

TITUS II TEACHERS COLLEGE

SCS CAMPUS

PATHANAMTHITTA DISTRICT

KERALA-689101

tituscollege@gmail.com

www.tituscollege.ac.in, 0469-2601383, 2741233



Estd. 1957

Recognised by NCTE [B.Ed. (APSO4574) &
M.Ed. (APSO4557)]

Affiliated to Mahatma Gandhi University, Kottayam

NAAC Re-accredited 'A' grade

NAAC TRACK ID:KLCOTE 11836, AISHE CODE: C-11749

HANDBOOK & ACADEMIC CALENDAR 2022-2023

NAME:.....

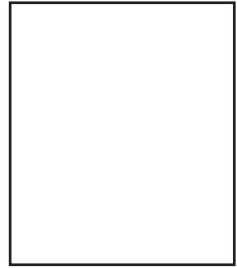
PROGRAMME:.....

SUBJECT:.....

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STUDENT'S PERSONAL INFORMATION



Name.....

Admission Number.....

Programme: B.Ed./M.Ed.

Subject:.....

Address

.....

.....

Telephone Number.....

Email Id.....

Name of Guardian.....

Signature of Guardian.....

Emergency Contact Number.....

Blood Group.....

Identification Number.....

COLLEGE PRAYER SONG

പരമാത്മാവിൻ പൊരുളറിയാൻ
പരമോന്നത നീ കൃപ ചൊരിക
ദർശനവേളയും അർപ്പണവേളയും
ഏകിടുമോ നീ ജഗദീശാ

മാനസം മുഴുവൻ പ്രാർത്ഥനയാലെ
തവതിരുമുമ്പിൽ നില്പു ഞാൻ
സാന്നിധ്യമേകിടുമോ നീ
സായുജ്യമേകിടുവാനായ്

നിൻ ജീവാമൃത ധാരയാലെന്റെ
പാപക്കറകൾ കഴുകീടു
ആശ്രയമേകിടുമോ നീ
ആശ്രിതവത്സല ദേവാ

*(Composed & Set to Music by the
Former Principal, Dr. Koshy P. Chacko)*

COLLEGE AT A GLANCE

Name	:	Titus II Teachers College, Tiruvalla - 1
Phone No	:	0469-2601383, 2741233
E-mail	:	tituscollege@gmail.com
Affiliation	:	Mahatma Gandhi University, Kottayam
Founder	:	Most Rev. Dr. Juhanon Mar Thoma Metropolitan
Patron	:	Most Rev. Dr. Theodosius Mar Thoma Metropolitan
Manager	:	Rt. Rev. Dr. Abraham Mar Paulos Episcopa
Principal	:	Dr. Anita Mathai
Programmes Offered	:	B.Ed., M.Ed.
Duration	:	Two year
Status of the Institution	:	Minority Status
NAAC Accreditation	:	Re-accredited 'A' Grade
Optional Subjects	:	
B.Ed.	:	Commerce Education
	:	English Education
	:	Mathematics Education
	:	Natural Science Education
	:	Physical Science Education
	:	Social Science Education
M.Ed.	:	Commerce Education
	:	English Education
	:	Mathematics Education
	:	Science Education
	:	Social Education
Students Intake	:	
B.Ed.	:	50 One unit (50)
M.Ed.	:	50 One unit (50)
Staff of the College	:	
B.Ed. Faculty	:	11
M.Ed. Faculty	:	9
Administrative Staff	:	11
Librarian (Guest)	:	1
Technical Assistant (Guest)	:	1

SUCCESSION LIST

MANAGERS

The Most Rev. Dr. Juhanon Mar Thoma Metropolitan	1957-1961
Rt. Rev. Dr. Mathews Mar Athanasius Episcopa	1961-1969
Rt. Rev. Dr. Thomas Mar Athanasius Suffragan Metropolitan	1969-1974
The Most Rev. Dr. Alexander Mar Thoma Metropolitan	1974-1980
Rt. Rev. Dr. Zacharias Mar Theophilus Episcopa	1980-1984
Rt. Rev. Dr. Philipose Mar Chrysostom Suffragan Metropolitan	1984-1990
Rt. Rev. Dr. Zacharias Mar Theophilus Episcopa	1990-1993
Rt. Rev. Geevarghese Mar Athanasius Episcopa	1993-1997
Rt. Rev. Dr. Joseph Mar Iraneius Suffragan Metropolitan	1997-2005
Rt. Rev. Dr. Zacharias Mar Theophilus Suffragan Metropolitan	2005-2008
Rt. Rev. Thomas Mar Timotheos Episcopa	2008-2012
Rt. Rev. Joseph Mar Barnabas Episcopa	2012-2017
Rt. Rev. Dr. Abraham Mar Paulos Episcopa	2017-

PRINCIPALS

Dr. A. V. Mathew	1957-1958
Rev. Dr. T. C. Thomas	1958-1963
Prof. P. T. Thomas	1963-1973
Prof. C. A. George	1973-1979
Prof. R. Valsakumar	1979-1987
Prof. M. Issac	1987-1990
Prof. Rachel John	1990-1992
Prof. Santhamma Mathew	1992-2002
Prof. Sushama Zacharia	2002-2006
Dr. K. K. John	2006-2009
Dr. K. S. George	2009-2013
Dr. Koshy P. Chacko	2013-2014
Dr. T. K. Mathew	2014-2018
Dr. Anita Mathai	2018-

GOVERNING BODY

Chairman :

Rt. Rev. Dr. Abraham Mar Paulos Episcopa

Secretary :

Dr. Anita Mathai (Principal)

Govt. Representative:

Mr. Aji Philip

University Representative :

Dr. Biju Pushpan

Management Representatives :

Prof. N. M. Mathew

Dr. A. J. John

Mrs. Jancy Jose

Capt. J. M. Thomas

Mr. Manoj Mathew M.

Mr. C. A. Libin Mathew

Teaching Staff Faculty :

Prof. Dr. Sunila Thomas

Dr. Suramya Mathai

STAFF OF THE COLLEGE

Principal

Dr. Anita Mathai, M.A., M.Ed., Ph.D.

B.Ed. Faculty

a. Professor

Prof. Dr. Sunila Thomas, M.Sc., M.Ed., Ph.D - Mathematics

b. Associate Professor

Dr. Nimmi Maria Oommen, M.Sc., M.Ed., M.A. (Edu.),
FCCEAM, M.Phil., PGDHE, PGCAE, Ph.D - Education,

c. Assistant Professors

Dr. Betsy Joseph E., M.Sc., M.Ed., Ph.D. - Education

Mr. Pramod Thomas Goerge, M.Com, (Gen.), M.Com (Fin.)
M.Ed., M.Phil. (Edu.), M.Phil (Com.), PGDBA - Commerce

Dr. Sam Thomas Joy, M.Sc., M.Ed., Ph.D - Education

Dr. Suramya Mathai, M.A., M.Ed., Ph.D - Social Science

Mrs. Anu J. Vengal, M.Sc., M.Ed - Natural Science

Guest Lecturers

Mrs. Anila Thomas M.Sc., M.Ed. - Physical Science

Mr. Sathish Kumar V. D, M.P.Ed- Physical Education

Ms. Vjayanthi P.S., MFA- Fine Arts

Mr. Samson P.S, MPA-Performing Arts

M.Ed. Faculty

Dr. H. Sam Sananda Raj,

M.A. (Psy.) M. A. (Soci.), M.Ed., Ph. D -
'Emeritus Professor.'

Dr. Sam V. Daniel - Professor - HOD

MA (Eco), MA (Socio), M.Ed, M.Phil (Socio),
 Ph.D., M.Sc (Apply. Psy) PGDHE, PGDDE
 Dr. Mini John, M.Sc.(Zool.) M.Sc.(Psy.),M.Ed,
 PGDHE, Ph.D- Associate Professor
 Ms. Sabitha Baby, M.Sc., M.Ed - Asst. Professor
 Dr. Binu John Kurian, M.Sc, M.Ed., Ph.D.
 Ms. Solly Susan Varghese, M.Sc, M.Ed
 Ms. Asha Annie Varghese, M.Sc., M.Ed. -Asst. Professor
 (on leave)
 Ms. Maidhili R. Kumar, M.Sc., M. Ed. -Asst. Professor
 (on leave)

Administrative Staff

Junior Supt.	- Mr. James T. Oommen
Head Accountant	- Mr. Sabumon C.
Senior Clerks	- Mr. Manoj Mathew Smt. Smitha M. Raju
Clerk	- Mr. Prince Philip
L. D. Store Keeper	- Mr. Vinod T. Easow
Library Assistant	- Mr. Anil Thomas
Office Attendants	- Mr. George V. C. Mr. Biju P. Issac Ms. Leela S. Aleyamma
Technical Assistant (Guest)	- Mr. Anilkumar C. Mr. Sam V. Jacob

The College offers programmes leading to Degree of Bachelor of Education (B.Ed.) & Master of Education (M.Ed.)

The Curriculum Design of Two Year B.Ed. programme is in tune with the guidelines of NCFTE (2009), NCTE (2014) and NCERT. The restructured programme comprises three broader areas as follows:

A. Perspectives in Education

Learners Studies, Contemporary Studies, Educational Studies

B. Curriculum and Pedagogic Studies

(Curriculum Studies and Pedagogic Studies)

C. Engagement with the Field

Professional capacities, Teacher sensibilities and skills. (School Internship)

Programme Co-ordinator - Prof. Dr. Sunila Thomas

Structure of the B.Ed. Programme

1. PROGRAMME FRAMEWORK

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

II. COURSE STRUCTURE OF THE PROGRAMME

A. Theory Course

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

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

Courses	Semester I	Semester II	Semester III	Semester IV
Core EPC1, EPC2, EPC3, EPC4	EDU 107.1	EDU 206.1	EDU 302.1	EDU 404.1
Pedagogic- EPC1, EPC2, EPC3, EPC4	EDU 107.2	EDU 206.2	EDU 302.2	EDU 404.2
Health & Physical Education	EDU 107.3	EDU 206.3	EDU 302.3	EDU 404.3
Drama and Art in Education - EPC2	EDU 107.4	EDU 206.4	EDU 302.4	EDU 404.4
Communicative English EPC1	---	---	---	EDU 404.5

NB : EPC - Enhancing Professional Capacities
 EPC1 - Reading and Reflecting on Texts
 EPC 2 - Drama and Art in Education
 EPC3 - Critical Understanding of ICT
 EPC 4 - Understanding the Self

III. SEMESTER WISE PROGRAMME FRAME

Semester I

Category	Course Code	Course Name	Instructional Hours	Marks			Credit
				External	Internal	Total	
Theory	Core EDU101	Contemporary India and Education	100	80	20	100	5
	Core EDU102	Childhood and Growing Up	100	80	20	100	5
	Core EDU103	Development and Resources in Educational Technology	60	50	10	60	3
	Pedagogic EDU104	Understanding the Discipline of --- Education	60	50	10	60	3
	Pedagogic EDU105	Learning to function as ... Teacher	60	50	10	60	3
	Associate- EDU 106	Elective	60	50	10	60	3
Practical / Engagement with the field	EDU 107.1	Core- EPC1, EPC2, EPC3, EPC4	40	--	40	40	2
	EDU 107.2	Pedagogic - EPC1, EPC2, EPC3, EPC4	80	--	80	80	4
	EDU 107.3	Health & Physical Education - EPC4	20	--	20	20	1
	EDU 107.4	Drama and Art in Education - EPC2	20	--	20	20	1
Semester Total			600	360	240	600	30

Semester II

Category	Course code	Course name	Instructional Hours	Marks			Credit
				External	Internal	Total	
Theory	Core EDU 201	Knowledge and Curriculum	100	80	20	100	5
	Core EDU 202	Learning and Teaching	100	80	20	100	5
	Core EDU 203	Assessment for learning	60	50	10	60	3
	Pedagogic EDU 204	Pedagogical Dimensions of ...	60	50	10	60	3
	Pedagogic EDU 205	Curriculum and Resource Development in....Education	60	50	10	60	3
Practical / Engagement with the field (Includes School Internship-Phase I)	EDU 206.1	Core - EPC1, EPC2, EPC3, EPC4	80	--	80	80	4
	EDU 206.2	Pedagogic - EPC1, EPC2, EPC3, EPC4	100	--	100	100	5
	EDU 206.3	Health & Physical Education - EPC4	20	--	20	20	1
	EDU 206.4	Drama and Art in Education- EPC2	20	--	20	20	1
Semester Total			600	310	290	600	30

Semester III

Category	Course Code	Course Name	Instructional Hours	Marks			Credit
				External	Internal	Total	
Theory	EDU 301	Language Across the Curriculum	60	50	10	60	3
Practical/ Engagement with the field (Includes School Internship - Phase II)	EDU 302.1	Core - EPC1, EPC2, EPC3, EPC4	80	-	80	80	4
	EDU 302.2	Pedagogic - EPC1, EPC2, EPC3, EPC4	360	-	360	360	18
	EDU 302.3	Health & Physical Education - EPC4	40	-	40	40	2
	EDU 302.4	Drama & Art in Education - EPC2	20	-	20	20	1
		Viva-voce	40	40	-	40	2
Semester Total			600	90	510	600	30

Semester IV

Category	Course Code	Course Name	Instructional Hours	Marks			Credit
				External	Internal	Total	
Theory	Core EDU 401	Gender, School and Society	100	80	20	100	5
	Core EDU 402	Personality Dynamics in Education	100	80	20	100	5
	Pedagogic EDU 403	Professional Development of ... Teacher	60	50	10	60	3
Practical / Engagement with the field	EDU 404.1	Core - EPC1, EPC2, EPC3, EPC4	140	-	140	140	7
	EDU 404.2	Pedagogic - EPC1, EPC2, EPC3, EPC4	120	-	120	120	6
	EDU 404.3	Health & Physical Education - EPC4	20	-	20	20	1
	EDU 404.4	Drama & Art in Education – EPC2	20	-	20	20	1
	EDU 404.5	Communicative English – EPC1	40	-	40	40	2
Semester Total			600	210	390	600	30
Programme Total			2400	970	1430	2400	120

M.Ed. Degree Programme (Two Year)

(Mahatma Gandhi University Regulations PG CSS 2019 from 2019-20 Academic Year)

1. Aim of the Programme

The Masters in Education is a two year (of four semesters) professional post graduate programme for advanced praxis based study of the discipline of Education.

The M.Ed Degree Programme is designed to develop the discipline of Teacher Education for empowering teacher educands with

- in-depth knowledge and understanding of Education.
- specialisations in select areas of Education. as well as
- capabilities for Research in Education.

The Programme is embedded in comprehensive foundations of Philosophy, Sociology, Psychology, Research Methodology, and other

specialised areas of Education. Besides academic study, the Programme intends to sensitise students towards critical issues in Education and to evolve as protective practitioners in text book preparation, curriculum reform, educational policy analysis, educational administration, educational technology, educational evaluation, special education, inclusive education, Non Formal education, human rights education, guidance and counselling, and the like, in harmony, with national aspirations and global trends. It seeks to prepare educational experts capable of generating knowledge and to find solutions to the problems and issues relating to the theory and practice in the varied fields of education.

The Programme also has a strong research component with a view to hone the research acumen and potential of the students in diverse dimensions of Education as well as to groom them for doctoral and post-doctoral research in Education.

The Programme also has a strong research component with a view to hone the research acumen and potential of the students in diverse dimensions of Education as well as to groom them for doctoral and post - doctoral research in Education.

The Expert Committees in Education (PG) pooled the best expertise available to revise the MEd. curriculum for strengthening the content structure, as well as its assessment of the Programme so as to be at par with the professional requirement of the programme.

2. Scope of the Programme

The scope of the Post Graduate Teacher Education programme spells out its strategic benefits and deliverables. The Two Year M.Ed Degree Programme is designed to mould teacher educands as per with global standards. After successful completion of the M.Ed Programme, it is expected that teacher educands will

- ❖ have crystal clear knowledge about the pedagogical sciences

- ❖ attain sound foundations of the multi-dimensional bases of teacher education
- ❖ be equipped with innovative talents in the art and science of teaching
- ❖ acquire specific skills related to lifelong learning, teaching and research
- ❖ be fortified with abilities to transact soft skills and life skills in professional life
- ❖ be conversant with up-to-date information in the discipline of education
- ❖ harness ICT and technological developments for educational practice, professional empowerment and constructive life
- ❖ be groomed as professionals in teacher education, as specialised personnel / leaders in different walks of life, and as social engineers
- ❖ be inspired to broaden their horizons and nurture social responsibility

3. Admission

The admission, eligibility for admission, norms for admission, and reservation of seats for the Two Year M.Ed. Degree Programme shall be in accordance with University/Government/NCTE norms from time to time.

4. Medium of Instruction and Assessment

The medium of instruction and assessment (Internal and External) of the M.Ed. Degree Programme shall be English.

Those candidates who desire to prepare tools for data collection in Malayalam, Hindi, Sanskrit or Arabic languages, are permitted to do so, but the English version of the same shall also be appended in the Dissertation.

5. Faculty under which the Degree is awarded

The Degree for the Two Year M.Ed. Programmes will be awarded under the Faculty of Education.

6. Note on compliance with the UGC Minimum Standards for the conduct and award of Post Graduate Degree

In compliance with the UGC's Act, the M.Ed. Degree offered by the Mahatma Gandhi University shall observe the minimum standards of instruction and norms prescribed by the National Council for Teacher Education (NCTE). The Two Year M.Ed Programme shall be imparted by duly qualified teaching faculty and shall have appropriate academic physical infrastructure facilities.

7. The Programme Structure

In tune with the framework suggested by NCTE, the M.Ed. Programme comprises theory courses (including common core courses and branches of specialization courses), field internships, research leading to dissertation, and viva voce. A series of Practicum are organised along with the Theory Courses. The Programme is intended to provide supervision to students for guided reading, field internship and reasearch dissertation.

7.1 Credits allotted to the Courses:

The Credits allotted to the Courses of the M.Ed. Programmes are as follows:

- i. The M.Ed. Programmes has a total of 80 credits**
- ii. The Common Core Courses (Taught Course & Practicum) have 40 credits.**

Perspective Courses have a total of 20 credits. They are designed so that students attain the robust theoretical perspectives on Education, in general, and Teacher Education, in particular. The Courses include:

- 1) Advanced Philosophy of Education - 4 credits

- 2) Advanced Education Psychology : Learning and Development - 4 credits
 - 3) History, Sociology and Political Economy of Education - 4 credits
 - 4) Advanced Educational Psychology : Individual Differences - 4 credits
 - 5) Curriculum Development and Transaction - 4 credits
- ❖ Tools Courses have a total of 12 credits. They are envisioned to provide students skills that enable them to work as professionals and scholars in the field. The Courses include :
- 1) Introduction to Educational Research and Statistics - 4 credits
 - 2) ICT and Skill Development (ICT, Communication Skill & Expository Writing, Academic Writing & Research Proposal, Self-Development including and Yoga) - 4 credits
 - 3) Advanced Educational Research and Statistics - 4 credits
- ❖ Teacher Education Courses have a total of 12 credits. They are intended to provide students with focussed exposure and experiences. The Courses include :
- 1) Trends, Issues, Innovations and Research in Teacher Education = 4 credits
 - 2) Context and Issues of Elementary, Secondary and Senior Secondary Education - 4 credits
 - 3) Field Internship - 4 credits
- iii). The Specialisation Courses (Taught Course & Practicum) have a total of 16 credits. They are aimed for any one of the school levels / areas such as elementary, secondary and / or senior secondary, and further thematic specialisation / elective clusters in thematic areas pertinent to that stage. The Courses include:
- 1) Current Practices in Education (one Course opted from Thematic Cluster A) - 4 credits

- 2) Emerging Issues in Education (one Course opted from Thematic Cluster B) - 4 credits
 - 3) Advanced Methodology and Pedagogical Practices of Optional Subjects in Secondary and Senior Secondary Education (one Course opted from Thematic Cluster C) - 4 credits
 - 4) Field Internship - 4 credits
- iv. The Dissertation has 12 credits
 - v. The Viva Voce have a total of 8 credits.
 - ❑ Dissertation Viva Voce - 4 credits
 - ❑ Comprehensive Viva Voce - 4 credits

Thus, the Core Courses (Perspective courses, Tool Courses, Teacher Education Courses, and Field Internships) and Comprehensive Viva Voce in the M.Ed. Programme have an aggregate of 60% of total credits (i.e. 48 credits) while the Specialisation Courses, Dissertation and Dissertation Viva Voce have an aggregate of 40% of total credits (i.e. 32 credits).

PROGRAMME OUTCOME

PO1. Uphold the value system based on the cultural, social, political and moral bases of Indian society in conformity with Indian Constitution.

PO2. Develop an understanding of the contemporary Indian Society, with special reference to education and to interact with children from diverse socio economic and diverse backgrounds realizing the importance of inclusive education and gender issues.

PO3. Analyze and critically evaluate evidence to formulate and organize sustainable strategies.

PO4. Create, select, and apply appropriate techniques, resources, and modern IT tools in education understanding the possibilities of techno pedagogy.

PO5. Relate to professional and personal ethical principles and responsibilities.

PO6. Function effectively as an individual, and in various teams.

PO7. Communicate efficiently on as the situation demands and make successful presentations.

PO8. Equip oneself to analyze self-worthiness and appreciate the uniqueness in others.

PO9. Be familiar with the need for and have the training and skill to engage in self-regulating and life-long learning in the widest perspective of technological and knowledge advancement.

PO10. Develop co-ordination skills, decision making and creative thinking.

PROGRAMME SPECIFIC OUTCOME

PSO 1. Development of teacher competence, sensitivity and teacher motivation.

PSO2. Identify and solve the prevalent major social and environmental issues / challenges and equip the classroom learner to face those challenges.

PSO3. Apply the theoretical and practical information to get a holistic understanding about the importance of nurturing positive attitudes, skills and healthy behavior for living in the present and future.

PSO4. Imbibe the aptitude for understanding the principles and practices related to the varied psychological, sociological and philosophical areas to facilitate productive cognition.

PSO5. Enhance drama and art education to nurture children's creativity and aesthetic sensibilities.

COURSE OUTCOME

CO1. Acquire the right attitude with qualitative commitment using multiple levels of tools and techniques

CO2. Develop teacher competence, sensitivity and teacher motivation

CO3. Become technologically competent and realize the importance of ICT and e-learning.

CO4. Enhance Communication skill to converse well in diverse settings and groups.

CO6. Conceptualize different formal and informal evidence based performance assessment strategies and develop ability to evaluate the continuous intellectual, social and physical development of the learners.

CO7. Enhance the critical thinking skills through strategies that encourage precise approach to inquiry, collaboration and active participation in the classrooms.

CO8. Develop love for nature and strategies to protect nature.

CO9. Acquaint with concept of techno Pedagogy and understand the role of the teacher as a techno-pedagogue

CO10. Augment the levels of teaching competence by synchronizing IT in teaching

CO11. Gain a perspective on the principles and approaches of curriculum construction

CO12. Capacitate systematic planning of instruction and develop skill in charting lesson designs

CO13. Examine the role of the hidden curriculum and children's resilience

CO14. Appreciate interdisciplinary approach and relevance of classroom oral and written discourses.

CO15. Create sensitivity to the language diversity that exists in the classrooms.

CO17. Effectively prepare teaching manuals and construct achievement tests and diagnostic tests, ICT based teaching and learning.

CO18. Develop basic understanding and familiarity with key concepts – gender, gender bias, gender stereotype, empowerment, gender parity, equity and equality, patriarchy and feminism and the issues related to it.

CO19. Inculcate the essential qualities, duties and responsibilities of a teacher

CO20. Develop Research Aptitude to promote an in-depth study on the different areas of the Subject

RULES AND REGULATIONS

A. Admission

Admission to the merit seats is based on the selection procedures stipulated by the, NCTE Government and the University.

B. Fees - B.Ed. (Per Year)

a) Tuition fees	Rs. 2100/-
b) Special Fees	
Registration	Rs. 55/-
Health	Rs. 10 /-
Games	Rs. 55/-
Excursion	Rs. 55 /-
Magazine	Rs. 55/-
Admission	Rs. 55 /-
Calendar	Rs. 35 /-
Association and College Day	Rs. 55 /-
Media: Audio Visual Education	Rs. 15 /-
Library	Rs. 105 /-
University Union	Rs. 55 /-
Stationery	Rs. 30 /-
Student Welfare	Rs. 35 /-
Sports Affiliation	Rs. 315 /-
Women's Study Cell	Rs. 10 /-
Laboratory	Rs. 55 /-
Teaching Practice	Rs. 55 /-
Student's Aid Fund	Rs. 10/-
Caution Deposit	Rs. 360 /-
M. G. U. Affiliation Fee	Rs. 600/-
Student's Accident Insurance	Rs. 23/-
Special fees are payable along with the tuition fee at the time of admission.	
c) If any student fails to pay the fee on the due date, he/she may pay the fees with a fine of Rs. 5 /- on the 10th day after due date	

and with an additional fine of Rs. 10/- on the 15th day. After the extension period, the defaulter's name will be removed from the rolls. If s/he is to be re-admitted s/he has to get special permission from the Principal and also remit the fees with fine.

- d) The caution deposit of Rs. 360 /- shall be refunded when the student leaves the College at the end of the academic year after deducting dues, if any, to the College.

It shall be the responsibility of the student to claim the refund of caution deposit paid by him/her immediately after the closing date of the College after the expiry of the academic year. The caution deposit amount will be refunded only if the receipt issued from the College is produced along with application prescribed by the Government.

- e) The University Examination fees should be paid as per University notification.
- f) Graduates of other Universities joining the B. Ed. Courses of study should produce in addition to the certificates (in original) of the examination passed, the Migration certificate, and remit sums of Rs.150/- towards registering the applicant as Matriculate of Mahatma Gandhi University, and Rs.150/-towards processing the application for recognition of the qualifying examination along with the application concerned.

C. Fees - M.Ed. (Per Year)

Tuition fees	Rs. 28,000/-
Special Fees	Rs. 7000/-
Caution Deposit	Rs. 1000/-

Attendance is compulsory for all students enrolled. Leave must be applied for sanction in advance. As a rule, written application for leave should be submitted at least one day in advance in the prescribed form.

The annual certificate of attendance and progress required for admission in the University examination will not be granted unless, (1) a student has three fourths of the attendance prescribed by the

college. (2) the student has completed the course of instruction to the satisfaction of the authorities of the college and (3) his/her conduct in the college and outside has been satisfactory.

LIBRARY

The automated library is well furnished with a good collection of books, journals, periodicals and a consortium of e-journals. The services offered are:

a. OPAC

OPAC (online public access catalogue) facility is available in the Library to help users locate the book and find the status of the book

WEB OPAC

WEB OPAC allows users to search the library's holdings from any location with internet access. A user can access the bibliographic details of books from the website [www. tstc.libsoft.org](http://www.tstc.libsoft.org)

LIBRARY WEBSITE

The Library has its own website created by the librarian and the address of the site is 'tituslibrary.weebly.com'. It provides information about

the library like; library resources, online theses including M.G. University online Theses Library, Sodh Ganga and Sodh Gangotri of Inflibnet, previous University question papers of B.Ed. and M.



Ed. courses, e-journals, e-books, N-list of Inflibnet, WEB OPAC and useful links about the library staff, former staff, etc.

Rules and Regulations

1. The Library has two sections:
 - i) Reference Library, and ii) Lending Library
2. The Library is under the supervision of the College Librarian.
3. The Library is open to all students and members of the Staff of the College.
4. The Library is kept open on all working days from 9.30 a.m. to 4.30 p.m. except on public holidays. But we provide additional 30 minutes before starting time and after closing time.
5. Books from the reference section will not be allowed to be taken out of the Library. They can be referred to in the Library on all days during which the library remains open.
6. Silence must be observed in the library.
7. The students must ensure whether the book issued to them is in sound condition and if it is not so to bring the matter to the notice of the Librarian. For all damages to books noticed at the time of their return to the library the borrower will be held responsible and he will have to pay the cost of replacement.
8. If a book is lost by the borrower, s/he must at once report the loss to the librarian. S/he must also pay the cost of replacing it along with any fine that the Librarian/Principal may impose upon him/her.
 - a. Three times the face value in the case of the books published before 1-1-1944.
 - b. Two times the books value in the case of the books published after 1-1-1944
 - c. If the books value cannot be ascertained, the Principal will fix the price on the basis of the market price of similar publications at the time of fixation. (Vide Circular No. P. G 6/45921/84/Coll. Edn./9-11-84 of the Director of Collegiate Education, Government of Kerala)

9. If one book out of a set is lost and cannot be replaced by the cost of replacing the whole set will be recovered from the person responsible for the loss.
10. Periodicals, Journals, Reference Books etc. which might be difficult to replace and such other works as may from time to time be regarded as unsuitable for lending, will not be lent out.
11. No book shall be kept for more than 14 days, (date mentioned in the date label of the book) by a borrower. If the due date falls on a holiday the next working day will be considered as the due date. This however will not apply to due date falling within the mid-term, Christmas and Summer vacations. In such cases the books will have to be returned on the date on which the holiday commences.
12. The same book may be reissued to the same student at his request if there is no demand for it from any other student.
13. The Principal/Librarian may recall any book lent to a student at any time.
14. All books should be returned before the commencement of the annual examinations.
15. If a book is not returned when due or called for, a fine of Rs. 1/- per day from defaulters will be levied (G.O.M.S. No. 66/2003, H.Edn. Government of Kerala, Non-Tax Revenue Library Fine, Dtd: 7-6-2003)
16. A student against whom any fine or other charge is outstanding will not be permitted to take books from the library till he has paid up in full.
17. Two books may be borrowed for the Onam and Christmas holidays. All such books should be returned not later than the third working day after the re-opening of the College.
18. All library books with the Staff should be returned at the end of every academic year (before March 31st) for physical verification and the same book may be reissued if needed. Staff members should

return books as per the Circular No.G-3/32944/04-Circulation of library books-DCE Government of Kerala and GOMS No. 66/2003) H.Edn. Govt. of Kerala..

Library Section

i. Reference Section

1. Readers desirous of using the reference section shall enter their names and details of the books consulted legibly in a book kept for the purpose.
2. Readers shall not write upon, damage or make any mark upon any book, manuscript or map belonging to the library.
3. Silence must be observed in the library.
4. Before leaving, the readers must return to the librarian any book, manuscript or map, they have taken for consultation.

ii. Periodical Section

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

iii. Special Collection

1. Book Bank Collection for helping financially poor students.
2. Books for Remedial coaching.
3. Books for Career and Course guidance.
4. Books for preparation for entry into service,

iv. Career Corner and Career Guidance Cell

As extension service of the college, Career Guidance Cell conducts different orientation, seminars and workshops for students and school teachers.

A Career Corner is being maintained in the library. Reference sources and study materials are available for course guidance and career guidance.

v. Internet, E-mail Centre

Internet and E-mail facilities are available in the Library.

DISCIPLINE OF THE COLLEGE

As per the direction of Mahatma Gandhi University, the College functions under the guidelines of a discipline committee constituted by the College.

1. Students are expected to reflect the decorum of the College.
2. All students are expected to wear modest dress.
3. Judicious use of mobile phones in the College campus.
4. Students should get prior permission from the concerned optional teacher before taking leave and the leave form should be submitted to the Principal with the signature of the optional teacher.
5. Students are not allowed to come late or leave early from college. In case of being late due to unforeseen reasons, the students should get permission from the Principal. Leaving the college campus during class hours, if needed, is permitted, only after getting permission of the concerned teacher and after entry in the 'Movement Register' kept in the Staff room.
6. Students are expected to be in their respective classes at the ring of the first bell itself.
7. Free hours should be utilized in the library or in the works assigned.
8. No student other than the inmates of the women's hostel is permitted to enter the hostel.
9. Students can put their grievances in writing in the Grievance Redressal Box placed in the room adjacent to the office room.

ANTI-RAGGING CELL

As per the Directives of the Supreme Court, the college has an Anti-ragging cell with the Principal as its Chairman and Prof. Dr. Sunila Thomas as its Nodal Officer. Contact no.9446267547

TEACHING PRACTICE INSTRUCTIONS

1. Maintain modesty in dressing.
2. Be regular and punctual during the teaching practice session.
3. Sign the Attendance Register in the morning and evening before the Headmaster / Principal of the concerned school.
4. Not to absent themselves during the training period but in case of an emergency they should inform the Head of the institution in advance before availing leave.
5. Strictly abide by the rules of the school.
6. Submit the relevant notes of lesson to their respective teachers for correction and guidance before taking classes.
7. Get the signature from the teacher-in-charge of their class in their respective practising schools, before taking each lesson.
8. Have the teaching practice record with them during the class hours.

IF IN THE ONLINE MODE:

Students should adhere to the rules and regulations followed by schools during the online teaching programme. The teacher Trainees should take the opportunity to express their teaching skills through the online platforms. Video, recorded classes should be prepared in tune with the VICTERS Channel classes broadcasted by the Government.

CO-SCHOLASTIC ACTIVITIES

A, Associations & Clubs

The Associations and various committees serve to widen the interest of the members, enrich their social and spiritual experience and to develop leadership, initiative and good citizenship qualities.

B. Green Forum

The role of Green Forum is to impart Environmental Education. Field trips, Seminars and Symposia related to environmental issues are the activities of the club.

C. Women Empowerment

Women Cell is instituted primarily to empower women. All lady students are members of this Cell.

D. House System

The House system forms an integral part of the B.Ed. programme in the College. Students are divided into Houses - for the conduct of various competitions.

E. Gender Club

The club organises gender awareness programmes and initiates discussion on gender sensitive issues.

F. NSS Unit

The NSS unit moves in per with the directives followed by the state. All students are members of this unit. Mr. Pramod Thomas George is the Programme Officer.

PARENT TEACHER ASSOCIATION (PTA)

The Parent Teacher Association is constituted every year with the active participation of the teachers and guardians/parents of the students and it lends wholehearted support for enriching the educational environment of the Institution

ALUMNI ASSOCIATION

The Alumni Association of the College comprising of its former students and staff of the College meets every year with an aim to

strengthen the bond and assist the institution in its onward journey towards excellence. The Alumni has instituted “Best Teacher Award” for Teachers at High School, Higher Secondary and T. T. I. levels.

STUDENT SUPPORT SERVICES

The following services are offered to students”

1. Personality Development Cell and Counselling

The cell focuses on the personality development of each student of the College. Service of a professional counsellor is arranged for students.

2. Ethics Classes and Prayer Meetings

Weekly classes on ethics are arranged every Wednesday. Prayer meetings are arranged every Friday during lunch interval.

3. Mentoring Group

Students are grouped and put under the personal care of individual teachers.

4. Photocopying Facility

The College has Photo Copiers. Students can take photo copies at concessional rate.

5. Computer Facility

The computers in the Computer Lab and Library can be used by the students for doing computer applications and data processing. The College offers wi-fi connectivity purely for educational purposes

6. Women’s Hostel

The College has a women’s hostel in its campus with an intake of 50 students at a time. There are resident and non resident wardens for the hostel. The functioning of the hostel is monitored by the college governing council.

7. Canteen

The Development Department of the Marthoma Sabha runs a canteen adjacent to the College campus, the services of which are available to the college community too.

8. Grievance Redressal Mechanism

This Mechanism serves as an outlet for addressing problematic situations and for adopting remediation measures

9. Book Bank Collection

Our College Library has a special collection called Book Bank Collection for helping financially poor students.

10. Endowments and Prizes

Various endowments / prizes have been instituted by the Management, former teachers and well wishers of the college to give financial assistance to deserving and promising students in the college.

11. Value added course

Introduction to Spanish Language (30 hour)

Mentoring

Yoga

Aerobics

12. UGC-JRF/NET, SLET, SET, CTET, TET Coaching

The UGC-NET / JRF coaching cell aims at imparting training for M.Ed students to appear for the UGC/JRF test and enable them to take up teaching assignments and research projects/

MEMORIAL LECTURE

A memorial lecture is conducted annually in memory of Late Prof. C. A. George, former Principal of the institution.

INTER-COLLEGIATE COMPETITIONS

The College conducts :

❖ Principal's Trophy

Inter B.Ed. Shuttle Badminton Tournament in memory of the former Principals

❖ Alexander Mar Thoma Memorial Malayalam Debate Competition for college students.

❖ Inter B.Ed Choreography competitions under the auspices of Alumni Association.

❖ Silver Jubilee Light Music and Elocution competition for college students.

❖ Dr. Zacharias Mar Theophilus Suffragan Metropolitan Lekhana Malsaram for college students

PRAKASH MEMORIAL INTER-SCHOOL MALAYALAM ELOCUTION COMPETITION

In memory of our alumnus, Prakash Koshy, an inter-school Malayalam elocution competition has been instituted for school students.

ACADEMIC EXCELLENCE AND QUALITY ASSURANCE

IQAC

Co-ordinator : Prof. Dr. Sunila Thomas

Joint Co-ordinator : Dr. Suramy Mathai

NAAC / SAAC

Co-ordinator : Dr. Nimmi Maria Oommen

Joint Co-ordinator : Pramod Thomas George

RUSA

Co-Ordinator : Dr. Sam Thomas Joy

UNAI

Coordinator: Dr. Nimmi Maria Oommen

Joint Coordinators: Prof. Dr. Sunila Thomas, Dr. Anita Mathai

The College is part of the United Nations Academic Impact (UNAI) a global initiative that aligns institutions of higher education with United Nations in furthering the realization of organization through activities and research in a shared culture of intellectual and social responsibility. The student branch of the UN Academic Impact is known as ASPIRE (Action by Students to Promote Innovative and Reform through Education). It is a student driven initiative and actively embodies UNAI's principles with student communities around the world.

Titus II Teachers College, Tiruvalla is the First Teacher Education Institution in Kerala to receive membership from United Nations.

The Ten Principles of the UNAI & Aspire Initiatives are :

1. A Commitment to the principles in the United Nations Charter as values that education seeks to promote and help fulfill.
2. A commitment to human rights, among them freedom of inquiry, opinion and speech.
3. A commitment to educational opportunity for all people regardless of gender, race, religion or ethnicity.
4. A commitment to the opportunity for every interested individual to acquire the skills and knowledge necessary for the pursuit of higher education.
5. A commitment to building capacity in higher education systems across the world.
6. A commitment to encouraging global citizenship through education.
7. A commitment to advancing peace and conflict resolution through education.
8. A commitment to addressing issues of poverty through education.
9. A commitment to promoting sustainability through education.
10. A commitment to promoting inter-cultural dialogue and understanding, and the “unlearning” of intolerance, through education

TITUS TRACKS

Editor : Dr. Nimmi Maria Oommen

Associate Editor : Dr. Sam Thomas Joy

Titus Tracks is a peer-reviewed Journal of Education Published by Titus II Teachers College, Tiruvalla; annually in English. It seeks to promote, coordinate and disseminate intellectual research articles among the academia. It intends to serve as means committed to the pursuit of academic excellence and quality.

COMMITTEES & CLUBS

* The Principal is the ex officio member of all the Committees & Clubs

□ **ACADEMIC & EXAMINATION COMMITTEE**

Academic Coordinator: Prof. Dr. Sunila Thomas

Members:

- Dr. Nimmi Maria Oommen
- Dr. Betsy Joseph E.
- Mr. Pramod Thomas George
- Dr. Sam Thomas Joy
- Dr. Suramya Mathai
- Ms. Anu J. Vengal
- Mr. James T. Oommen
- Mr. Manoj Mathew
- Mr. Vinod T. Easow
- Student Representatives

□ **ADMISSION COMMITTEE**

Coordinator: Prof. Dr. Sunila Thomas

Members:

- Dr. Nimmi Maria Oommen
- Dr. Betsy Joseph E.
- Mr. Pramod Thomas George
- Dr. Sam Thomas Joy
- Dr. Suramya Mathai
- Ms. Anu J. Vengal
- Mr. James T. Oommen
- Mr. Sabumon C.
- Mr. Manoj Mathew
- Mr. Prince Philip
- Mr. Vinod T. Easow
- Student Representatives

☐ **AISHE COMMITTEE**

Coordinator: Dr. Sam Thomas Joy

Members:

- James T.Oommen
- Vinod T. Easow

☐ **ANTI-RAGGING CELL**

Coordinator: Prof. Dr. Sunila Thomas

Members:

- Dr. Nimmi Maria Oommen
- Dr. Betsy Joseph E.
- Mr. Pramod Thomas George
- Dr. Sam Thomas Joy
- Dr. Suramy Mathai
- Ms. Anu J. Vengal

☐ **ANTI-NARCOTIC CLUB**

Coordinator: Dr. Suramy Mathai

Members:

- Student Representatives

☐ **ALUMNI ASSOCIATION**

Coordinator: Dr. Sam Thomas Joy

Members:

- Mr. Varghese P. Cherian (President)
- Dr. Koshy P. Chacko (Former Principal)
- Mr. Phillipose Paulose
- Dr. T. K. Mathew (Former Principal)
- Dr. Nimmi Maria Oommen
- Ms. Anu J. Vengal

☐ **ATTENDANCED COMMITTEE**

Coordinator: Prof. Dr. Sunila Thomas

Members:

- Dr. Nimmi Maria Oommen
- Dr. Betsy Joseph E.
- Mr. Pramod Thomas George
- Dr. Sam Thomas Joy
- Dr. Suramy Mathai
- Ms. Anu J. Vengal
- Student Representatives

☐ **BOARD OF GOVERNORS**

- Rt. Rev. Dr. Abraham Mar Paulos Episcopa
- Very. Rev. K. M. Mammen
- C. A. Libin Mathew
- Prof N. M. Mathew
- Prof. Dr. Shiela Elizabeth Abraham
- Dr. Johnson Baby
- Dr. A. J. John
- Capt. J. M. Thomas
- Mr. Manoj Mathew M.,
- Mr. Jessy Jose
- Prof. Dr. Sunila Thomas
- Dr., Anita Mathai

☐ **CAMPUS BEAUTIFICATION COMMITTEE:**

Coordinator: Dr. Sam Thomas Joy

Members:

- Mr. Anil Thomas
- Mr. George V. C.
- Mr. Biju P. Isac
- Ms. Leela S. Aleyamma

- Mr. Anil Kumar C.
- Student Representatives

☐ **CAMPUS PUBLICATION COMMITTEE**

Coordinator: Dr. Nimmi Maria Oommen

Joint Coordinator: Dr. Sam Thomas Joy

Members:

- Dr. Betsy Joseph E.
- Mr. Pramod Thomas George
- Dr. Suramy Mathai
- Ms. Anu J. Vengal
- Student Representatives

☐ **CAREER GUIDANCE & PLACEMENT CELL**

Coordinator: Dr. Sam Thomas Joy

Members:

- Prof. Dr. Sunila Thomas
- Dr. Betsy Joseph E.
- Mr. Pramod Thomas George
- Student Representatives

☐ **CERTIFICATE/VALUE ADDED COURSES**

Coordinator: Dr. Nimmi Maria Oommen

☐ **COLLEGE CHOIR**

Coordinator: Dr. Sam Thomas Joy

☐ **COOPERATIVE STORE**

Coordinator: Prof. Dr. Sunila Thomas

☐ **CRISIS MANAGEMENT COMMITTEE**

Coordinators: Principal & Mr. James T. Oommen

☐ **DISCIPLINE COMMITTEE**

Coordinator: Prof. Dr. Sunila Thomas

Members:

- Dr. Nimmi Maria Oommen
- Mr.Pramod Thomas George
- Dr. Sam Thomas Joy

□ **EBSB Club**

Coordinator : Ms. Anu J. Vengal

Members:

- Student Representatives

□ **ENTREPRENEURSHIP CLUB (VENTEL, YIP, ETC.)**

Coordinator: Dr. Betsy Joseph E.

Members:

- Dr. Suramya Mathai
- Mrs. Anu J. Vengal
- Student Representatives

□ **FINANCE COMMITTEE**

Coordinators: Treasurer & Mr. James T. Oommen

Members:

- Prof. Dr. Sunila Thomas
- Dr. Sam Thomas Joy
- Mr.Sabumon C.
- Mr.Manoj Mathew
- Mr. Prince Philip
- Mr. Vinod T. Easow

□ **GENDER SENSITIZATION CELL**

Coordinator: Dr. Nimmi Maria Oommen

Joint Coordinator: Mr. Pramod Thomas George

Members:

- Student Representatives

□ **GREEN Forum**

Coordinator: Ms. Anu J. Vengal

Members:

- Student Representatives

□ **GRIEVANCE REDRESSAL CELL**

Coordinator: Prof. Dr. Sunila Thomas

Members:

- Dr. Nimmi Maria Oommen
- Mr. Pramod Thomas George
- Mr. James T. Oommen
- Student Representatives

□ **IQAC STEERING COMMITTEE**

Coordinator: Prof. Dr. Sunila Thomas

Joint coordinator: Dr. Suramya Mathai

Members:

- Dr. Nimmi Maria Oommen (NAAC Co-ordinator)
- Dr. Betsy Joseph E.
- Mr. Pramod Thomas George
- Dr. Sam Thomas Joy
- Dr. Suramya Mathai
- Mrs. Anu J. Vengal
- Mr. James T. Oommen
- Mr. Vinod T. Easow

□ **LIBRARY ADVISORY COMMITTEE**

Chairperson: Principal

Joint Coordinator: Mr. Anil Thomas

Members:

- Prof. Dr. Sunila Thomas
- Dr. Nimmi Maria Oommen

- Dr. Betsy Joseph E.
- Mr. Pramod Thomas George
- Dr. Sam Thomas Joy
- Dr. Suramya Mathai
- Ms. Anu J. Vengal
- Mr. James T. Oommen
- Mr. Prince Philip
- Student Representative

□ **LITERARY CIUB**

Coordinator: Dr. Nimmi Marian Oommen

Members:

- Students Representatives

□ **MEDIA & DOCUMENTATION COMMITTEE**

Coordinator: Dr. Suramya Mathai

- Mr. Pramod Thomas George
- Mr. James T. Oommen
- Mr. Sabumon C.
- Mr. Vinod T. Easow

□ **MORAL & RELIGIOUS CLUB**

Coordinator: Prof. Dr. Sunila Thomas

Members:

- Student Representatives

□ **NSS UNIT**

Programme Officer : Pramod Thomas George

Members:

- Student Representatives

□ **PARENT TEACHER ASSOCIATION**

President: Principal

Members:

- Vice President (Parent)
- Secretary: Mr. Pramod Thomas George
- Joint Secretary (a Parent)

Members:

- Representatives from parents
- Dr. Nimmi Marian Oommen
- Dr. Betsy Joseph E.
- Mr. Pramod Thomas George
- Dr. Sam Thomas Joy
- Dr. Suramy Mathai
- Ms. Anu J. Vengal

□ **PURCHASE COMMITTEE**

Coordinators: Mr. Pramod Thomas George & Treasurer

Members:

- Dr. Sam Thomas Joy
- Mr. James T. Oommen
- Mr. Sabumon C.
- Mr. Prince Philip
- Mr. Anil Thomas

□ **REMEDIAL TEACHING/MENTORING COMMITTEE**

Coordinator: Ms. Anu J. Vengal

Members:

- Prof. Dr. Sunila Thomas
- Dr. Nimmi Maria Oommen
- Dr. Betsy Joseph E.
- Mr. Pramod Thomas George

- Dr. Sam Thomas Joy
- Dr. Suramya Mathai
- Students Representatives

□ **RUSA PROJECT MONITORING COMMITTEE**

Coordinator: Dr. Sam Thomas Joy

Members:

- Mr. Ipe Abraham F. C. A
- Prof. Alexander K. Samuel
- Prof N. M. Mathew
- Mr. Libin Mathew C. A.
- Prof. Dr. Sunila Thomas
- Dr. Nimmi Maria Oommen
- Mr. Pramod Thomas George
- Mr. James T. Oommen
- Mr. Sabumon C.
- Er. Sosamma Varghese
- Er. George Oommen
- Mr. Sajikumar N.
- PTA Representative
- Student Representative

□ **SCHOLARSHIPS & SC/ST CELL**

Coordinator: Mr. Pramod Thomas George

Members:

- Mr. James T. Oommen
- Mr. Sabumon C.
- Mr. Prince Philip
- Mr. Vinod T. Easow

□ **SCHOOL INTERNSHIP & INDUCTION CELL**

Coordinator: Prof. Dr. Sunila Thomas

Members:

- Mr. Pramod Thomas George
- Mr. Manoj Mathew
- Mr. Vinod T. Easow
- Student Leaders for the Collaborating Schools

☐ **SOCIAL SERVICE LEAGUE**

Coordinator: Mr. Pramod Thomas George

Members:

- Student Representatives

☐ **SPORTS & RECREATION CLUB**

Coordinator: Mr. Pramod Thomas George

Members:

Mr. Satheesh Kumar V. D.
Student Representatives

☐ **UNIVERSITY EXAMINATION COMMITTEE**

Dr. Anita Mathai (Chief Superintendent)

Members:

- Prof. Dr. Sunila Thomas
- James T. Oommen
- Vinod T. Easow

☐ **WEBSITE & TECH-SUPPORT COMMITTEE**

Coordinator: Dr. Sam Thomas Joy

Members:

- Dr. Betsy Joseph E.
- Dr. Suramya Mathai
- Mr. Vinod T. Easow
- Mr. Gopan

☐ **WOMEN'S CELL**

Coordinator: Dr. Suramya Mathai

Members: Student Representatives

☐ **WOMEN'S HOSTEL ADVISORY COMMITTEE**

Coordinator: Prof. Dr. Sunila Thomas

Joint Coordinator: Prof. Shiela Elizabeth Abraham

Members:

- Ms. Nisha Alice John
- Dr. Sam Thomas Joy
- Ms. Anu J. Vengal
- Mr. James T. Oommen
- Mrs. Smitha Raju
- Student Representative

☐ **Public Information Officer: Mr. James T. Oommen, 9446678465**

Appelate Authority: Dr. Anita Mathai, 8547889147

☐ **STUDENT'S UNION**

Coordinator: Prof. Dr. Sunila Thomas

Joint Coordinator: Chairperson

Members: Vice Chairperson

UUC

Secretary

☐ **ARTS CLUB**

Coordinator: Dr. Sam Thomas Joy

Members: Student Representatives

☐ **MAGAZINE CLUB**

Coordinator: Dr. Betsy Joseph E.

Joint coordinator: Mr. Sabumon C.

Members:

Mr. Manoj Mathew

Student Representatives

SUBJECT ASSOCIATIONS

Members:

Commerce:

Mr. Pramod Thomas George & Student Representatives

English:

Dr. Anita Mathai & Student Representatives

Mathematics:

Prof. Dr. Sunila Thomas & Student Representatives

Natural Science :

Ms. Anu J. Vengal & Student Representatives

Physical Science :

Ms. Anila Thomas & Student Representatives

Social Science :

Dr. Suramya Mathai & Student Representatives

M.Ed. ASSOCIATION

Members: All staff & students

VALUE-ADDED/SHORT-TERM CERTIFICATE COURSES

1. Yoga & Aerobics : Mr. Pramod Thomas George &

Mr. Satheesh V. D

2. Introduction to Spanish Languages :

Prof. Dr. Sunila Thomas

Mrs. Nimmy Ann Cherian

MILESTONES OF THE COLLEGE

Year	Land Marks
1957	One year B.Ed Course started with English, Mathematics, Natural Science, Physical Science and Social Science as Optional Subjects
1958	Venue of classes shifted from VGM Hall, SCS compound to the permanent building
1973	Entered into the Direct Payment Agreement with the Government
1977	Dedication of the New Block
1982	Instituted Inter-collegiate Elocution & Light music competition as part of Silver Jubilee Celebrations.
1997	Organised All Kerala Inter Training College Arts Fest-Rangolsav
1997 &	Received the Malayala Manorama Chief Editor's Trophy for the Best College Magazine.
2001	Commencement of U. G. Course (Commerce)
2003 & 2004	Investiture of New Building Block
2004	NAAC Accrediation "A" Grade
2007	Institutional Inter B.Ed shuttle Badminton Tournament as part of Golden Jubilee Celebration
2008	Upgraded as a Post Graduate College
2009	Inauguration of UGC sponsored Ladies Hostel
2010	Library Automation
2013	Received the Minority Certificate
2014	NAAC Reaccreditation with "A" Grade (GPA 3:29)
2014	United Nations Academic Impact partner (UNAI)

2015	Two year B.Ed and M.Ed courses started
2015	10 of our B.Ed students came within the first 10 positions in M. G. University Exam 2015.
2016	Retiling of Library & Launched the New M.Ed Block
2018	Diamond Jubilee celebration of the college
2018	Completion of Counselling Room with UGC grant
2018	Selected for RUSA II Project of Central/State Government
2019	Updation of website from www.tituscollege.org to www.tituscollege.ac.in
2019	Commencement of RUSA Renovation
2020	Continuation order of Recognition from NCTE
2020	The first, third, sixth and ninth positions in Mahatma Gandhi University B.Ed Degree Examination 2020 were bagged by six of our students
2020	The fourth and tenth positions were bagged by two of our M.Ed students in the M.Ed Degree Examination 2020
2021	One of our students bagged the ninth position in the Mahatma Gandhi University B.Ed Degree Examination
2021	Commencement of RUSA New Construction
2022	Received permission for starting NSS in aided mode.
2022	13 of our B.Ed students came within the first 10 positions in the Mahatma Gandhi University Exam 2022

LIST OF ENDOWMENTS

Name of the Endowment	Endowment Amount Instituted *	Endowed/ Instituted by	Specific Conditions if any
1. Prof.P. T. Thomas	1000/-	Prof. P. T. Thomas	Top Scorer of the College
2. Rev. T. C. Thomas Science	6500/-	Rev. T. C. Thomas	Highest mark in Social Science & General Paper
3. Rt. Rev. Dr. Zacharias Mar Theophilus Suffragan Metropolitan	2500/-	Rt. Rev. Dr. Zacharias Mar Theophilus Suffragan Metropolitan	Highest mark in Natural Science
4. Karimparampil Thomas John		Mar Thoma Sabha	Highest mark in English.
5. Proficiency Prize	2500/-	College Fund	Highest mark in Mathematics
6. Prof. C. A. George	2500/-	Prof. C. A. George	English Elocution
7. Prof. R. Valsakumar	10000/-	Prof. R. Valsakumar	Highest Mark in Physical Science
8. Proficiency Prize		College Fund	Highest Mark in Commerce
9. Mathews T. Samuel	4500/-	College Fund	Highest mark in Mathematics theory paper
10. Prof. Santhamma Mathew	10000/-	Prof. Santhamma Mathew	Best Outgoing Student.

11. Alexander Marthoma Memorial		College	Debate
12. Jubilee Fund	3080/-	College	Light Music & Elocution
13. Jubilee Fund		College	Light Music (Male & Female)
14. Jubilee Fund	5000/-	U. C. Thomas	Intercollegiate Light Music Male & Female
15. Kalathilakam & Kalaprabha	4000 /-	College	Kalathilakam & Kalaprabha
16. Men & Women Champion		College	Men & Women Champions
17. Prof. Rachel John	20000/-	Prof. Rachel John	Library Books
18. Prof. Sushama Zacharia	25000/-	Prof. Sushama Zacharia	Aid for the financially poor student.(B.Ed.)
19. Prakash Memorial	8000/-	Students of 1998-99	Elocution for School students.
20. Prof. C. A. George	25000/-	Dr. Abraham George (1998-99)	Top scorer in Practical & General theory papers
21. PTA	5000/-	Mr. P. M. Senan	Top Scorer B.Ed. Exam
22. Fr. Shajimon Joseph (Fr. George Plappallil)	26000/-	M. Ed. Students (2010 -11)	Aid for financially poor students(M.Ed.)
23. Titus Award		Alumni (2011-12)	Best Teacher among High School, Higher Secondary & TTI
24. Library Best User Award	30000/-	Mr. Thomas P. K. Malathettu	Users from each class
25. Dr. K. Kumaraswami Pillai (Diamond Jubilee Gold Medal)	50,000/-	Mrs. Ponnakumar (W/of Dr. K. Kumaraswami Pillai)	Best outgoing student (Academic)
26. Prof. M. Isaac Endowment	5 Lakhs	Dr. Mathew K. Isaac & Dr. Jacob Isaac	Rs. 10,004 for the top scorer in MG University (among aided colleges) & Rs. 10,001 for Top scorer in Psychology for the B.Ed. course of this college

*Interest of the amount instituted will be used to give prizes

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FORMAT OF APPLICATION FOR CASUAL LEAVE - STAFF

1. Name and designation
2. Period and nature of leave applied for
3. Date of commencement of leave
4. Date of termination of leave
5. Reason for leave
6. Signature of applicant
7. Place and date of application
8. Order on the application

Principal

FORMAT OF APPLICATION FOR LEAVE - STUDENT

1. Name of Student
2. Class No
3. Optional
4. Address of the student
5. No. and dates and nature of leave sought
6. Reason for leave
7. No. of days of different kinds of leave already availed
8. Order on the application

Professor-in-charge

Principal

JUNE 2022

DAY	DAYS	PARTICULARS
1	WED	Commencement of Semester II classes (2021-22)
2	THU	
3	FRI	World Bicycle Day
4	SAT	
5	SUN	Environment Day
6	MON	
7	TUE	
8	WED	Mentoring / Remedial
9	THU	
10	FRI	
11	SAT	Second Saturday
12	SUN	
13	MON	Demonstration / Criticism Classes (2021-22)
14	TUE	World Blood Donnor's Day
15	WED	Mentoring
16	THU	
17	FRI	World Day to Combat Desertification & Drought
18	SAT	
19	SUN	
20	MON	World Refugee Day
21	TUE	Sem 3 Practiced Exam (2020-2022) / Internation Yoga Day
22	WED	World Rainforest Day
23	THU	International Olympic Day
24	FRI	
25	SAT	
26	SUN	International Day against Drug Abuse
27	MON	
28	TUE	
29	WED	LAC Examination (2020-22)
30	THU	Social Media Day

JULY 2022

DAY	DAYS	PARTICULARS
1	FRI	
2	SAT	
3	SUN	
4	MON	
5	TUE	College Day Celebrations, World Population Day
6	WED	Mentoring
7	THU	
8	FRI	
9	SAT	Second Saturday
10	SUN	
11	MON	
12	TUE	
13	WED	
14	THU	
15	FRI	
16	SAT	
17	SUN	World Day for International Justice
18	MON	5 day Community citizenship Training Camp
19	TUE	
20	WED	
21	THU	
22	FRI	Community, Citizenship Training camp Ends
23	SAT	
24	SUN	
25	MON	
26	TUE	
27	WED	
28	THU	World Nature Conservation Day
29	FRI	International Tiger Day
30	SAT	International Friendship Day
31	SUN	Bakrid

AUGUST 2022

DAY	DAYS	PARTICULARS
1	MON	
2	TUE	
3	WED	
4	THU	
5	FRI	
6	SAT	
7	SUN	
8	MON	
9	TUE	
10	WED	College Group Photo
11	THU	
12	FRI	
13	SAT	Second Saturday
14	SUN	
15	MON	Independence Day Celebrations
16	TUE	
17	WED	
18	THU	
19	FRI	
20	SAT	
21	SUN	
22	MON	
23	TUE	
24	WED	
25	THU	
26	FRI	4 Semester Final Exam begins (2020-2022)
27	SAT	
28	SUN	One day workshop on NET 2020
29	MON	
30	TUE	
31	WED	Course Inauguration (2022-2024)/PTA/4 Sem. Ends

SEPTEMBER 2022

DAY	DAYS	PARTICULARS
1	THU	College Annual Release 2021-2022
2	FRI	Onam Celebrations
3	SAT	Onam Vacation begins
4	SUN	
5	MON	Teacher's Day
6	TUE	
7	WED	
8	THU	World Literacy Day
9	FRI	
10	SAT	Second Saturday
11	SUN	
12	MON	College re-opens after onam
13	TUE	
14	WED	
15	THU	Sem 2 In - Semester exams begin
16	FRI	
17	SAT	
18	SUN	
19	MON	
20	TUE	Sem 2 ends
21	WED	
22	THU	
23	FRI	Sem 3 begins 2021-2023
24	SAT	
25	SUN	
26	MON	
27	TUE	Student Induction Programme 4 days begins
28	WED	Sem 2 exams begin
29	THU	Sustainable skills : organic farming
30	FRI	

OCTOBER 2022

DAY	DAYS	PARTICULARS
1	SAT	
2	SUN	
3	MON	
4	TUE	Pooja Holidays
5	WED	Mentoring / Remedial Sections
6	THU	Webinar : Intellectual Property Rights
7	FRI	
8	SAT	Second Saturday
9	SUN	
10	MON	
11	TUE	Ethics Class Inauguration
12	WED	Teaching Skill Enhancement programmes
13	THU	
14	FRI	
15	SAT	Self-skill enhancement programmes :
16	SUN	
17	MON	PTA Meeting Counselling 2021-2023
18	TUE	Fresher's Day
19	WED	School Internship 2021-2023
20	THU	Art Integrated pedagoic sessions
21	FRI	SET / NET coaching begins
22	SAT	
23	SUN	
24	MON	
25	TUE	
26	WED	Mentorings / Remedial sessions
27	THU	
28	FRI	E=contents development 2022-29
29	SAT	
30	SUN	
31	MON	

NOVEMBER 2022

DAY	DAYS	PARTICULARS
1	TUE	Kerala Piravi
2	WED	Mentoring /Remedial Sessions / feedback session
3	THU	
4	FRI	
5	SAT	
6	SUN	
7	MON	
8	TUE	ICI skill enhancement : Video editing
9	WED	Mentoring / Remedial Sessions / feedback session
10	THU	Award Dayt 2022, World Science Day
11	FRI	National Education Day
12	SAT	Second Saturday
13	SUN	
14	MON	Childrens Day, Award Day
15	TUE	
16	WED	Mentoring /Remedial Sessions / feedback session
17	THU	
18	FRI	Learning resoruce Material preparation : 2022-2024
19	SAT	
20	SUN	
21	MON	College Union Elections
22	TUE	
23	WED	Mentoring /Remedial Sessions / feedback session
24	THU	Extensopm Activity : Resource Material Distribution
25	FRI	International Webinar : Value Education
26	SAT	Constitution Day of India
27	SUN	
28	MON	Sustainability skill Development
29	TUE	
30	WED	Outreach programme

DECEMBER 2022

DAY	DAYS	PARTICULARS
1	THU	World Aids Day
2	FRI	National Pollution Day
3	SAT	International Day of Persons with Disability
4	SUN	
5	MON	World Soild Day
6	TUE	
7	WED	Worship on improvised Aids : 2022-2024
8	THU	
9	FRI	Christmas Celebration
10	SAT	Second Saturday, Human Rights Day
11	SUN	
12	MON	
13	TUE	
14	WED	Mentoring /Remedial Sessions / feedback session
15	THU	
16	FRI	
17	SAT	
18	SUN	Minorities Rights Day in India
19	MON	Outcome based evaluation tools : drill
20	TUE	
21	WED	Mentoring /Remedial Sessions / feedback session
22	THU	National Mathematics Day
23	FRI	Christmas Vacation begins
24	SAT	National consumer Rights Day
25	SUN	
26	MON	
27	TUE	
28	WED	Mentoring /Remedial Sessions / feedback session
29	THU	
30	FRI	
31	SAT	

JANUARY 2023

DAY	DAYS	PARTICULARS
1	SUN	
2	MON	
3	TUE	Classes Re-open after Christmas
4	WED	Soft-skill enhancement Programmes leadership skill
5	THU	Sem 1 : In semester exam begin 2022-24
6	FRI	National Technology Day
7	SAT	NSS Programmes
8	SUN	
9	MON	
10	TUE	
11	WED	
12	THU	National Youth Day
13	FRI	Sem.3 Practical Siubmission EDU 301 Value Eduation
14	SAT	Second Saturday
15	SUN	
16	MON	Sem 3 Practical Siubmission EDU 301 Case study
17	TUE	Sem 3 Practical Siubmission EDU 301 Act. Research
18	WED	
19	THU	Sem 2 Commerce
20	FRI	NSS Programmes
21	SAT	
22	SUN	
23	MON	Sems 1 end sem exam begins 2022-2024
24	TUE	International Day of Education
25	WED	Sem 3 Practical Submission : Pedagogic
26	THU	Republic Day
27	FRI	Sem 3 Practical submission : Drama & Art
28	SAT	
29	SUN	
30	MON	Sem 3 Practial submission : Health and Physical
31	TUE	

FEBRUARY 2023

DAY	DAYS	PARTICULARS
1	WED	
2	THU	Sem 3 ends / school intership ends 2021-22
3	FRI	Sem 4 Commerce
4	SAT	World Cancer Day
5	SUN	
6	MON	
7	TUE	
8	WED	Interface Meetings / Extra Class
9	THU	Literary Competitions
10	FRI	Sem 3 Practical Exam
11	SAT	International Day of Women and
12	SUN	International Day of womens' Health
13	MON	Sem. 2 School Induction begins 2022-24
14	TUE	
15	WED	Ethics class
16	THU	Sem 3 LAC Examination (Sem exam)
17	FRI	
18	SAT	NSS Programme
19	SUN	
20	MON	Sem 3 LAC examination (End sem exam)
21	TUE	
22	WED	
23	THU	
24	FRI	
25	SAT	NSS Prgrammes
26	SUN	
27	MON	Commencement of Community citizenship training camp
28	TUE	National Science day/ National Patron Day

MARCH 2023

DAY	DAYS	PARTICULARS
1	WED	
2	THU	Zero Discrimination Day
3	FRI	Employee Appreciation Day
4	SAT	
5	SUN	
6	MON	
7	TUE	
8	WED	
9	THU	School Induction ends
10	FRI	Sem 4 Study Tour
11	SAT	
12	SUN	
13	MON	
14	TUE	Art Festival
15	WED	
16	THU	National Vaccination Day
17	FRI	
18	SAT	Annual Sports Day
19	SUN	
20	MON	International Day of Happiness
21	TUE	International Day of Forest, World poetry day
22	WED	World Water Day
23	THU	
24	FRI	
25	SAT	
26	SUN	
27	MON	
28	TUE	College Day
29	WED	College Photo Session
30	THU	
31	FRI	Academic year ends