



**St. Christopher's College of Education**  
(Autonomous)

Accredited at 'A+' level by NAAC in 4<sup>th</sup> Cycle

**HAND BOOK**  
**2023 - 2024**

No. 63, E.V.K. Sampath Road,

Vepery, Chennai - 600 007.

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Website : [www.sccd.edu.in](http://www.sccd.edu.in)

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

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

## **VISION**

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

## **MISSION**

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

## **COLLEGE PRAYER**

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

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

## COLLEGE HYMN

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

**COLLEGE SONG**

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

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

5. Come, let's sing about  
St. Christopher's  
Many changes at St. Christopher's  
Semester system at  
St. Christopher's  
More assignments to be done  
Special English oral test,  
Micro-teaching (from the West)  
No time for fun  
Till our work is done  
We're kept busy at St.Christopher's.
6. Come, let's sing about  
St. Christopher's  
Our old students from  
St. Christopher's  
Scattered North and South from  
St. Christopher's  
They are found in Tamil Nadu  
In Punjab and Kerala  
Europe and America  
Near and far  
One we are,  
In our love for our  
St. Christopher's.

## THE TEACHER

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

-MAHATMA GANDHI

## ஆசிரியர்

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

- மகாத்மா காந்தி

## **A TEACHER'S PRAYER**

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

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

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

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

- William Barclay

## ஓர் ஆசிரியரின் வேண்டுகல்

இறைவனே, எனக் களிக் கப் பட்ட வேலையின் பெருமையை நான் கருத்தில் கொள்ள உதவி புரியும்.

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

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

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

- வில்லியம் பார்க்லே

## TO THE UNKNOWN TEACHER

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

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

- Henry Van Dyke

### அறியப்படாத ஆசிரியர்

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

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

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

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

**FACULTY MEMBERS****Dr. Nithila Devakarunyam**

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

Principal &amp; Secretary

**Dr. C. Jeyanthi Melba Premkumari**

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

Director of Physical Education

**Dr. Mano Stella Charling D.**

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

Assistant Professor of Education

**Mrs. Parimala Paul**

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

Assistant Professor of Mathematics &amp; Vice Principal

**Dr. C. Jesintha Mary**

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

Co-ordinator of Extn. Services Dept.&amp; Bursar

**Dr. Jayasundari A.**

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

Librarian &amp; IQAC Co-ordinator

**Mrs. R. Libin Saral**

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

Assistant Professor of Physical Science

**Mrs. Reeva Jebalina J.**

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

Assistant Professor of Tamil

**Mrs. Samuel Stella**

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

Assistant Professor of Biological Science

**Mrs. Hebziba M.**

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

Assistant Professor of Computer Education

**Dr. N. G. Jyothsna**

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

Assistant Professor of English

**Mrs. J. Jasmine**

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

Assistant Professor of Education & Controller of Examinations

**Mrs. Georjeena S.**

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

Assistant Professor of Biological Science

**Ms. Selvamary M.**

M.C.A., M.Ed., M.Phil., M.Sc.,(Psy) (SLET)

Assistant Professor of Computer Science

**Ms. Lydia M.**

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

Assistant Professor of English

**Mrs. A. Enid Ruth**

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

Assistant Professor of Education

**Mrs. N. Nalini**

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

Assistant Professor of Education

**Mrs. Karunya Rajakumari R.**

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

Assistant Professor of English

**Ms. Shobana S.**

B. Tech., M.B.A., M.E., M.Ed., (NET)  
Assistant Professor of Computer Science

**Ms. Jackulin Blessy M.**

MSc.,M.Ed., (NET)  
Assistant Professor of Mathematics

**Guest Faculty**

**Mrs. P. Emi Jeba Suganthi, M.A., M.Ed.,M.Phil.,**  
Lecturer in History

## CONVENORS OF COMMITTEES

1	IQAC	Dr. Jayasundari A.
2	Staff Council	Mrs. Samuel Stella
3	Student Council	Mrs. Parimala Paul
4	Anti Ragging Committee	Dr. Mano Stella Charling D.
5	College Magazine Committee	Mrs. Reeva Jebalina J.
6	Counselling Committee	Mrs. Karunya Rajakumari R
7	Cultural Events Committee	Mrs.Emi Jeba Suganthi
8	Disciplinary Committee	Dr.C. Jeyanthi Melba Premkumari
9	Digital Learning Support Cell	Mrs. Hebziba M.
10	Eco Club	Mrs. A. Enid Ruth
11	Examination Committee	Mrs. J. Jasmine
12	Feedback Analysis Committee	Mrs. Parimala Paul
13	Grievance Redressal Committee	Mrs. Nalini N
14	Internal Complaints Committee	Mrs. Georjeena S.
15	Library Advisory Committee	Dr. Jayasundari A.
16	Research Committee	Dr. N.G. Jyothsna
17	Planning Committee	Mrs. R. Libin Saral
18	Scholarship Committee	Mrs.Reeva Jebalina .J
19	Sports Committee	Dr. C. Jeyanthi Melba Premkumari
20	Website and Social Media Committee	Ms. Selvamary M.

## Curriculum Framework

### B.Ed

#### Semester – I

S.No.	Theory	Credits
1	Education in Contemporary India	2
2	Developmental Stages of Learner	2
3	Testing, Assessment and Evaluation	2
4	Pedagogy and Language Skills	3
	<b>Total</b>	<b>9</b>

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

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

<b>S.No.</b>	<b>Other Courses</b>	<b>Credits</b>
1.	Basic Computer Applications	0.5
2.	Digital Technology in Pedagogy	1.5
3.	Spoke English	0.5
4.	Service Learning	0.5
5.	Scripture / Moral Instruction	1
1.	Co-Curricular Activities	2

Total – 24 Credits

**Semester – II**

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

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

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

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

1.	Co-curricular Activities	2
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Total – 24 Credits

**Semester – III**

Internship for 15 Weeks

**PRACTICUM COMPONENTS**

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

<b>S.No.</b>	<b>Practical</b>	<b>Credits</b>
1.	Teaching Competency	10

Total – 24 Credits

**Semester – IV**

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

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

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

<b>S.No.</b>	<b>Special Course</b> (Student will select any one of the following)	<b>Credits</b>
7.	History Education Course	4
8.	Geography Education Course	4
9.	Computer Science Education Course	4
10.	Commerce and Accountancy Education Course	4

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

1.	Co-curricular Activities	2
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Total – 24 Credits

**M.Ed**  
**Semester – I**

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

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

**Semester – II**

<b>S.No.</b>	<b>Theory</b>	<b>Credits</b>
1.	Philosophical and Sociological Foundations of Education	2
2.	Guidance & Counseling	3
3.	Management Techniques	7
4.	Statistics for Research in Education	7
5.	Scripture /M.I	1
	<b>Total</b>	<b>20</b>

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

**Semester – III**

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

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

**Semester – IV**

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

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

## **Co-Curricular Activities**

1. Assembly Programme
2. College Choir
3. Circle of King's Daughters
4. Quiz Programme
5. Physical Education
6. Service Learning Centres
  - a) St. Marks School
  - b) Opportunity School (B.K.N)
  - c) St. Stephen English Medium school
  - d) Bentinck School
  - e) Youth Red Cross
7. Out Reach Activities

## Self Study Courses

(Student will select a minimum of one Course in each Semester)

### SEMESTER I

S.No.	Course Title	Staff In-charge
1.	Physical and Psychological Well Being	Dr. Jayanthi Melba Premkumari.C
2.	Roof Gardening	Mrs. Samuel Stella
3.	Aquarium Management	Mrs. J. Jasmine
4.	Thirukurral and Professional Ethics	Mrs. N. Nalini
5.	Elevate Your Elegance	Mrs. P. Emi Jeba Suganthi
6.	Nonverbal Communication in Teaching	Mrs. Karunya Rajakumari. R

### SEMESTER II

S.No.	Course Title	Staff In-charge
1.	Problem Solving in Workplace	Dr. Mano Stella Charling,D
2.	திருக்குறளில் மேலாண்மை பணிகள்	Dr. C. Jesintha Mary
3.	Story telling using Scratch	Mrs. Hebziba .M
4.	Teacher Etiquette	Dr. N.G. Jyothsna
5.	Time Management	Miss. M. Lydia
6.	Gaming through Teaching	Mrs. A. Enid Ruth

**SEMESTER IV**

<b>S.No.</b>	<b>Course Title</b>	<b>Staff In-charge</b>
1.	Aesthetic Mathematics	Mrs. Parimala Paul
2.	Understanding Copyright	Dr. A. Jayasundari
3.	Chemicals in Food	Mrs. R. Libin Saral
4.	நாட்டு வைத்தியம்	Mrs. Reeva Jebalina
5.	Culinary Art of South India	Mrs. S. Georjeena
6.	Website Creation Without Coding (Google Sites)	Miss. Selvamary M

## **GENERAL CODE OF CONDUCT IN THE COLLEGE**

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

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

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

## **GENERAL CODE OF CONDUCT IN THE SCHOOL DURING TEACHING PRACTICE**

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

## **Regulations and Leave Rules**

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

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

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

## **RULES & REGULATIONS RELATED TO EVALUATION**

### **B.Ed Degree Examination**

#### **Written Examination Passing Minimum**

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

#### **Reappearance**

Each unsuccessful candidate shall be permitted to reappear for the written examination within the next three consecutive academic years including the two years of their course of Study.

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

### **Revaluation**

Candidates can apply for revaluation within 5 days after the publication of results by paying necessary fee prescribed by the college.

### **Practicum components Passing Minimum**

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

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

### **Reappearance**

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

### **M.Ed., & M.Phil., Degree Examination**

#### **Passing Minimum**

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

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

### **Classification**

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

## **LIBRARY RULES AND REGULATIONS**

### **OPENING HOURS**

**Monday-Friday** : 9.15 am to 5.00 pm

**Saturday** : 9.00 am to 1.00 pm

**The library is closed on Sundays and  
all public holidays**

### **GENERAL RULES:**

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

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

### **CIRCULATION SYSTEM:**

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

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

## **CODE OF CONDUCT FOR VIRTUAL CLASSES**

### **VIRTUAL CLASSROOM HYGIENE**

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

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

## **COMMUNICATION DURING VIDEO CONFERENCING**

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

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

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

## **FACIAL EXPRESSIONS**

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

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

## **BODY GESTURES AND PROXEMICS**

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

## **OTHER KEY TIPS**

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

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

## **CONCLUSION**

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

## **Advisory System**

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

## **Internship**

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

**The following scholarships are available :**

National scholarship awarded by the Govt. of India.

State Scholarship for the Children of School Teachers.

State Govt. Merit Scholarship

Educational Concessions by the State Government.

Educational Concessions and Scholarships to the children of Defence Service.

Ex-Servicemen Scholarships.

National Loan Scholarships.

Adhoc Merit Grant Scheme.

Adi Dravidar & Tribal Welfare Scholarship.

Adi Dravidar & Tribal Loan Scholarship.

Adi Dravidar & Tribal Govt. of India  
Scholarship.

Backward Scholarship.

Most Backward Scholarship.

Alumnae Association Scholarship.

College Scholarship.

Endowment Scholarship instituted by  
Staff and others.

**CALENDAR 2023-2024**  
**AUGUST 2023**

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1 Tuesday B.Ed., (II) Year and  
M.Ed., (II) Year  
Classes Begin

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2 Wednesday

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3 Thursday

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4 Friday

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5 Saturday Meeting with Advisors

---

**AUGUST 2023**

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6 SUNDAY

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7 Monday B.Ed., II year  
Internship Begins

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8 Tuesday

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9 Wednesday

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10 Thursday

---

11 Friday

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12 Saturday

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**AUGUST 2023**

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13 SUNDAY

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14 Monday

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15 Tuesday      Independence Day -  
Holiday

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16 Wednesday

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17 Thursday

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18 Friday

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19 Saturday

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**AUGUST 2023**

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20 SUNDAY

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21 Monday

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22 Tuesday

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23 Wednesday

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24 Thursday

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25 Friday

---

26 Saturday Free Day

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**AUGUST 2023**

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27 SUNDAY

---

28 Monday

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29 Tuesday      Onam – Local Holiday

---

30 Wednesday

---

31 Thursday

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Working Days 24

SEPTEMBER 2023

---

1 Friday

---

2 Saturday Meeting with Advisors

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**SEPTEMBER 2023**

---

3 SUNDAY

---

4 Monday

---

5 Tuesday Teachers' Day

---

6 Wednesday Krishna Jeyanthi -  
Holiday

---

7 Thursday

---

8 Friday International Literacy Day

---

9 Saturday Free Day

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**SEPTEMBER 2023**

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10 SUNDAY

---

11 Monday

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12 Tuesday

---

13 Wednesday

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14 Thursday

---

15 Friday

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16 Saturday

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**SEPTEMBER 2023**

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17 SUNDAY

---

18 Monday      Ganesh Chaturthi -  
Holiday

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19 Tuesday

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20 Wednesday

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21 Thursday

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22 Friday

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23 Saturday

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**SEPTEMBER 2023**

---

24 SUNDAY

---

25 Monday B.Ed.,(I)Year and M.ED., (I) Year  
Classes Begin

---

26 Tuesday

---

27 Wednesday

---

28 Thursday Milad-Un-Nabi - Holiday

---

29 Friday

---

30 Saturday

---

Working days 22

**OCTOBER 2023**

---

1 SUNDAY World Habitat Day

---

2 Monday Gandhi Jayanthi -  
Holiday

---

3 Tuesday

---

4 Wednesday Orientation – I Year

---

5 Thursday

---

6 Friday

---

7 Saturday Meeting with Advisors

---

**OCTOBER 2023**

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8 SUNDAY

---

9 Monday

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10 Tuesday      World Mental Health Day

---

11 Wednesday

---

12 Thursday

---

13 Friday      Inauguration of  
Social Service Activities

---

14 Saturday

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**OCTOBER 2023**

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15 SUNDAY

---

16 Monday

---

17 Tuesday

---

18 Wednesday

---

19 Thursday

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20 Friday                      Demonstration

---

21 Saturday                      Free Day

---

**OCTOBER 2023**

---

22 SUNDAY

---

23 Monday Ayutha Pooja - Holiday

---

24 Tuesday Vijaya Dasami – Holiday,  
UN Day

---

25 Wednesday

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26 Thursday

---

27 Friday

---

28 Saturday

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**OCTOBER 2023**

---

29 SUNDAY

---

30 Monday

---

31 Tuesday      National Unity Day  
Demonstration

---

Working days 22

**NOVEMBER 2023**

---

1 Wednesday      B.Ed., II year Internship  
Begins  
Demonstration

---

2 Thursday      All Souls Day  
Demonstration

---

3 Friday

---

4 Saturday      Meeting with advisors

---

**NOVEMBER 2023**

---

5 SUNDAY

---

6 Monday

---

7 Tuesday

---

8 Wednesday

---

9 Thursday

---

10 Friday

---

11 Saturday      Free Day,  
National Education Day

---

**NOVEMBER 2023**

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12 SUNDAY      Deepavali

---

13 Monday

---

14 Tuesday      Children's Day  
Micro Teaching

---

15 Wednesday

---

16 Thursday

---

17 Friday

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18 Saturday

---

**NOVEMBER 2023**

---

19 SUNDAY

---

20 Monday

---

21 Tuesday

---

22 Wednesday

---

23 Thursday

---

24 Friday

---

25 Saturday Free Day

---

**NOVEMBER 2023**

---

26 SUNDAY National Constitution Day

---

27 Monday CCE – 2 (I Year)

---

28 Tuesday

---

29 Wednesday

---

30 Thursday B.Ed.,II Year  
Internship Ends

---

Working days 24

**DECEMBER 2023**

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1	Friday	M.Ed., Semester III Model Examinations Begin
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2	Saturday	Meeting with Advisors
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**DECEMBER 2023**

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3 SUNDAY

---

4 Monday

---

5 Tuesday

---

6 Wednesday

---

7 Thursday

---

8 Friday M.Ed., Semester III  
Examinations Begin

---

9 Saturday

---

**DECEMBER 2023**

---

10 SUNDAY

---

11 Monday

---

12 Tuesday      B.Ed., II Year  
Practical Examination

---

13 Wednesday

---

14 Thursday      Administrative &  
Academic Audit

---

15 Friday      B.Ed., & M.Ed.,  
Semester IV Begins

---

16 Saturday

---

**DECEMBER 2023**

---

17 SUNDAY

---

18 Monday

---

19 Tuesday      Christmas Celebrations

---

20 Wednesday

---

21 Thursday

---

22 Friday

---

23 Saturday      Christmas Holidays Begin

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**DECEMBER 2023**

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24 SUNDAY

---

25 Monday          Christmas

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26 Tuesday

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27 Wednesday

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28 Thursday

---

29 Friday

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30 Saturday

---

**DECEMBER 2023**

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31 SUNDAY

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Working Days 19

**JANUARY 2024**

---

1 Monday

---

2 Tuesday

---

3 Wednesday College Reopens

---

4 Thursday

---

5 Friday

---

6 Saturday Meeting with advisors

---

**JANUARY 2024**

---

7 SUNDAY

---

8 Monday CCE – 3 (1 Year)

---

9 Tuesday

---

10 Wednesday

---

11 Thursday

---

12 Friday

---

13 Saturday Free Day

---

**JANUARY 2024**

---

14 SUNDAY

---

15 Monday Pongal - Holiday

---

16 Tuesday Thiruvalluvar Day -  
Holiday

---

17 Wednesday Uzhavar Thirunal -  
Holiday

---

18 Thursday

---

19 Friday Extempore Elocution  
Competition

---

20 Saturday

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**JANUARY 2024**

---

21 SUNDAY

---

22 Monday CCE – 1 (II Year)  
B.Ed., & M.Ed.,  
Semester I Model  
Examinations Begin

---

23 Tuesday

---

24 Wednesday

---

25 Thursday

---

26 Friday Republic Day

---

27 Saturday

---

**JANUARY 2024**

---

28 SUNDAY

---

29 Monday      B. Ed., & M.Ed.,  
Semester I  
Examinations Begin

---

30 Tuesday

---

31 Wednesday

---

Working Days 20

**FEBRUARY 2024**

---

1 Thursday

---

2 Friday

---

3 Saturday Meeting with advisors  
B.Ed., & M.Ed.,  
Semester II Begins

---

**FEBRUARY 2024**

---

4 SUNDAY

---

5 Monday

---

6 Tuesday      Field Trip

---

7 Wednesday

---

8 Thursday      Biblical Character  
Costume Competition

---

9 Friday

---

10 Saturday      Free Day

---

**FEBRUARY 2024**

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11 SUNDAY

---

12 Monday

---

13 Tuesday      House Party 1

---

14 Wednesday      Ash Wednesday -  
Holiday

---

15 Thursday

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16 Friday      House Party 2

---

17 Saturday

---

**FEBRUARY 2024**

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18 SUNDAY

---

19 Monday

---

20 Tuesday      House Party 3

---

21 Wednesday

---

22 Thursday      House Party 4

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23 Friday

---

24 Saturday

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**FEBRUARY 2024**

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25 SUNDAY

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26 Monday	CCE- 2 (II Year) Camp
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27 Tuesday

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28 Wednesday	National Science Day
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29 Thursday

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Working Days 23

**MARCH 2024**

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1	Friday	World Day of Prayer
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2	Saturday	Meeting with advisors
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**MARCH 2024**

---

3 SUNDAY

---

4 Monday CCE – 1 (1 year)

---

5 Tuesday

---

6 Wednesday

---

7 Thursday

---

8 Friday International  
Women's Day

---

9 Saturday Alumnae Day

---

**MARCH 2024**

---

10 SUNDAY

---

11 Monday      Camp

---

12 Tuesday

---

13 Wednesday

---

14 Thursday

---

15 Friday

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16 Saturday      CEC/Scripture/Moral/  
Value Education-Examination

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**MARCH 2024**

---

17 SUNDAY

---

18 Monday

---

19 Tuesday

---

20 Wednesday

---

21 Thursday

---

22 Friday                      Project Sports

---

23 Saturday                      Free Day

---

**MARCH 2024**

---

24 SUNDAY

---

25 Monday Educational Tour (II Year)

---

26 Tuesday

---

27 Wednesday

---

28 Thursday Maundy Thursday

---

29 Friday Good Friday Holiday

---

30 Saturday Free Day

---

**MARCH 2024**

---

31 SUNDAY Easter

---

Working Days - 22

**APRIL 2024**

---

1 Monday

---

2 Tuesday CCE – 2 (1Year)

---

3 Wednesday

---

4 Thursday

---

5 Friday

---

6 Saturday Meeting with advisors

---

**APRIL 2024**

---

7 SUNDAY

---

8 Monday

---

9 Tuesday Ugadi - Holiday

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10 Wednesday

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11 Thursday Eid- Ul- Fitr - Holiday

---

12 Friday

---

13 Saturday College Day

---

**APRIL 2024**

---

14 SUNDAY Tamil New Year /  
Dr. Ambedhkar Birthday

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15 Monday CCE- 3 (II Year)

---

16 Tuesday

---

17 Wednesday

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18 Thursday

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19 Friday

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20 Saturday

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**APRIL 2024**

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21 SUNDAY Mahavir Jayanthi

---

22 Monday Peer Teaching

---

23 Tuesday

---

24 Wednesday

---

25 Thursday

---

26 Friday

---

27 Saturday Free Day

---

**APRIL 2024**

---

28 SUNDAY

---

29 Monday CCE – 3 (1Year)

---

30 Tuesday

---

Working Days - 23

**MAY 2024**

---

1 Wednesday Labour Day - Holiday

---

2 Thursday

---

3 Friday

---

4 Saturday Meeting with advisors

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**MAY 2024**

---

5 SUNDAY

---

6 Monday

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7 Tuesday      B. Ed., & M.Ed.,  
Semester IV Model  
Examinations Begin

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8 Wednesday

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9 Thursday

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10 Friday

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11 Saturday

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**MAY 2024**

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12 SUNDAY

---

13 Monday      B. Ed., & M.Ed.,  
Semester IV  
Examinations Begin

---

14 Tuesday

---

15 Wednesday

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16 Thursday

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17 Friday

---

18 Saturday

---

**MAY 2024**

---

19 SUNDAY

---

20 Monday      B.Ed., M.Ed.,  
Semester (II)  
Study Holidays Begin

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21 Tuesday

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22 Wednesday

---

23 Thursday

---

24 Friday

---

25 Saturday

---

**MAY 2024**

---

26 SUNDAY

---

27 Monday

---

28 Tuesday

---

29 Wednesday

---

30 Thursday

---

31 Friday

---

Working Days - 15

---

**JUNE 2024**

---

1 Saturday

---

**JUNE 2024**

---

2 SUNDAY

---

3 Monday

---

4 Tuesday

---

5 Wednesday

---

6 Thursday

---

7 Friday

---

8 Saturday Free Day

---

**JUNE 2024**

---

9 SUNDAY

---

10 Monday

---

11 Tuesday

---

12 Wednesday

---

13 Thursday

---

14 Friday

---

15 Saturday

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**JUNE 2024**

---

16 SUNDAY

---

17 Monday Ed – al - Adha-Holiday

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18 Tuesday College Reopens

---

19 Wednesday B.Ed.,&M.Ed.,  
Semester II Model  
Examinations Begin

---

20 Thursday

---

21 Friday

---

22 Saturday

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**JUNE 2024**

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23 SUNDAY

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24 Monday

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25 Tuesday

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26 Wednesday

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27 Thursday      B. Ed., & M.Ed.,  
Semester II  
Examinations Begin

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28 Friday

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29 Saturday

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112

**JUNE 2024**

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30 SUNDAY

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<b>Working Days for the Academic Year 2023 - 2024</b>			
Month & Year	II Year	I Year	Hours
2023 July	6		
August	24		
September	22	5	
October	22	22	19
November	24	24	22
December	19	19	16
2024 January	20	20	16
February	23	23	20
March	22	22	19
April	23	23	23
May	15	15	15
June		12	5
Total		185	150
	220		210







2<sup>nd</sup> Century Begins.....

## Centenary Arch



## Centenary Gallery

