted Visitors are allowed on holidays from 9.00 am to 6.00 pm

Study Timings:

Students should maintain silence during study time

Morning: 6.30 a.m to 7.30 a.m

Evening: 8.30 p.m to 9.30 p.m

Hostel Mess

Hostel mess is run by the management. Vegetarian and non vegetarian food is served in the hostel. Mess charges are collected on an annual basis at the time of admission. Parents and guests are allowed to take food on payment.

Mess Timings

Breakfast: 7.30a.m to 8.30 a.m

Lunch : 12.30 p.m to 1.15 p.m

Dinner : 7.00 p.m to 8.30 p.m

Games : 4.00 p.m to 6.00 p.m

TV Timings are strictly restricted to 8.30 pm on all days.

COLLEGE LIBRARY

This is designed as the nerve centre of learning and research at the College. Large collections of books, reference volumes, technical and scientific periodicals are arranged in well-organized shelves. The library will also have a well-equipped information Technology section. It will offer on-line access to international databases, E-mail service, and Inflibnet and CD-ROM facility.

LIBRARY HOURS

Monday through Friday	9.00 A.M. to 4.00 P.M.
Holidays	10.00 A.M. to 4.00 P.M.

Besides making use of the college library facilities, students can avail themselves of the opportunities offered by the Madras University Library/ Connemara library getting necessary Bonafide Certificate and Permission letter from the college

Rules and Regulations to be observed in the library

- Students are required to show their identity cards if demanded by the library staff.
- Library tickets issued to students and staffs are “NOT TRANSFERABLE”.
- Books will be issued only against Library Tickets. Books should be handled carefully. The ticket holder is responsible for returning the books on or before the due date and for any loss of books.
- Making marks, scribbling, underscoring or mutilations in the books are considered as offence.
- Periodicals, journals and reference volumes will not be issued for use outside the library. After using a book or periodical they are to be kept on the table. The library personnel will rearrange them on the racks.
- All library books must be returned and the library tickets should be surrendered for obtaining a “Clearance Certificate” to claim refund of caution / library deposit.
- Special permission should be obtained for keeping books during long, holidays.
- Loss of library tickets should be reported immediately to the Librarian in writing.
- Library is open only to staff and students of the college. Books are not to be given to outsiders; However outsiders can be allowed with the permission of the principal.
- No food or drinks are allowed in the library.
- Staff and students may use the rooms in the library for tutorials with prior permission from the Librarian.

CO-CURRICULAR ACTIVITIES

Red Ribbon Club, Scout, Science Club, Literary Association etc.

Students are required to participate in the programmes organized by NSS/NSO and campus, maintaining satisfactory level of attendance.

Sports & Games (Sports Club)

- Facilities for a wide variety of games and sports including volleyball, Football, Basketball, Hockey, Tennis & Cricket are available.
- These programs will be conducted under the supervision of the Physical Education Director.
- Facilities are available for the students to participate in cultural programs, campus choir, etc.

IMPORTANT NOTICE

RAGGING – AN OFFENCE

Ragging in any form, in any place or time is a cognizable offence that will attract severe punishment including summary expulsion from the College/Institution/University.

Extract of Tamil Nadu Govt. Gazette-Extra Ordinary dt29.01.1997

(Bill No. 8 of 1997 Tamil Nadu Prohibition of Ragging Act)

1. In this Act, unless the context otherwise requires, “Ragging” means display of noisy, disorderly conduct, doing any act, which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes:-
 - (a) Teasing, abusing or playing practical jokes on or causing hurt to such student; or
 - (b) Asking the student to do any act or perform something which such student will not, in the ordinary course, willingly act or perform.
2. Ragging within or outside any educational institution is prohibited.
3. Whoever directly or indirectly commits, participates, abets or propagates “Ragging” within or outside any educational institution shall be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees. (Rs. 10,000 /-)
4. Any student convicted of ragging in serial No.3 shall be dismissed from the educational institution and such students shall not be admitted in any other educational institution.
5. Without prejudice to the foregoing provisions, whenever any student complains of ragging to the Head of an educational institution, or to any other person responsible for the management of the educational institution, such Head of the educational institution or person responsible for the management of the educational institution shall enquire into the same immediately and if found true, shall suspend the student, who has committed the offence, from the educational institution.

ACADEMIC SCHEDULE

1. The number of working days are made 200 by scheduling extra classes on Saturdays if necessary.
2. The information given in this calendar is subject to change in accordance with the circulars of The Tamilnadu Teachers Education University, Chennai -5.

Academic Schedule

August-2016

Date	Day	Particulars	Working days
1	Monday		
2	Tuesday		
3	Wednesday		
4	Thursday		
5	Friday		
6	Saturday		
7	Sunday	Holiday	
8	Monday		
9	Tuesday		
10	Wednesday		
11	Thursday		
12	Friday		
13	Saturday		
14	Sunday	Holiday	
15	Monday	Independence day	
16	Tuesday		
17	Wednesday		
18	Thursday		
19	Friday		
20	Saturday		
21	Sunday	Holiday	
22	Monday		
23	Tuesday		
24	Wednesday		
25	Thursday	Shri Krishna jayanthi	
26	Friday		
27	Saturday		
28	Sunday	Holiday	
29	Monday	B.Ed II nd year Reopening day	1
30	Tuesday		2
31	Wednesday		3
No of working days-3			

September-16

Date	Day	Particulars	Working days
1	Thursday		4
2	Friday		5
3	Saturday		6
4	Sunday	Holiday	
5	Monday	Ganesh Chaturthi	
6	Tuesday		7
7	Wednesday		8
8	Thursday		9
9	Friday		10
10	Saturday		11
11	Sunday	Holiday	
12	Monday		12
13	Tuesday	Bakrid	
14	Wednesday		13
15	Thursday		14
16	Friday		15
17	Saturday		16
18	Sunday	Holiday	
19	Monday		17
20	Tuesday		18
21	Wednesday		19
22	Thursday		20
23	Friday		21
24	Saturday		22
25	Sunday	Holiday	
26	Monday		23
27	Tuesday		24
28	Wednesday		25
29	Thursday		26
30	Friday		27
No of working days-24			

Academic Schedule			
October-16			
Date	Days	Particulars	Working days
1	Saturday		28
2	Sunday	Gandhi Jayanthi	
3	Monday		29
4	Tuesday		30
5	Wednesday		31
6	Thursday		32
7	Friday		33
8	Saturday		34
9	Sunday	Holiday	
10	Monday	Saraswathi pooja	
11	Tuesday	Vijaya Dhasami	
12	Wednesday	Muharram	
13	Thursday		35
14	Friday		36
15	Saturday		37
16	Sunday	Holiday	
17	Monday		38
18	Tuesday		39
19	Wednesday		40
20	Thursday		41
21	Friday		42
22	Saturday		43
23	Sunday	Holiday	
24	Monday		44
25	Tuesday		45
26	Wednesday		46
27	Thursday		47
28	Friday		48
29	Saturday	Deepavali	
30	Sunday	Holiday	
31	Monday		49
No of working days-22			

Academic Schedule			
November-16			
Date	Days	Particulars	Working days
1	Tuesday		50
2	Wednesday		51
3	Thursday		52
4	Friday		53
5	Saturday		54
6	Sunday	Holiday	
7	Monday		55
8	Tuesday		56
9	Wednesday		57
10	Thursday		58
11	Friday		59
12	Saturday		60
13	Sunday	Holiday	
14	Monday		61
15	Tuesday		62
16	Wednesday	Seminar on writing Instructional Objectives in Lesson plan	63
17	Thursday		64
18	Friday		66
19	Saturday		67
20	Sunday	Holiday	
21	Monday		68
22	Tuesday		69
23	Wednesday		70
24	Thursday		71
25	Friday	Visiting Innovative Schools	72
26	Saturday		73
27	Sunday	Holiday	
28	Monday		74
29	Tuesday		75
30	Wednesday		76
No of working days-26			

Academic Schedule			
December-16			
Date	Days	Particulars	Working days
1	Thursday		77
2	Friday		78
3	Saturday		79
4	Sunday	Holiday	
5	Monday		80
6	Tuesday		81
7	Wednesday		82
8	Thursday		83
9	Friday		84
10	Saturday		85
11	Sunday	Holiday	
12	Monday		86
13	Tuesday	Id-E-Milad	
14	Wednesday		87
15	Thursday		88
16	Friday		89
17	Saturday		90
18	Sunday	Holiday	
19	Monday		91
20	Tuesday		92
21	Wednesday	I st terminal examination starts for B.Ed I st year	93
22	Thursday		94
23	Friday		95
24	Saturday		96
25	Sunday	Christmas	
26	Monday		97
27	Tuesday		98
28	Wednesday	I st terminal examination ends	99
29	Thursday		100
30	Friday		101
31	Saturday		102
No of working days=26			

Academic Schedule**January-2017**

Date	Days	Particulars	Working days
1	Sunday	New year	
2	Monday		103
3	Tuesday		104
4	Wednesday		105
5	Thursday		106
6	Friday		107
7	Saturday		108
8	Sunday	Holiday	
9	Monday		109
10	Tuesday		110
11	Wednesday		111
12	Thursday		112
13	Friday		113
14	Saturday	Pongal	
15	Sunday	Thiruvalluvar day	
16	Monday	Uzhavar thirunal	
17	Tuesday		114
18	Wednesday		115
19	Thursday		116
20	Friday		117
21	Saturday		118
22	Sunday	Holiday	
23	Monday		119
24	Tuesday		120
25	Wednesday		121
26	Thursday	Re-Public day	
27	Friday		122
28	Saturday		123
29	Sunday	Holiday	
30	Monday	Sports Day	124
31	Tuesday		125
No of working days =23			

Academic Schedule

February

Date	Days	Particulars	Working days
1	Wednesday		126
2	Thursday		127
3	Friday		128
4	Saturday		129
5	Sunday	Holiday	-
6	Monday		130
7	Tuesday		131
8	Wednesday		132
9	Thursday		133
10	Friday		134
11	Saturday		135
12	Sunday	Holiday	-
13	Monday		136
14	Tuesday		137
15	Wednesday		138
16	Thursday		139
17	Friday		140
18	Saturday		141
19	Sunday	Holiday	-
20	Monday		142
21	Tuesday		143
22	Wednesday		144
23	Thursday		145
24	Friday		146
25	Saturday		147
26	Sunday	Holiday	-
27	Monday		148
28	Tuesday		149

No of working days=24

Academic Schedule

March

Date	Days	Particulars	Working days
1	Wednesday		150
2	Thursday		151
3	Friday		152
4	Saturday		153
5	Sunday	Holiday	-
6	Monday		154
7	Tuesday		155
8	Wednesday		156
9	Thursday		157
10	Friday		158
11	Saturday		159
12	Sunday	Holiday	--
13	Monday		160
14	Tuesday		161
15	Wednesday		162
16	Thursday		163
17	Friday		164
18	Saturday		165
19	Sunday	Holiday	-
20	Monday		166
21	Tuesday		167
22	Wednesday		168
23	Thursday		169
24	Friday		170
25	Saturday		171
26	Sunday	Holiday	-
27	Monday		172
28	Tuesday		173
29	Wednesday	Telugu New Year	-
30	Thursday		174
31	Friday		175

No of working days=26

Academic Schedule

April

Date	Days	Particulars	Working days
1	Saturday		176
2	Sunday	Holiday	-
3	Monday		177
4	Tuesday		178
5	Wednesday		179
6	Thursday		180
7	Friday		181
8	Saturday		182
9	Sunday	Holiday	
10	Monday		183
11	Tuesday		184
12	Wednesday		185
13	Thursday		186
14	Friday	Good Friday / Tamil New Year	
15	Saturday		187
16	Sunday	Holiday	
17	Monday		189
18	Tuesday		190
19	Wednesday		191
20	Thursday		192
21	Friday		193
22	Saturday		194
23	Sunday	Holiday	-
24	Monday		195
25	Tuesday		196
26	Wednesday		197
27	Thursday		198
28	Friday		199
29	Saturday		200
30	Sunday	Holiday	

No of working days=24

Academic Schedule

May

Date	Days	Particulars	Working days
1	Monday	Holiday	-
2	Tuesday	Revision exam starts	201
3	Wednesday		202
4	Thursday		203
5	Friday		204
6	Saturday		205
7	Sunday	Holiday	-
8	Monday		206
9	Tuesday		207
10	Wednesday		208
11	Thursday		209
12	Friday		210
13	Saturday		211
14	Sunday	Holiday	-
15	Monday		213
16	Tuesday		214
17	Wednesday		215
18	Thursday		216
19	Friday		217
20	Saturday		218
21	Sunday	Holiday	-
22	Monday	Model Examination begins	219
23	Tuesday		220
24	Wednesday		221
25	Thursday		222
26	Friday		223
27	Saturday		224
28	Sunday	Holiday	-
29	Monday		225
30	Tuesday		226
31	Wednesday		227

No of working days =27

