

MUSLIM COLLEGE OF EDUCATION

Accredited with 'B' Grade by NAAC
No.1, New Street, Thiruvithancode, Kanniyakumari District.
Tamil Nadu - 629 174.



MCE Hand Book - 2022-2023

Affiliated to Tamil Nadu Teachers Education University- Chennai.
Recognised by SRC (NCTE) New Delhi
web : www.muslimcollegeofeducation.in
Email: muslimcollegeofeducation@gmail.com



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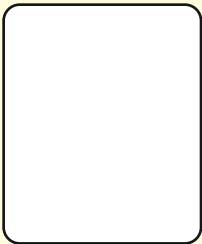
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MUSLIM COLLEGE OF EDUCATION

PERSONAL RECORD



Name :

Address :

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Reg. No :

Opt. Subject :

Contact No :

Blood Group :

▼ Surah al-Fatihah The Opening ▼

In the name of Allah, the Gracious, the Merciful.

Praise be to Allah, Lord of the Worlds.

The Most Gracious, the Most Merciful.

Master of the Day of Judgment.

It is You we worship, and upon You we call for help.

Guide us to the straight path.

The path of those You have blessed, not of those against whom there is anger, nor of those who are misguided.

▼—QURAN 1 ▼

NATIONAL ANTHEM OF INDIA



Jana-gana-mana-adhinayaka jaya he
Bharata-bhagya-vidhata
Punjaba-Sindhu-Gujarata-Maratha
Dravida-Utkala-Banga
Vindhya-Himachala-Yamuna-Ganga
uchchala-jaladhi-taranga
Tava shubha name jage, tava shubha asisa mage,
gahe tava jaya-gatha.
Jana-gana-mangala-dayaka jaya he
Bharata-bhagya-vidhata.
Jaya he, Jaya he, Jaya he,
jaya jaya jaya, jaya he.

Our National Pledge

- 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 alone, lies my happiness.

JAI HIND!



Message From Secretary

Dear Parents and Beloved Teacher-trainees,

The Muslim College of Education extends its heartfelt welcomes to all aspiring teachers. The Muslim College of Education (MCE), derived from the educational mission of the Muslim Educational Society (MES), expresses its affection and empathy for all individuals. The members of MES firmly assert that education is indispensable for human progress, enabling individuals to fulfil their personal and societal obligations. Our goal is to establish a fair and compassionate society that values the dignity of every individual. We aim to confront unjust social systems, uphold our cultural values of non-violence, religious unity, and national unity, and prioritize the needs of the impoverished and marginalized. Our institution is inclusive, welcoming students from all castes and creeds. They are embraced and valued for their individuality and are actively encouraged to nurture their cultural, social and religious customs. As they have the pleasure of being in our institution, they will also have the entitlement to acquire knowledge about Almighty. In order for these goals to be achieved, it is imperative that teachers, teacher-trainees, and parents align with our vision and engage in wholehearted collaboration.

Lion. Dr. H. Mohamed Ali
Secretary
Muslim College of Education



Message From Principal

The admirable goal of Muslim College of Education is to completely realize each teacher-trainee's innate potential and bring forth the best in each one of them. We mould and shape our teacher-trainees to enable them to handle every issue they come across, assess circumstances correctly as they emerge, and never miss an acceptable line of action. Our goal is to prepare a group of socially conscious, emotionally balanced, physically strong, academically capable, morally pure, religiously pious, spiritually enlightened and economically independent persons by offering an advanced education. Learning is not education in and of itself; education is what transforms us into better people and consequently, shapes the destiny of the country. Education should help people to develop the life skills they need to live effectively, interact with others in the right way and make the greatest possible contributions to their community, country or globe. The ultimate aim of education should be to establish a society in which people are exclusively valued for their good traits. The definition of education, as articulated by our nation's founder, Mahatma Gandhi is "the total development of the child and the man, in body, mind and spirit." In order to prepare our student-teachers to be the best, the college works hard to bring out the best in them in every manner. The faculty has planned all of the activities as a cooperative effort in order to accomplish this shared objectives. As a result, the college is setting new standards for both social responsibility and intellectual brilliance.

Warm regards to everyone.

Dr. V.S. Pramod

Principal, Muslim College of Education

ESTABLISHMENT AND MANAGEMENT

Muslim Educational Society (MES) Thiruvithancode, Kanniyakumari
District Tamil Nadu – 629 174
Reg. No. 36 of 1981

STATE GOVERNMENT

The Government of Tamil Nadu
NOC Letter No 24786/E1/2007-2, Dated 14-11-2007.
NCTE Letter F.SRO/NCTE/ B.Ed./ 2006-2007/15931

AFFILIATING BODY

Tamil Nadu Teachers Education University, Chennai.
Tamil Nadu, India



RECOGNITION

NCTE (National Council for Teacher Education)
SRC (Southern Regional Committee) New Delhi, India
Regional Director, Southern Regional Committee (NCTE),
G-7, Sector-10, Dwarka, Landmark – Near Metro Station,
New Delhi – 110075



RECOGNIZED STRENGTH



B.Ed – 100 Teacher-Trainees (Two Units)



M.Ed- 50 Scholars (One Unit)

MUSLIM COLLEGE OF EDUCATION 2022-2023



Muslim College of Education, No.1, New Street,
Thiruvithancode, Kanniyakumari Dist., Tamil Nadu, India Pin: 629 174

WEBSITE ADDRESS

www.muslimcollegeofeducation.in

EMAIL:

muslimcollegeofeducation@gmail.com



SECRETARY & CORRESPONDENT

Lion Dr. H. Mohamed Ali

Muslim College of Education,
No.1, New Street, Thiruvithancode, Kanniyakumari District.
Tamil Nadu, Mob: 9842130700

CONTACT NUMBER



Phone: 04651 248674

Mob: 740 27 35 503

740 27 35 504

ACCREDITATION STATUS

Accredited 'B' Grade by NAAC



VISION

To be a “Centre of Excellence” in the fields of teaching, learning, research and outreach programmes through network of vibrant educational programmes.



MISSION

To enable our teacher-trainees and research scholars acquire academic competence, sound knowledge and skill in teaching and outreach programmes coupled with international and interdisciplinary perspective.

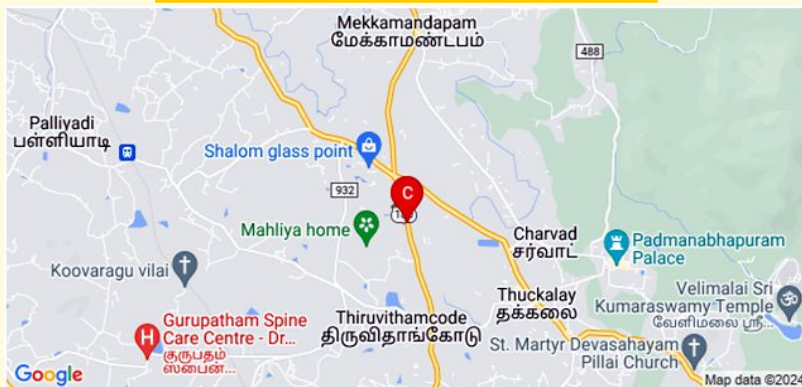


MISSION

The institution has the following Core Values

- ★ Contributing to National Development
- ★ Fostering global competencies
- ★ Inculcation of a value system
- ★ Promoting the use of Technology
- ★ Quest for Excellence

HOW TO REACH THE CAMPUS



Muslim College of Education is located in No.1. New Street, Thiruvithancode, Kanniyakumari Dist. Tamil Nadu. The College is about 10 km south of Nagercoil and 12 km. north of Marthandam. The nearest railway station is Eraniel, at a distance of 5km. The nearest airport is Trivandrum International Airport at a distance of 57.5 km away from the college. The sprawling campus of 5 acres is quiet and conducive to serious academic pursuit. Beautifully landscaped with tiles and horticultural plants it remains ideal for intellectual and emotional pursuit of the teacher-trainees.

HOW THE CAMPUS WORKS

The primary edifice of the college is a contemporary three-storey, architecturally crafted complex that houses the college's administrative office, library, Secretary's chamber, Principal's room, laboratories, seminar hall and individual workspaces for professors. There are designated washrooms and bathrooms for males and females. The bottom level of the building consists of an air-conditioned seminar hall, a library, a reading room, a staff room, a technology lab, an M.Ed. staff room, and many classrooms. The first floor includes the college office, Principal's room, extension activities office, MES office,

computer lab, Physical Science lab, Biological Science lab, multi-purpose hall, language lab, Psychology lab, classrooms, and a boy's washroom. The second level comprises a multi-purpose general hall, many class rooms, and a girl's washroom.

COLLEGE AMENITIES

The College offer the following facilities

- ★ Principal's Chamber
- ★ Seminar Hall
- ★ Educational Technology Lab
- ★ Science Lab
- ★ Physical Education Lab
- ★ Separate rest rooms for boys and girls
- ★ Wash rooms for boys and girls
- ★ Guest Room
- ★ Research and Guidance Wing
- ★ Computer Lab
- ★ Transportation Facility
- ★ Office Complex
- ★ College Library
- ★ Language Lab
- ★ Psychology Lab
- ★ Work Experience Lab
- ★ Canteen
- ★ Furnished staff rooms
- ★ Reading Room
- ★ Library
- ★ Bookstore
- ★ Broadband Internet facility

LABORATORY

The college offer the following labs

- * Biological Science Laboratory
- * Physical Science Laboratory
- * Psychology Laboratory
- * Technology Laboratory
- * Computer Laboratory

MULTI - PURPOSE HALL

The institution possesses a versatile auditorium equipped with air conditioning capable of accommodating a maximum of 200 students. It serves as a venue for orientation programs, extracurricular events, workshops, seminars, exams, guest lectures and also functions as a common area and method laboratory.

BOOK STORE

There is a well-stocked and open shop on campus. Teacher-trainees are provided with high-quality notebooks and other essential college materials at an affordable cost. There are locations where students can take photocopies.

COLLEGE PUBLICATIONS

IJPE (International Journal of Perspectives in Education)- A peer reviewed multi-disciplinary biannual international journal with the ISSN 2456-3412

TeLeS – (Teacher, Learner and Society) - A peer reviewed multi-disciplinary biannual national journal with the ISSN 2348-8409

Memories	-	Alumni News Letter
The Teacher	-	MCE Newsletter
Reflections	-	College Magazine

COLLEGE MAGAZINE

Every year, the college puts together an Editorial Board to ensure the timely publication of College Magazine. The sole responsibility for editing and publishing the journal lies with the Editorial Board. The college magazine is titled "Reflections."

ADMINISTRATION

The college operates in a manner similar to renowned colleges in India and beyond. Lion. Dr. H. Mohamed Ali holds the position of General Secretary at the Muslim Educational Society and serves as the Secretary of the Muslim College of Education. He has authority for the college.

Mr. V. Ramaswami is responsible for managing the administrative and financial aspects of the college. The principal has responsibility for the academic aspects of the college while the Management oversees the business aspects. The College Academic Council assists the Principal in carrying out administrative duties and provides them with guidance and recommendations. The council consists of renowned scholars.

ACADEMIC ADVISORY COMMITTEE

An advisory council consisting of renowned academicians in the field of education has been established to ensure effective academic planning and facilitate future academic initiatives.

HISTORY OF THE COLLEGE

The Muslim College of Education, No.1. New Street, Thiruvithancode, Kanniyakumari District, Tamil Nadu, one of the pioneering teacher training institutions in Tamil Nadu, is dedicated to the cause of learning, research and outreach. It was a dream project of the Muslim Educational Society (MES) Thiruvithancode, a society fashioned to uplift the marginalized sections of the people in Kanniyakumari District . The Muslim College of Education had its inception in the year 2007 with 100 B.Ed. teacher -trainees. In the year 2008, the college was granted permission to launch the M.Ed. course. Representing the minority, the college has unlocked its doors to all who cherished to get into this institution for admission. A galaxy of eminent teachers with competency, professionalism, passion, devotion and dedication, with the infinite support furnished by the management, has ignited the institution to grow with a remarkable legacy within a short span of time. Our college was

accredited with “B” grade by the National Assessment and Accreditation Council (NAAC) of the UGC. They were extremely pleased with the academic excellence, organization, staff pattern, physical environment, and outreach programmes of the college. It has provided us added responsibility and commitments to work for improvement. We strongly believe in the NAAC dictum, Quality Enhancement and Quality sustenance. We strive hard to uphold it. In 2014 the institution got permission to start M.Phil. course in Education, with 20 full-time scholars. The Muslim College of Education is proud of the fact that it gives the teacher-trainees maximum opportunities for outreach programmes. We believe greatly in value, support and collaboration, discussion, and dialogue with a variety of local and regional community associates.

The college offers programs such as Yoga, Ornamental Decoration, Fruits and Vegetable Carving, Candle Making, Glass Painting, Flower Making, and Flower Arrangement, We prioritize the development of communicative English skills. The college is affiliated with the Junior Chamber International Trivandrum Chapter. It is a global organization established with the aim of motivating and empowering young people. The training packages offered by JCI motivate our aspiring teacher-trainees to explore the abundant array of possibilities in the teaching profession.

In 2013, the Muslim College of Education started a biannual national journal called Teacher Learner and Society (TeLeS), which is subject to peer review. The publication is assigned the ISSN 2348-8409. TeLeS gained positive acclaim from intellectuals, which motivated us to establish an international publication called the International Journal of Perspectives in Education (IJPE) in 2016. The journal is assigned the ISSN 2456-3412. Additionally, it is a peer-reviewed, multi-disciplinary international publication. The National Council for Teacher Education (NCTE) has granted authorization to the Muslim College of Education to commence 4-year integrated

courses in B.A.B.Ed. and BSc.B.Ed. commencing from the academic year 2017-2018, recognizing the practicality of this initiative. There are just 8 institutes of education in Tamil Nadu that possess such a prestigious distinction.

COURSES OFFERED

B.Ed.

It is a two-year Bachelor's Degree Programme. This course is meant for students who opt teaching profession after B.A/ B.Sc./M.Com or M.A/MSc/M.Com. The duration of the course is two years. The B.Ed. subjects available in the institution are

- | | | |
|---------------|----------------------|--------------------|
| ★ English | ★ Computer Science | ★ Tamil |
| ★ History | ★ Biological Science | ★ Physical Science |
| ★ Mathematics | ★ Commerce | |

M.Ed.

The two-year M.Ed. course aims to enhance students' knowledge and comprehension of education while also developing their research skills. It offers possibilities for students to specialize in secondary education. Additionally, it is a program that awards a master's degree after two years of study. This master's degree program is designed for individuals who choose the teaching profession after completing their B.Ed.

WORKING HOURS

9.15 AM to 4.15.PM

WORKING DAYS

Monday to Saturday

DETAILS OF FACULTY

Mr. Irgurala Raja Kumar	Assistant Professor- Perspective in Education
Mr. Vigneshwar Reddy. K	Assistant Professor- Perspective in Education
Mrs. Kayathiri. S	Assistant Professor- Perspective in Education
Mrs. Sujitha. A. S	Assistant Professor- Perspective in Education
Mrs. Alpha Grace. T	Assistant Professor- Pedagogy- Tamil
Mrs. Razia. A	Assistant Professor- Pedagogy- English
Mrs. Jilcy. V	Assistant Professor- Pedagogy- Maths
Mrs. Jeyakumari. R	Assistant Professor- Pedagogy- Maths
Mrs. Jaculin Subi	Assistant Professor- Pedagogy- History
Mrs. Raina Rose	Assistant Professor- Pedagogy- Physical Science
Mrs. Valsala. L	Assistant Professor- Pedagogy- Science
Mrs. Derinoji. A	Assistant Professor- Pedagogy- Commerce
Mrs. Sindhuja. Y	Assistant Professor- Pedagogy- Physical Education
Miss. Jenesha Beatrice. J	Assistant Professor- Pedagogy- Performing Arts-Music
Mr. Bijoy M Nair	Assistant Professor- Pedagogy- Performing Arts-Music
Dr. S. Bindhu	Professor
Dr. V. S. Pramod	Professor
Dr. L. Sheeba	Assistant Professor

Dr. C. L. Bini	Assistant Professor
Mrs. S. Indira	Assistant Professor
Mrs. Merline Jaya	Assistant Professor
Mrs. Anitha Mary	Assistant Professor
Mrs. Almah Joshi	Assistant Professor
Mrs. M. V. Manjusha	Assistant Professor
Mrs. M.L. Aara Mithilee	Assistant Professor

NON -TEACHING STAFF

Revathi	Librarian
Ramaswami	Administrative Officer
Hamsa	Clerk
Pushpalatha	Clerk-cum-Typist
Sreekumari	Library Restorer
Sureshini	Store
Inba Raj	Lab Assistant
Swarnabai	Sweeper
Sundarabai	Sweeper

ACTIVITIES OF THE COLLEGE

ASSEMBLY AND THOUGHT FOR THE DAY

Every day, a morning assembly takes place, consisting of the college prayer, national anthem, and a regular segment called 'Thought for the Day'. The principal frequently conducts the Thought for the Day and Assembly sessions between 9.15 am and 9.45 a.m. The purpose of this is to offer aspiring teachers innovative concepts to address the demands of society. This program provides teacher-trainees with opportunity to express

their viewpoints on a range of topics including education, value systems, and current challenges. The program aims to cultivate leadership abilities and engage teacher candidates as active participants in the college's initiatives. The Thought for the Day is essential for fostering the growth of communication aptitude, interpersonal connections, and self-control.

MORAL EDUCATION

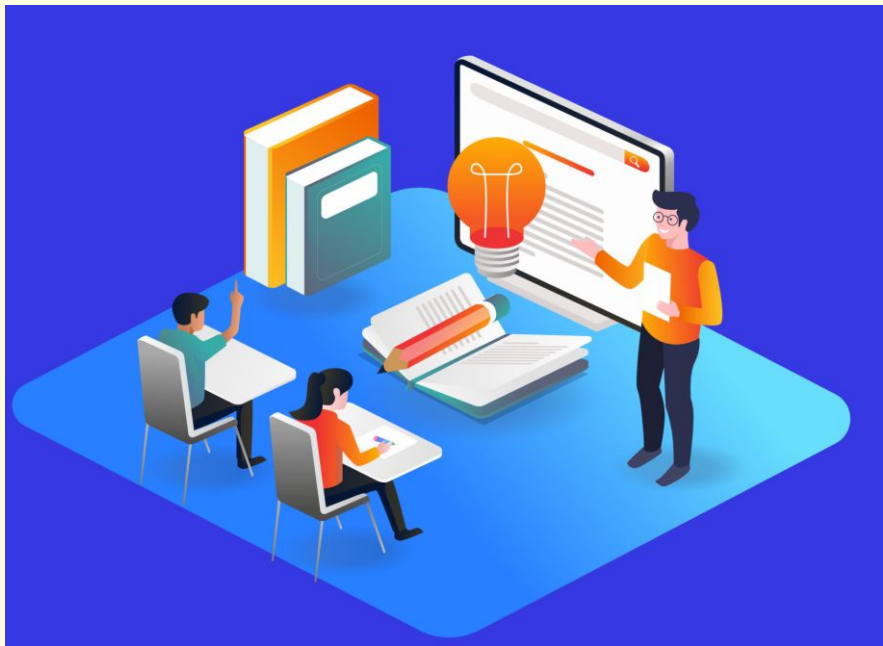
The institution offers aspiring educators a value-oriented education and a conducive learning atmosphere that fosters the cultivation of character and equips students for a lifelong commitment to learning and service. A crucial component of the B.Ed. curriculum is moral education, which facilitates the moral and ethical development of pupils. The institution offers several social service groups that actively engage students in fostering ideals like as humanitarianism, environmental appreciation, thankfulness, brotherhood, and global peace. The college opted an elective paper titles Value and Peace Education

ALUMNI

The Alumni Association was established in the year 2008. Subsequently, the institution convenes its yearly gathering when members engage in the exchange of ideas and offer constructive proposals to enhance the advancement and profitability of the organization. During the event, alumni members are recognized and celebrated for their outstanding achievements in academics and their valuable contributions to society. Furthermore, cultural events are arranged to commemorate the occasion. The alumni members make significant contributions to the college's growth and development by contributing in the organizing and celebration of all key occasions, including the annual function. The alumni organization organizes extended lectures aimed at enhancing students' personality development, capacity building, and communication skills. Additionally, they provide mock interviews to help students approach real interviews with self-assurance. Alumni members periodically enhance the current cohort with their specialized knowledge. The alumni members also provide their experience in training teams for other tournaments.

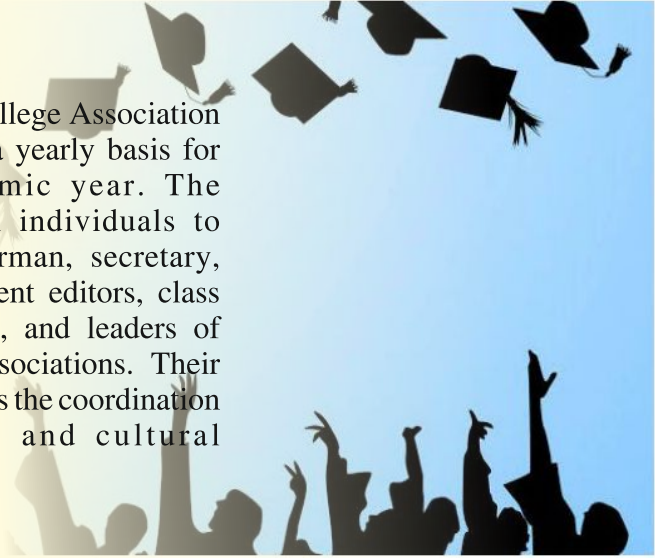
REMEDIAL TEACHING

The institution also offers remedial teaching to students who need extra help or instructional resources. The institution endeavors to uphold an intellectual environment that fosters education, scholarly inquiry, and constructive academic rivalry. Teachers must assess and provide educational resources for remedial instruction in order to guarantee the appropriate level of learning. Remedial teaching is an essential element of the process of teaching and learning.



THE COLLEGE ASSOCIATION

The College Association is formed on a yearly basis for every academic year. The students pick individuals to serve as chairman, secretary, treasurer, student editors, class representatives, and leaders of other topic associations. Their responsibility is the coordination of meetings and cultural activities.



SOCIALLY USEFUL PRODUCTIVE WORK (SUPW)

We believe that being exposed to social service is a crucial component of B.Ed. training, as it contributes to the holistic development of the teacher-trainees' personality. Consequently, students are offered a variety of chances to contribute to the community, both through activities that take place on campus and those that occur off campus. Participation in events also earns students academic credits. SUPW, which stands for Socially Useful Productive Work, is a fundamental component of the B.Ed. curriculum. The purpose is to enable our teacher-trainees to showcase their extracurricular interests and abilities. SUPW is a crucial component of a school's curriculum as it enables students to harness their imaginative abilities, articulate their thoughts, ideas, and impressions via diverse activities, cultivate their talents and showcase their potential and creativity. The addition of SUPW in the School curriculum is intended to promote the comprehensive and optimal

development of each child, enabling them to effectively handle the constantly evolving demands and difficulties of the world. The objective of the B.Ed. course is to cultivate proficient and adept educators. An educator has the potential to make meaningful contributions to society. There is a provision for a five-day Socially Useful Productive Work (SUPW) camp. During the SUPW camp, students and teachers acquire several skills via practical experience, such as gardening, chalk making, interior design, cooking, fabric stretching and tailoring, and candle making. Teacher-trainees at this camp are actively encouraged to engage in a wide range of community services, extension activities, sports, and cultural events.



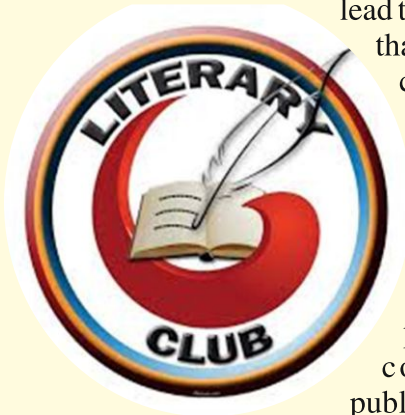
1. Products from Waste Materials
2. Clay Modelling
3. Pot Painting (5 Methods)
4. Flower Making (25 Items)
5. Ornaments Preparation
6. Making Items Using Moulds
7. Eggshell Decoration
8. Needle Work
9. Drawing and Painting

LIST OF CLUBS/COMMITTEES/CELLS FUNCTIONING IN THE COLLEGE

LITERARY CLUB

The aims of a literary club promote literature, fostering a love for reading and writing, and providing a platform for members to discuss and engage with literary works. It provides students with an avenue to engage deeply with literature beyond their academic curriculum. This allows for a more

comprehensive understanding of literary works and enhances critical thinking skills. For students interested in writing, the literary club offers a platform to express themselves creatively, share their work with peers, and receive constructive feedback. Literature from different cultures and time periods can be explored, allowing students to broaden their cultural horizons and gain insight into diverse perspectives. The club fosters a sense of community among students who share a passion for literature. This camaraderie encourages collaboration, discussion, and the exchange of ideas. Participation in the literary club can contribute to personal growth by nurturing skills such as communication, teamwork, leadership, and empathy. Engaging with fellow students who have similar interests can



lead to valuable connections and friendships that extend beyond college. The literary club often organizes events such as author talks, poetry readings, book discussions, and writing workshops. These events enrich the college experience and provide opportunities for students to interact with established authors and literary professionals. For students considering careers in writing, publishing, academia, or any field that requires strong communication and analytical skills, involvement in a literary club can be invaluable. It provides practical experience and networking opportunities that can be beneficial in the job market.

Literary club offers comprehensive understanding of literary works and enhances critical thinking skills. For students interested in writing, the literary club offers a platform to express themselves creatively, share their work with peers, and receive constructive feedback. Literature from different cultures and time periods can be explored, allowing students to broaden their cultural horizons and gain insight into diverse perspectives. The

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NATURE CLUB



The college established the nature club with the objective of fostering environmental consciousness, preservation, and sustainable behaviors among students. The Nature Club arranges several educational events, including nature walks, animal spotting expeditions, and outdoor excursions to natural environments. The primary objectives of these activities are to establish a connection between

students and environment, enhance their comprehension of local ecosystems, and cultivate a deep sense of admiration for the natural world.

SCIENCE CLUB



The Science Club at the Muslim College of Education functions as a forum for students with a passion for science and related disciplines to convene, delve into their interests, and participate in diverse activities that foster scientific investigation, creativity, and learning. The Science Club convenes frequent meetings to facilitate discussions on scientific subjects, exchange ideas, and coordinate activities. The gatherings may encompass talks delivered by guest speakers, deliberations on current scientific advancements, or arguments on contentious scientific matters. The group arranges practical experiments, demonstrations, and science seminars to offer members hands-on experience and encourage learning outside the confines of the classroom. These activities encompass a broad spectrum of scientific fields, including biology, chemistry, physics, and engineering. Science Club members get the opportunity to visit scientific institutes,

research laboratories, and industrial sites in order to experience firsthand the practical applications of science and technology. These trips offer useful perspectives into several scientific professions and research prospects. The club actively engages in science fairs, contests, and exhibitions, providing members with opportunities to present their research projects, innovations, or scientific discoveries. These events foster creativity, ingenuity, and scientific exploration among teachers-trainees. The Science Club extends invitations to guest lecturer, scientists, and specialists from several disciplines to deliver lectures, conduct workshops, or facilitate interactive sessions on specific areas of interest. These events provide members important knowledge, opportunity to connect with others, and motivation for future endeavours.



HISTORY CLUB

The purpose of establishing the History Club is to create a forum where students who have a strong interest in history may come together, explore their passion, and engage in various activities focused on the study and appreciation of history. The History Club holds regular meetings where members can explore historical topics, share viewpoints, and engage in lively debates. These workshops cover a wide range of historical periods, events, and subjects, allowing learners to explore all aspects of history.



The club invites guest speakers, historians, and academics to provide lectures, seminars, or workshops on specific issues in the field of history. These events provide members the opportunity to get information from experts, ask questions about specific problems, and develop a deeper grasp of particular historical themes. The History Club organizes film screenings and documentary viewings that are relevant to historical events, persons, or eras. These videos have the capacity to stimulate discussions among individuals and provide visual representations of historical subjects. Members of the History Club are afforded the chance to tour significant historical sites, museums, archives, or landmarks that are relevant to their academic pursuits. These visits provide members the chance to actively participate in history, directly engage with artifacts, and cultivate a deeper comprehension and appreciation for the past. The club facilitates and encourages members to engage in independent research endeavours or contribute to collective collaborations centered around historical topics of personal



significance. Club members can disseminate their research findings inside the club by delivering lectures, designing posters, or participating in discussions. This fosters scholarly inquiry and the exchange of intellectual concepts.

The History Club arranges discussions, mock trials, and reenactments of historical events to include members in critical thinking and the interpretation of history. These exercises promote individuals to contemplate other viewpoints, scrutinize original materials, and cultivate their talents in constructing persuasive arguments. The club has the option to release newsletters, journals, or blogs that showcase articles, essays, or reviews authored by its members on historical topics. Members are given a platform to exhibit their writing abilities, exchange historical knowledge, and contribute to the intellectual community of the club. The History Club conducts community outreach initiatives to foster historical consciousness and admiration outside the confines of the academic campus. This may entail coordinating history-themed events, delivering lectures, or conducting workshops for nearby schools, libraries, or historical societies. Aside from academic pursuits, the club also organizes social events, meetings, and expeditions, providing members with opportunities to interact with like-minded individuals who have a shared interest in history. These activities cultivate a feeling of camaraderie and friendliness among members, establishing a supportive community inside the club. In college, the History Club provides a dynamic and all-encompassing environment for students to investigate, commemorate, and analyse the past via a range of scholarly, social, and cultural events.

ICT CLUB



The ICT (Information and Communication Technology) Club in Muslim College of Education serves as a platform for students interested in technology, computer science, and digital innovation to come together, explore their interests, and engage in various activities related to ICT. The

ICT Club organizes workshops, training sessions, and hands-on tutorials on various topics related to ICT, including programming languages, software development, web design, cybersecurity, data analysis, and digital marketing. These sessions provide members with practical skills and knowledge applicable to both academic and professional settings. The club hosts hackathons, coding competitions, and programming challenges where members can collaborate in teams to solve real-world problems, develop software applications, or create innovative projects. These events promote creativity, teamwork, and problem-solving skills among members.

The club invites guest speakers, industry professionals, entrepreneurs, and alumni to give talks, presentations, or panel discussions on emerging trends, career opportunities, and advancements in the field of ICT. These events provide members with insights into the industry, networking opportunities, and career guidance. Members of the ICT Club showcase their projects, prototypes, or research findings through demo sessions, exhibitions, or tech showcases. This allows members to share their achievements, receive feedback from peers, and inspire others with their innovative ideas. The club organizes workshops on hardware assembly, computer troubleshooting, and tech repair clinics where members can learn practical skills related to maintaining and repairing electronic devices, computers, and gadgets. The club hosts tech talks, discussion forums, and online forums where members can share insights, ask questions, and discuss emerging technologies, industry trends, and academic

research in the field of ICT. The ICT Club engages in community outreach activities to promote digital literacy, STEM education, and technology awareness among school children, seniors, and underserved communities. This may involve organizing coding workshops, robotics classes, or technology camps for local schools or community centres.

STUDENT WELFARE COMMITTEE

The Student Welfare Committee was established in the academic year 2015-16 at Muslim College of Education with the aim of creating a favorable teaching and learning environment that focuses on the needs of the students, as well as fostering caring and empathetic relationships between professors and students. The committee prioritizes the comprehensive growth of the students by attending to their requirements, offering help to those who struggle academically, and promoting good psychological and personal motivation and support for them.

Objectives of the Committee

- The committee fosters a robust student-teacher bond by implementing a mentor-mentee program and supporting students in overcoming psychological obstacles to attain personal and societal harmony (by consulting college counsellors).
- The group formulates initiatives to equip teacher-trainees for job opportunities, enhance the effectiveness of the Placement Cell and familiarize them with its operations, and promote high student enrolment and engagement.
- The committee organizes specific discussions with the parents of teacher-trainees who have a consistent pattern of being absent and underperforming in class.
- The committee urges students to diligently prepare for advanced curriculum and rigorous competitive assessments.
- The committee strongly encourages students to actively engage in Personality Development Classes.

Composition of Student Welfare Committee

The Student Welfare Committee was established in the academic year 2015-16 at Muslim College of Education with the aim of creating a favorable teaching and learning environment that focuses on the needs of the students, as well as fostering caring and empathetic relationships between professors and students. The committee prioritizes the comprehensive growth of the students by attending to their requirements, offering help to those who struggle academically, and promoting good psychological and personal motivation and support for them.

Dr. V.S. Pramod	Principal	Chair Person
Mrs. L. Valsala	Asst. Professor	Coordinator
Mrs. D. Merline Jaya	Asst. Professor	Member
Mrs. Jayakumari	Asst. Professor	Member
Mrs. A. Derinojie	Asst. Professor	Member
Dixit Geowin	Student	M.Ed.
Jiji	Student	B.Ed

GRIEVANCE REDRESSAL CELL

The primary objective of the Grievance Redressal Cell is to thoroughly examine and address any issues raised by teacher-trainees. The Grievance cell has the authority to investigate complaints of harassment. Individuals with valid grievances are welcome to seek assistance from the Grievance Cell either in person or by consulting with the designated authority. If an individual is hesitant to attend in person, they may express their grievances in writing in the suggestion box of the Grievance Cell.

Procedure for Lodging Complaint

The primary objective of the Grievance Cell is to establish a secure environment where teacher-trainees can freely express their concerns without apprehension of reprisal.

Teacher-trainees have the option to lodge a complaint with the Grievance & Redressal Cell or submit it in the suggestion box. The Grievance Cell will initiate appropriate measures in response to cases that provide the necessary documents. The issue Cell will ensure that the issue has been duly resolved within the specified timeframe. Students who wish to express their concerns or suggestions on the college's academic or administrative performance are encouraged to complete a "Grievance Redressal Form," which may be obtained from the office. Additionally, the website features a complaint submission form.

Functions of Grievance Redressal Cell

To establish the necessary procedures for addressing the concerns, complaints, and grievances of teacher-trainees regarding the overall management, examination, assessment, and any other matters that may affect their effective completion of their studies at the institution.

The cell will conduct an investigation into the allegations and provide a report to the principal, along with a suggestion for immediate action.

Composition of Grievance Redressal Cell

Dr. V. S. Pramod	Principal	Chair Person
Mrs. L. Valsala	Asst. Professor	Coordinator
Mrs. S. Indira	Asst. Professor	Member
Mrs. D. Merline Jaya	Asst. Professor	Member
Mrs. A. Derinoji	Asst. Professor	Member

STUDENT GRIEVANCE FORM	
Name of Teacher-Trainee	
Admission No.	
Mobile No.	
Sex	Male Female
Grievance category	Examination Infrastructure General Facilities Hostel Library Teaching
Any other please explain	
<i>Declaration</i> I hereby declare that the information provided above is correct. I shall be responsible for furnishing any wrong information.	
Signature	

ANTI-RAGGING CELL

In accordance with the directive of the University Grants Commission (UGC), the college has established the Anti Ragging Cell with the aim of preventing any type of ragging, both within and beyond the college premises. The Anti-Ragging Cell is a legally mandated organization responsible for ensuring that the campus remains completely free from any form of ragging.

The main functions of the Cell are

- The dissemination of information against engaging in

any sort of ragging has been mandated by The Honourable Supreme Court of India, the UGC, and Tamil Nadu Teachers Education University.

- To coordinate awareness initiatives on gender equity, human rights, dignity, as well as moral and ethical principles.
- To investigate the grievances filed by students regarding any form of hazing and to carry out an inquiry on the matter.
- To develop measures to avoid and deter the problem of ragging both on and off the campus.
- Enforcement of the Tamil Nadu Teachers Education University Students Code of Conduct Rules

Objective of the anti-ragging Cell

- To deter any type of hazing both within and beyond the campus premises.

Scope of Anti-ragging Cell

The following activities fall under the scope of Anti-ragging Cell

- Any action that infringes upon the Fundamental Rights protected by the Indian constitution.
- Any instance of verbal or written abuse, whether through spoken remarks, emails, SMS, public insults, or on Social Media Platforms
- Any act of molesting or engaging in an illegal plot or gathering with the goal of engaging in ragging.
- Any instance of misconduct or violation of rules on the college campus.
- Engaging in taunting or exhibiting impolite and menacing conduct.
- Actions that disturb the normal functioning of academic, co-curricular, and extracurricular activities at the college.
- Actions that cause adversity, either via physical or mental strain or fear, and disrupt the conducive learning environment for kids.
- Financial coercion or compulsory expenditure imposed on pupils.
- Physical abuse or assault refers to any action that causes injury or poses a risk to someone's life and well-being.

Procedure of the Anti-ragging Cell

- The Anti-Ragging Cell will adhere to the subsequent treatment.
- Collect written grievances from the impacted students.
- Analyse the topic thoroughly by utilizing the readily available documents.
- Suggest to the Principal that if the problem is valid, it should be referred to the relevant authorities.
- Recommend to the Principal that punitive measures be used against the wrongdoer..

Composition of Anti-ragging Cell

Dr. V.S. Pramod	Principal	Chair Person
Mrs. S. Indira	Asst. Professor	Coordinator
Dr. C. Anitha Mary	Asst. Professor	Member
Mrs. J. Raina Rose	Asst. Professor	Member
Mrs. L. Valsala	Asst. Professor	Member
Mrs. Gayathri	Asst. Professor	Member

GUIDANCE AND COUNSELLING CELL

In accordance with the goals of education, guidance and counselling cell strives to support the maximum personal development of students in all areas of life. In an effort to address the requirements of all students, advice and counselling enriches the educational experience.

Motto

Student Support Service (SSS) is the motto of the Counselling and Guidance Cell.

Responsibility of the Cell

The following responsibilities are mandated to be carried out by the Guidance and Counselling Cell:

- Students will be nurtured through remedial programmes.

- Counselling on an individual basis as part of a mentoring programme
- Students are provided with a variety of psychological treatments, and their emotional, behavioural, academic, and social concerns are addressed and resolved.
- The planning and execution of programmes for career counselling
- In order to find solutions to the issues that are associated with providing career assistance, the counselling cell works in conjunction with the placement cell.

Composition of Guidance and Counselling Cell

Dr. V.S. Pramod	Principal	Chair Person
Dr. C. Anitha Mary	Professor	Coordinator
Mrs. Almah Joshi	Asst. Professor	Member
Mrs. S. Indira	Asst. Professor	Member
Mrs. Gayathri	Asst. Professor	Member
Mrs. Sreej	Asst. Professor	Member

ECO CLUB

The Eco Club offers initiatives and events aimed at encouraging individuals to reduce pollution, engage in tree planting, practice water conservation, and enhance the overall environment. The Eco Club at our institution is a volunteer organization that promotes the involvement of teacher-trainees in environmental enhancement and education. It serves as a platform to motivate our teacher-trainees to enhance their comprehension of the environment and effectively handle any resulting emergencies.

Objectives of Eco Club

- In order to cohabit well with the environment and save biodiversity
- To promote environmental conservation and maintenance
- The college conducts Green Audit, Environmental Audit and Energy Audit every year

- In order to promote water conservation, it is necessary to restrict water usage.
- The purpose is to provide instruction to aspiring educators on the topics of biodiversity conservation and the specific environmental issues faced in their local area.

Activities contained within the club

- During important events, it is customary to cultivate shrubs and aesthetically pleasing plants.
- Motivating prospective educators to be mindful of their behaviors and embrace a wellness-oriented way of living.
- The objective is to educate teacher-trainees in order to enhance the awareness of public and sanitary personnel.
- In order to address the issue of plastic bags obstructing drains and sewers, the teacher-trainees will get education on minimizing their reliance on plastic bags and refraining from discarding them in public areas.
- Preventing the accumulation of still water and eradicating areas where mosquitoes can reproduce.
- Coordinating initiatives for the implementation of tree planting activities,
- The teacher-trainees are educated about the repurposing of waste material and the production of goods from garbage through activities such as quizzes, essays, paintings, and elocutions on different environmental topics.
- To ensure a paperless and environmentally-friendly classroom environment, the club members are responsible for regularly inspecting and emptying the bins, as well as keeping them clear of paper, plastic bags, and food waste. Additionally, the Eco Club members are in charge of maintaining the cleanliness of the college grounds and nurturing the young tree seedlings.

Composition of Eco Club

Dr. V.S. Pramod	Principal	Chair Person
Mrs. A. Razia	Asst. Professor	Member
Mrs. D. Merline Jaya	Asst. Professor	Member
Mrs. L. Valsala	Asst. Professor	Member
Mrs. A. Derinoji	Asst. Professor	Member
M. Nivitha	Student Representative	Member
A. Aashika	Student Representative	Member

COMMITTEE FOR SC/ST WELFARE

The college has established a standing committee for the welfare of SC/ST students, headed by the principal, to oversee the welfare of SC/ST students. The college has established a special cell for the welfare of students from scheduled castes and scheduled tribes to ensure the appropriate execution of UGC, Government of India, and State Government schemes regarding scholarships, stipends, etc. The guidelines for various sorts of scholarships/stipends, as periodically changed by the Central and State Governments, are posted on the Notice Boards.

Composition of SC/ST Welfare Committee

Dr. V. S. Pramod	Principal	Chair Person
Miss. B. Bency	Asst. Professor	Member
Mrs. T. Alpha Grace	Asst. Professor	Member
Mrs. R. Jaculine Subi	Asst. Professor	Member
Mrs. Prija Phyllis	Asst. Professor	Member

MINORITY CELL

Being a minority college, it has prioritized the establishment of a minority cell to strengthen the minority groups present on campus. The college has been committed to addressing the educational and cultural needs of minority students, as well as individuals from many castes, creeds, and nationalities. The Minority Cell primarily supports the scholastic advancement of minority students, encompassing individuals from many religious backgrounds such as Christians, Muslims, and others.

Objectives of of Minority Cell

- To enhance the accessibility of equitable educational opportunities for minority groups.
- To solicit financial backing from government agencies and other funding sources specifically for students belonging to minority communities.
- To promote participation in career orientation programs.

Composition Minority Cell

Dr. V. S. Pramod	Principal	Chair Person
Mrs. D. Merline Jaya	Asst. Professor	Member
Mrs. A. Derinoji	Asst. Professor	Member
Mrs. J Raina Rose	Asst. Professor	Member
Mrs. J Prija Phyllis	Asst. Professor	Member

INTERNAL COMPLAINTS COMMITTEE

The college has established an internal Complaints committee to handle and resolve allegations of sexual harassment and provide appropriate solutions. The committee will consider all forms of sexual harassment and advocate for gender consciousness. Furthermore, this aligns with the University Grants Commission's objective of guaranteeing a secure atmosphere for female students and staff members in educational establishments.

Objectives of the Internal Complaints Committee

- To create an anti-sexual harassment policy for women at the college.
- To develop a process for the prevention and reparation of sexual harassment and other gender-based acts of violence at the college.
- To uphold the colleges commitment to an environment devoid of gender-based discrimination.
- To establish a safe physical and social environment to prevent sexual harassment.

The establishment of the Internal Complaints Committee aims to provide a secure, easily accessible, and

empathetic procedure for lodging grievances. The purpose of its creation was to conduct investigations into allegations of sexual harassment, provide assistance and solutions to victims, propose disciplinary measures, and, if necessary, promptly address the harasser. The committee advises the college administration to offer assistance to the complainant if he/she desires to file a complaint regarding the offense as defined by the Indian Penal Code or any other applicable legislation.

Composition of Internal Complaints Committee

Dr. V.S.	Pramod Principal	Chair Person
Mrs. Shylu	Asst. Professor	Member
Mrs. D. Merline Jaya	Asst. Professor	Member
Mrs. J Raina Jose	Asst. Professor	Member
Mrs. J. Shirly	Asst. Professor	Member
S. Karthika	Student Representative	Member
A. Aashika	Student Representative	Member

OBC CELL

The establishment of the OBC cell at the institution was intended to empower students belonging to the Other Backward Classes (OBC) inside the campus. The institution prioritizes offering financial aid to students from these communities through government organizations and other funding sources. The group diligently addresses the many challenges faced by OBC students. The cell also promoted students' participation in career orientation programs that would empower and equip them with the necessary skills to make informed decisions about their chosen paths.

Objectives of the OBC Cell

- To raise awareness of state and Central Government's numerous scholarship programmes.
- To provide guidance and counsel on a variety of difficulties, as well as aid in the management of academic tasks.
- To make OBC students aware of government directives on different aspects of their education, training, and employment opportunities.

Composition of OBC Cell

Dr. V. S. Pramod	Principal	Chair Person
Mrs. D. Merline Jaya	Asst. Professor	Member
Mrs. A. Derinoji	Asst. Professor	Member
Mrs. J Raina Rose	Asst. Professor	Member
Mrs. J Prija Phyllies	Asst. Professor	Member

PLACEMENT CELL

Employability serves as a metric for judging the calibre of any professional institution. The Placement Cell of Muslim College of Education was created with the purpose of securing employment cell possibilities for the college's students in reputable organisations, hence recruiting qualified instructors for society. Placement Cell necessitates persistent and concentrated efforts. The Cell encourages and prepares students for prospective institution interviews. For this objective, careful and systematic preparation is undertaken and maintained. Using leaflets, brochures, posters, and social networking sites, the placement cell disseminates information about job openings at various educational institutions. The Cell offers pre-placement seminars and orientations for students, where they are instructed in CV writing, interview techniques, and the institution selection process. The college has tight relationship with numerous schools and colleges throughout the years has assisted numerous students in securing gainful employment.

Composition of Placement Cell

Dr. V.S. Pramod	Principal	Chair Person
Dr. C. Amose	Asst. Professor	Member
Dr. C. Anitha Mary	Asst. Professor	Member
Mrs. Raina Rose	Asst. Professor	Member
Mrs. Sherly	Asst. Professor	Member
Mrs.Shylu	Asst. Professor	Member

ADMISSION COMMITTEE

The Admission Committee was established to ensure that students are admitted or enrolled in the institution in accordance with university norms. The committee conforms to the University's policies and regulations. The committee proposes fee waivers for students in need. The committee analyses the necessary modifications to the admission policies of previous years in order to enhance the system and the procedure. The Admission Committee shall strive to carry out the admission procedure in a fair, efficient, and timely way. It seeks to be mindful of broadening the pool of qualified students from varied backgrounds, as well as providing guidelines for the fair accommodation of prospective students with disabilities.

Functions of the Admission Committee

- To receive applications from the students
- Verify documents and rectify defects
- Entry students' details in the University admission portal
- Pay eligibility fee in university online portal
- Arrange documents for university verification

Composition of Admission Committee

Lion Dr. H. Mohamed Ali	Secretary	Member
Dr. V.S. Pramod	Principal	Chair Person
Mr. Prema Kumar	Asst. Professor	Member
Mrs. L. Valsala	Asst. Professor	Member
Mrs. D. Merline Jaya	Asst. Professor	Member
Mrs. A. Derinoji	Asst. Professor	Member

CURRICULUM COMMITTEE

The Curriculum Committee will support the development of educational programmes that adhere to the guiding principles, norms, and objectives of the Tamil Nadu Teachers Education University, Chennai, Tamil Nadu. The Curriculum Committee will encourage creativity, adaptation, and innovation in curriculum development. Meetings were held under the leadership of the Curriculum Committee for the proper implementation of university curriculum.

Composition of Curriculum Committee

The Curriculum Committee will support the development of educational programmes that adhere to the guiding principles, norms, and objectives of the Tamil Nadu Teachers Education University, Chennai, Tamil Nadu. The Curriculum Committee will encourage creativity, adaptation, and innovation in curriculum development. Meetings were held under the leadership of the Curriculum Committee for the proper implementation of university curriculum.

1.	Dr. V. S. Pramod	Principal
2.	Dr. C. Amose, Associate Professor, Muslim Arts College, Thiruvathancode.	Expert
3.	Dr. Mohamed Ali Khan, Oxford Matriculation Hr.Sec school, Azhagiamandapam.	Employer
4.	Tmt. Kumari Sujatha Govt. Higher secondary school, Thiruvithancode	Headmistress of Govt. school
5.	Dr. C.L. Bini , Professor	Faculty
6.	Dr. C. Anitha Mary, Assistant Professor	Faculty
13.	Ms. Rishma,	Student
14.	Ms. Abinaya	Student
15.	Ms. Jenisha	Alumni
16.	Ms. Sajna	Alumni

CONSTRUCTION AND MAINTENANCE COMMITTEE

The college solicits and investigates potential financing sources from the Muslim Educational Society in order to develop, renovate, and maintain the structures. The funds obtained from the Society is allocated and utilised for infrastructure and essential facilities. Our college constructs buildings, classrooms, laboratories, lecture rooms, conference rooms, and sports facilities for both indoor and outdoor events. Engineers are assigned by the Society to design, improve, and maintain the infrastructure. The college produces or improves robust, effective, and long-lasting classroom, laboratory, auditorium, library, and office furniture sets.

Composition of Maintenance Committee

Lion Dr. H. Mohamed Ali	Secretary	Chair Person
Mr. M. Afzal Fayaz	Joint Secretary	Member
Dr. V.S. Pramod	Principal	Member
Dr. M. Jayakrishnana Nair	Professor	Member
Mrs. D. Merline JayaAsst.	Professor	Member
Mrs. L. Valsala	Asst. Professor	Member
Mrs. A. Derinoji	Asst. Professor	Member
Mrs. J. Raina Rose	Asst. Professor	Member

FEEDBACK COMMITTEE

The Feedback Committee is responsible for collecting feedback from all stakeholders regarding the curriculum, teaching practice, infrastructural facilities, and others. In addition, they study and inform the relevant authorities with their findings. The entire endeavour is conducted with the sole purpose of giving quality education and making the students' academic experience on campus unforgettable.

Composition of Maintenance Committee

Dr. V.S. Pramod	Principal	Chair Person
Mrs. L. Valsala	Asst. Professor	Member
Mrs. D. Merline Jaya	Asst. Professor	Member
Mrs. J Raina Rose	Asst. Professor	Member
Mrs. Rajeswari	Asst. Professor	Member
Mrs. Sreeja	Asst. Professor	Member

LIBRARY

The institution is equipped with a comprehensive library and information centre that offers contemporary amenities such as computer-assisted information search and reprographic services, including printing and internet access. The library

possesses an extensive assortment of over 10,000 volumes, together with around 500 archives of periodicals, 200 foreign dissertations, and 255 CDs, all focusing on the key issues of various fields. The library has over 285 archives of foreign journals. The library also offers information and help about electronic journals and online information retrieval to interested readers. The library serves a total of 160 regular users at the institution, including faculty members, M.Ed. scholars, and B.Ed. teacher-trainees. Additionally, it offers an information service to postgraduate students, research scholars, and teachers from nearby academic institutions and colleges. The library operates on weekdays from 9 AM to 5 PM. The library is furnished with LIBSOFT, a highly adaptable library automation software.



Library Rule

- All teacher- trainees are expected to regularly utilize the library.
- Teacher trainees are allowed to borrow up to three books at a time and can retain them for one week.
- The librarian has the power to demand the retrieval of a book loaned by any member, even prior to the normal one-week duration has transpired.
- It is prohibited to borrow reference books from the library.
- If the borrowed books are not returned to the library by the due date, a penalty of Rs 1 per day will be charged.
- Books that are borrowed must be kept in a well-organized

fashion. Avoid making any annotations, underlining, or vandalizing the books.

- In the event that books are lost, damaged, or mistreated, the borrower will be held responsible for the full cost of the volumes in addition to a fine. The principal's decision on this matter will be final and binding.
- The distribution of library books will occur from 10.30 am to 5:00 pm.
- It is imperative to promptly return any borrowed books to the library at least one month before to the final examination.

SPORTS



The college offers a wide array of athletic facilities for the students.

- ★ Football
- ★ Volleyball
- ★ Chess
- ★ Caroms
- ★ Basketball
- ★ Badminton
- ★ Cricket

CODE OF CONDUCT FOR TEACHER -TRAINEES

- Teacher-trainees must be at the college before the start of the first bell at 9:15 AM in the morning.
- Teacher-trainees must adhere to a dress code and wear a uniform, except on Wednesdays.
- Ragging is prohibited by law inside the boundaries of the college. An Anti-Ragging toll free "helpline" 1800-180-5522 in 12 languages has been made operational by the UGC with Call Centre facilities for helping victims of ragging. The complaints can also be filed through email at helpline@antiragging.in



- Teacher-trainees must welcome all members of the college personnel with due respect and decency as a requirement.
- Inconsistent attendance and dishonesty towards peers are sufficient reasons for termination.
- When a student is absent because of illness or unavoidable circumstances, it is important to report the matter to the college.
- The college properties should be approached with care. Any harm or loss that occurs will be liable for fees based on established protocols.
- Teacher-trainees are explicitly prohibited from participating in any political or other activities within the college.
- Consumption of intoxicating substances within the college premises is absolutely prohibited.
- The college premises should be maintained in a tidy manner. Waste paper baskets are intended for the disposal of waste materials and paper waste.
- Teacher-trainees who have contagious or infectious illnesses are prohibited from entering the classroom. Prior notification of such illnesses should be sent to the Principal.
- Each teacher -trainee is required to actively participate in the college's co-curricular activities, such as games, athletics, literary organizations, educational excursions, picnics, and other events.
- Every teacher- trainee must attend the General Assembly and Thought for the Day, unless they have a legitimate justification.

RESPONSIBILITIES OF A TEACHER-IN-TRAINING

The Vital Role of Teacher Training in Schools



- Teacher-trainees are required to maintain proper behavior and respect in their communication while on campus.
- Each teacher-trainee must own the necessary textbooks, notes, and other resources for the lessons.
- All assignments must be consistently done and in accordance with the expectations of those involved.
- Any form of apathy for a topic, impoliteness towards any staff member, or any behavior that disrupts the college's discipline would be considered a matter of great concern.

LEAVE

- All applications for leave should be submitted in the prescribed form to the principal a day before it is required, except in case of sudden illness.
- Casual leave may be granted amounting to not more than five days at a time exclusive of Sundays and other holidays.
- The period of absence at any time shall not exceed 10 days in an academic year.

PROCTORIAL SYSTEM



The proctorial system has been introduced for effective improvement of student teacher relation in the institution. The students of a proctorial group are assigned to a member of the teaching staff who shall act as their Proctor. The students are required to meet the proctor daily to report the progress of their studies and other

academic difficulties. The students of the proctorial groups shall meet the proctors at the lunch break and discuss with her their difficulties and academic problems. The students shall furnish such information to the proctors as required for the maintenance of the proctorial record. No student shall leave the campus without informing the proctor. No student can ordinarily meet the principal on official business without the permission for the Proctor nor can any application be submitted without the recommendation of the proctor. Any adverse report against a student by the Proctor will be seriously viewed and dealt with accordingly with the intimation to their parents. Semester fees and other fees of a student will only be accepted after submission of the proctorial records by the proctor. No help from any source or other forms of assistance will be given to a student unless recommended by the proctor. The promotion in the college examination and an issue of the final conduct and transfer certificate-from the college will also be reflected on the proctorial records of a student during the period of study in the college. Each student will be the ward of a teaching staff who will be his/her Proctor.

VALUE ADDED COURSES

The college has designed so far, many value-added programmes for the students.

- ★ Art & Craft
- ★ Yoga
- ★ ICT
- ★ Life Skill Education
- ★ Communication Skill in Hindi
- ★ Training in First Aid
- ★ Vermicompost Technology
- ★ Library Management
- ★ Data Analysis & Fundamental in Excel
- ★ Communication Skill in English
- ★ Gandhian Thoughts
- ★ Tailoring
- ★ Vegetable carving
- ★ Consumer Awareness

WOMEN EMPOWERMENT CELL



In accordance with the directives of the Vice-Chancellor of TNTEU, the College has established a Women's Development Cell. The Women's Empowerment Cell (WEC) is a legally mandated organization that focuses on preventing and taking action against sexual harassment of women. The institution investigates the grievances and complaints raised by teaching and non-teaching personnel, as well as students, particularly in instances of gender discrimination.

Goals

- ▶ The objective is to raise awareness about sexual harassment by organizing guest talks.
- ▶ In order to safeguard girls and women from sexual harassment while they are studying or working on the grounds
- ▶ In order to rectify any instances of sexual harassment
- ▶ To implement a system of rules and consequences for students' behavior
- ▶ To facilitate the dissemination of the message of Gender Equality, we will provide workshops, seminars, and presentations focused on gender sensitization.
- ▶ To promote gender awareness, by way of creating posters, slogans, organizing essay competitions, exhibiting films, and performing street plays.
- ▶ To coordinate the programming with other collegiate groups such as the Student Council and Cultural Association.

ACADEMIC CALENDAR

The Academic Calendar provides a comprehensive overview of the year's activities. It denotes the strategic organization of both educational and non-educational events throughout the course of the year. At the start of the year, the academic and non-academic events are planned, taking into consideration the two holidays. From August to April, all activities are coordinated via mutual agreement between the Principal and the faculty members. Every individual engaged in a certain endeavor adheres to the academic calendar. In addition to this, the preliminary schedule for IQAC meetings, Faculty forums, and Staff meetings is also included. Nevertheless, the



dates of these meetings may be subject to alteration in the event of an emergency. In order to equip the students for the demands of the 21st century, the faculty of the present year used cutting-edge methodologies across many disciplines. The program consisted of sessions focused on activity-based learning in the field of science. Multiculturalism and the development of rubrics. In the future, the organization will provide certificate courses on transactional analysis, experiential learning, and other related subjects. Similarly, academic calendar for M.Ed. is intended to effectively accomplish the teaching goals of the courses. The Head of the institution conducts rigorous oversight of the academic activities of the course.

AUGUST - 2022

DATE	DAY	No of Day
1	MON	
2	TUE	
3	WED	
4	THU	
5	FRI	
6	SAT	Friendship day
7	SUN	Holiday
8	MON	Quit India Movement day
9	TUE	Muharram Holiday
10	WED	
11	THU	
12	FRI	
13	SAT	Second Saturday Holiday
14	SUN	Holiday
15	MON	Independence Day
16	TUE	
17	WED	
18	THU	
19	FRI	Gokulaastami Holiday
20	SAT	
21	SUN	Holiday
22	MON	
23	TUE	
24	WED	
25	THU	
26	FRI	
27	SAT	
28	SUN	Holiday
29	MON	National Sports day
30	TUE	
31	WED	Vinayagar Chathurthi Holiday
		No of Working Day

SEPTEMBER - 2022

DATE	DAY	No of Day
1	THU	
2	FRI	
3	SAT	
4	SUN	Holiday
5	MON	Teachers' Day
6	TUE	
7	WED	
8	THU	Onam Holiday
9	FRI	
10	SAT	Second Saturday Holiday
11	SUN	Holiday
12	MON	
13	TUE	
14	WED	World First Aid Day
15	THU	
16	FRI	World Ozone Day
17	SAT	
18	SUN	Holiday
19	MON	
20	TUE	
21	WED	International Day of Peace
22	THU	
23	FRI	
24	SAT	
25	SUN	Holiday
26	MON	World Environmental Health Day
27	TUE	World Tourism Day
28	WED	
29	THU	
30	FRI	
		No of Working Day

OCTOBER - 2022

DATE	DAY		No of Day
1	SAT		
2	SUN	Gandhi Jayanthi Holiday	
3	MON		
4	TUE	Saraswathi Pooja Holiday	
5	WED	Vijayadhasami Holiday	
6	THU		
7	FRI		
8	SAT	Second Saturday Holiday	
9	SUN	Holiday - Miladi Nabi	
10	MON		
11	TUE	International Day of Girl Child	
12	WED		
13	THU		
14	FRI		
15	SAT	World Student's Day	
16	SUN	Holiday, World Food Day	
17	MON		
18	TUE		
19	WED		
20	THU	World Statistics Day	
21	FRI		
22	SAT		
23	SUN	Holiday	
24	MON	Deepavali Holiday	
25	TUE		
26	WED		
27	THU		
28	FRI		
29	SAT		
30	SUN	Holiday	
31	MON		
		No of Working Day	

NOVEMBER - 2022

DATE	DAY		No of Day
1	TUS	Kanniyakumari Day Holiday, All Saints' Day	
2	WED	All Soul's Day	
3	THU		
4	FRI		
5	SAT	World Tsunami Awareness Day	
6	SUN	Holiday	
7	MON	National Cancer Awareness Day	
8	TUE		
9	WED		
10	THU		
11	FRI	National Education Day	
12	SAT	Second Saturday Holiday	
13	SUN	Holiday	
14	MON	Children's Day	
15	TUE		
16	WED		
17	THU		
18	FRI		
19	SAT	International Mens' Day	
20	SUN	Holiday	
21	MON	World Television Day	
22	TUE		
23	WED		
24	THU		
25	FRI		
26	SAT		
27	SUN	Holiday	
28	MON		
29	TUE		
30	WED		
		No of Working Day	

DECEMBER - 2022

DATE	DAY		No of Day
1	THU	World AIDS Day	
2	FRI	National Pollution Control Day	
3	SAT		
4	SUN	Holiday	
5	MON	World Soil Day	
6	TUE		
7	WED		
8	THU		
9	FRI	International Anti-corruption Day	
10	SAT	Second Saturday Holiday	
11	SUN	Holiday	
12	MON		
13	TUE		
14	WED	National Energy Conservation Day	
15	THU		
16	FRI		
17	SAT		
18	SUN	Holiday	
19	MON		
20	TUE		
21	WED		
22	THU	National Mathematics Day	
23	FRI		
24	SAT	National Consumer Rights Day	
25	SUN	Christmas Holiday	
26	MON		
27	TUE		
28	WED		
29	THU		
30	FRI		
31	SAT		
		No of Working Day	

JANUARY - 2023

DATE	DAY		No of Day
1	SUN	New Year Holiday	
2	MON		
3	TUE		
4	WED		
5	THU		
6	FRI		
7	SAT		
8	SUN	Holiday	
9	MON		
10	TUE	World Hindi Day	
11	WED		
12	THU	National Youth Day	
13	FRI		
14	SAT	Thai Pongal - Holiday	
15	SUN	Thiruvalluvar Day - Holiday	
16	MON	Uzhavar Thirunal - Holiday	
17	TUE	Pongal - Holiday	
18	WED		
19	THU		
20	FRI	Penguin Awareness Day	
21	SAT		
22	SUN	Holiday	
23	MON		
24	TUE	National Girl Child Day	
25	WED	India Tourism Day/National Voters Day	
26	THU	Republic Day Holiday	
27	FRI		
28	SAT		
29	SUN	Holiday	
30	MON	World Leprosy Eradication Day	
31	TUE	International Zebra Day	
		No of Working Day	

FEBRUARY - 2023

DATE	DAY	No of Day
1	WED	
2	THU	
3	FRI	
4	SAT	World Cancer Day
5	SUN	Holiday
6	MON	
7	TUE	
8	WED	
9	THU	
10	FRI	National Deworming Day
11	SAT	Second Saturday Holiday
12	SUN	Holiday
13	MON	World Radio Day/ National Women's Day
14	TUE	
15	WED	
16	THU	
17	FRI	
18	SAT	
19	SUN	Holiday
20	MON	World Social Justice Day
21	TUE	International Mother Language Day
22	WED	
23	THU	
24	FRI	Central Excise Day
25	SAT	
26	SUN	Holiday
27	MON	
28	TUE	National Science Day
		No of Working Day

MARCH - 2023

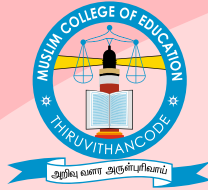
DATE	DAY		No of Day
1	WED		
2	THU		
3	FRI	World Wildlife Day	
4	SAT		
5	SUN	Holiday	
6	MON		
7	TUE		
8	WED	International Women's Day	
9	THU		
10	FIR		
11	SAT	Second Saturday Holiday	
12	SUN	Holiday	
13	MON		
14	TUE		
15	WED	World Consumer Rights Day	
16	THU		
17	FIR		
18	SAT		
19	SUN	Holiday	
20	MON	World Sparrow Day	
21	TUE		
22	WED	Telugu New year Holiday/World Water Day	
23	THU		
24	FRI	World Tuberculosis Day	
25	SAT		
26	SUN	Holiday	
27	MON		
28	TUE		
29	WED		
30	THU		
31	FRI		
		No of Working Day	

APRIL - 2023

DATE	DAY		No of Day
1	SAT		
2	SUN	Holiday	
3	MON		
4	TUE	Mahavir Jeyanthi Holiday	
5	WED	National Maritime Day	
6	THU		
7	FRI	Good Friday/World Health Day	
8	SAT	Second Saturday Holiday	
9	SUN	Holiday	
10	MON		
11	TUE	National Pet Day	
12	WED		
13	THU	Jallianwala Bagh Massacre Day	
14	FRI	Tamil New Year	
15	SAT		
16	SUN	Holiday	
17	MON		
18	TUE	World Heritage Day	
19	WED		
20	THU		
21	FRI		
22	SAT	Ramzan Holiday/World Earth Day	
23	SUN	Holiday	
24	MON		
25	TUE	World Malaria Day	
26	WED		
27	THU		
28	FRI		
29	SAT		
30	SUN	Holiday	
		No of Working Day	

MAY - 2023

DATE	DAY		No of Day
1	MON	May Day Holiday	
2	TUE	Holiday	
3	WED		
4	THU		
5	FIR		
6	SAT		
7	SUN	Holiday	
8	MON	World Red Cross Day	
9	TUE		
10	WED		
11	THU		
12	FRI	International Nurses Day	
13	SAT	Second Saturday Holiday	
14	SUN	Holiday	
15	MON		
16	TUE		
17	WED	World Telecommunication Day	
18	THU		
19	FRI		
20	SAT		
21	SUN	Holiday / Anti Terrorism Day	
22	MON		
23	TUE		
24	WED	Commonwealth Day	
25	THU		
26	FRI		
27	SAT		
28	SUN	Holiday	
29	MON		
30	TUE		
31	WED	Anti - Tobacco Day	
		No of Working Day	



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