

# Titus II Teachers College

## Tiruvalla

(NAAC Re-accredited 'A' Grade)

Pathanamthitta Dist., Kerala - 689 101

Phone : 0469-2601383, 2741233

e-mail : tituscollege@gmail.com

website : www.tituscollege.org



Estd. 1957

# *Academic Handbook*

**2018-2020**

Affiliated to Mahatma Gandhi University  
Deputy Director of Collegiate Education, Kottayam



**PERSONAL INFORMATION**

Name : .....

Optional Subject : ..... No: .....

Residential Address : .....  
.....  
.....

Telephone : .....

Mobile : .....

E-mail : .....

Blood Group : .....

Name of Guardian : .....

Passport No. : .....

Driving Licence No. : .....

Emergency Contact No: .....

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## COLLEGE PRAYER SONG

പരമാത്മാവിൻ പൊരുളറിയാൻ  
പരമോന്നത നീ കൃപ ചൊരിക  
ദർശനവേളയും അർപ്പണവേളയും  
ഏകിടമോ നീ ജഗദീശാ

മാനസം മുഴുവൻ പ്രർത്ഥനയാലെ  
തവതിരുമുമ്പിൽ നില്പൂ ഞാൻ  
സാന്നിധ്യമേകിടമോ നീ  
സായുജ്യമേകിടമുവാനായ്

നിൻ ജീവാമൃത ധാരയാലെന്റേ  
പാപക്കറകൾ കഴുകീടു  
ആശ്രയമേകിടമോ നീ  
ആശ്രിതവത്സല ദേവാ

രചന, സംഗീതം : ഡോ. കോശി പി. ചാക്കോ



## The 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
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 Science Education

### Students Intake

B. Ed.	: 50
M. Ed.	: 50

### Staff of the College

B. Ed. Faculty	: 11
M. Ed. Faculty	: 4
Administrative Staff	: 12
Librarian	: 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 Theopilus 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 Iraneous Suffragan Metropolitan	1997 - 2005
Rt. Rev. Dr. Zacharias Mar Theophilus Suffragan Metropolitan	2005 - 2008
Rt. Rev. Thomas Mar Timotheos Episcopa	2009 - 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 COUNCIL

Chairman	:	<b>Rt. Rev. Dr. Abraham Mar Paulos Episcopa</b>
Secretary	:	<b>Dr. Anita Mathai</b>
Treasurer	:	<b>Mr. Ipe Abraham F.C.A</b>
Members	:	<b>Very Rev. K. M. Mammen</b> <b>Dr. George Varghese</b> <b>Prof. Alexander K. Samuel</b> <b>Mrs. Jiji Mathew</b> <b>Mr. Alex P. George</b> <b>Mr. Johnson P. Abraham</b> <b>Dr. Achamma Kurian</b> <b>Prof. K. C Zachariah</b> <b>Mr. Titus Thomas (Staff Representative)</b>

## STAFF OF THE COLLEGE

### Principal

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

### B.Ed. Faculty

#### a. Associate Professors

- Mr. Titus Thomas, M. Com., M. P. Ed., M. Phil. - Physical Education
- Dr. Sunila Thomas, M. Sc., M. Ed., Ph. D. - Mathematics

#### b. Assistant Professors

- Dr. Mini John, M. Sc. (Zool.), M. Sc. (Psy.),  
M. Ed., PGDHE, Ph. D. - Education
- Dr. Nimmi Maria Oommen, M. Sc., M. Ed.,  
M. A.(Edu.), M. Phil., PGDHE, PGCAE, Ph. D. - Education
- Mrs. Betsy Joseph E., M. Sc., M. Ed. (FDP) - Education
- Mr. Pramod Thomas George, M. Com., 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 Lecturer

- Ms. Rintu Elsa Thomas, M.Sc., M.Ed - Physical Science

#### M.Ed. Faculty

- Dr. H. Sam Sananda Raj, M. A.(Psy.),  
M. A.(Soci.), M. Ed., Ph. D. - Professor
- Mrs. Sreeji Sadan, M.Sc., M.Ed. - Asst. Professor
- Mrs. Sushama Zacharia, M. A., M. Ed. - Guest faculty

#### Administrative Staff

- |                    |  |
|--------------------|--|
| Junior Supt.       | - Mr. James T. Oommen  |
| Head Accountant    | - Mr. Sabumon C.   |
| Senior Clerks      | - Mr. Manoj Mathew<br>Smt. Smitha M. Raju  |
| Clerk              | - Mr. Prince Philip  |
| L. D. Store Keeper | - Mr. Vinod T. Easow   |
| Library Assistants | - Mr. Kurian John<br>Mr. Anil Thomas   |
| Office Attendants  | - Mr. George V. C.<br>Mr. Biju P. Issac<br>Ms. Leela S. Aleyamma<br>Mr. Anilkumar C. |



## SCHEME OF THE PROGRAMME

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 of three broader areas as follows:

### A.PERSPECTIVES IN EDUCATION

Learner 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)

**Course Co-ordinator - Dr. Sunila Thomas**

## STRUCTURE OF THE B.Ed. PROGRAMME

### I. 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
<b>Total</b>	<b>400</b>	<b>2400</b>	<b>1140</b>	<b>1260</b>	<b>57</b>	<b>63</b>	<b>2400</b>	<b>120</b>

### II. COURSE STRUCTURE OF THE PROGRAMME

#### A. Theory Courses:

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

**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, EPC4	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**

EPC 1 - Reading and Reflecting on Texts

EPC 2 - Drama and Art in Education

EPC 3 - Critical Understanding of ICT

EPC 4 - Understanding the Self

**III. SEMESTER WISE PROGRAMME FRAME**

**Semester**

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
<b>Semester Total</b>			<b>600</b>	<b>360</b>	<b>240</b>	<b>600</b>	<b>30</b>

### 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
<b>Semester Total</b>			<b>600</b>	<b>310</b>	<b>290</b>	<b>600</b>	<b>30</b>

### 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
<b>Semester Total</b>			<b>600</b>	<b>90</b>	<b>510</b>	<b>600</b>	<b>30</b>

## 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
<b>Semester Total</b>			600	210	390	600	30
<b>Programme Total</b>			2400	970	1430	2400	120

## STRUCTURE OF THE M. Ed. PROGRAMME

The Curriculum Design of Two Year M. Ed. programme is in tune with the guidelines of NCFTE (2009), NCTE (2014), and NCERT. The restructured programme shall include:

- A. Common Core Course (Taught Course and Practicum)
  - Perspective Courses
  - Tool Courses
  - Teacher Education Courses including Field Internship
- B. Specialisation Course Including Field Internship
- C. Dissertation
- D. Viva Voce

**Course Co-ordinator - Dr.H. Samsananda Raj**



<b>Programme Duration</b>	<b>4 Semesters</b>
Minimum Credits Required for successful completion of the Programme	80
Minimum credits required for Common core courses (11 courses) and field Internship	48
Minimum credits required for specialization courses (5 courses) and field Internship	24
Dissertation and Viva-Voce	8
Minimum Attendance Required	80%
Minimum attendance required for internship	90%

### Programme Structure

Two year programmes in four semesters.

#### Semester I

5 Courses                      5 Common core courses                      -                      5 X 4 = 20 Credits  
(includes 3 perspective courses,  
one tool course and one teacher  
education course)

#### Semester II

5 Courses                      5 Common core courses                      -                      5 X 4 = 20 credits  
(includes 3 perspective courses,  
and a tool course)

#### Semester III

4 Courses                      1 Common core course                      -                      1 X 4 = 4 Credits  
(Teacher Education Course)  
3 Specialization courses                      -                      3 X 4 = 12 Credits  
(includes one Specialisation core  
course and two Theme based Specialisation courses.)  
Field Internship                      -                      4 Credits  
**Total**    =                      **20 Credits**

#### Semester IV

2 Courses                      2 Specialization courses                      -                      2 X 4 = 8 Credits  
(one Specialisation core course and  
one Theme based specialisation course.)  
Field Internship                      -                      4 Credits  
Dissertation                                      -                      6 Credits  
VivaVoce    -                      2 Credits  
**Total**    =                      **20 Credits**  
**Total = 20+20+20+20 = 80 Credits**                      -----

## Course Summary of Two Year M.Ed. Programme

### Semester - I

Course Code	Course type	Course Name	Credits	Internal marks	External marks	Total marks
EDU 901	CommonCore Course - Perspective course (Taught course and Practicum)	Philosophy of Education	4	20	80	100
EDU 902	Common Core Course - Perspective course (Taught course and Practicum)	Advanced Educational Psychology Learning and Development	4	20	80	100
EDU 903	Common Core Course - Perspective course (Taught course and Practicum)	Introduction to Education Studies	4	20	80	100
EDU 904	CommonCore Course - Tool course (Taught course and Practicum)	Introduction to Educational Research and Statistics	4	20	80	100
EDU 905	Common Core Course - Teacher Education course (Taught course and Practicum)	Theoretical Bases of Teacher Education	4	20	80	100
Total			20			500
Inter Semester Break						

**Semester - II**

Course Code	Course type	Course Name	Credits	Internal marks	External marks	Total marks
EDU 906	Common Core Course - Perspective course (Taught course and Practicum)	Sociology, History and Political Economy of Education	4	20	80	100
EDU 907	Common Core Course - Perspective course (Taught course and Practicum)	Advanced Educational Psychology - Individual Differences	4	20	80	100
EDU 908	Common Core Course - Perspective course (Taught course and Practicum)	Curriculum Development and Transaction	4	20	80	100
EDU 909	Common Core Course - Tool course (Taught course and Practicum)	Advanced Educational Research and Statistics	4	20	80	100
EDU 910	Common Core Course - Tool course (Taught course and Practicum- internal Evaluation only)	ICT and Skill Development*	1	4	25	100
		1) ICT	1		25	
		2) Communication Skill & Expository Writing				
		3) Academic Writing including Research Proposal				
4) Self Development including Yoga	1	25				
Total			20			500
Inter Semester Break						

\*Internal evaluation of each component course in ICT and Skill Development shall be done through workshops. Evaluation shall be made on the basis of theoretical (10 marks) and Practical knowledge (15 marks) attained by the student in each component course.

**Semester - III**

Course Code	Course type	Course Name	Credits	Internal marks	External marks	Total marks
EDU 911	Common Core Course - Teacher Education course (Taught course and Practicum)	Teaching, Research, Innovations and Issues in Teacher Education	4	20	80	100
EDU 912	Core within Elementary Specialisation course (Taught course and Practicum)	Context and issues of Elementary education	4	20	80	100
		<b>Specialisation Course (one course from Thematic Cluster- A (913) shall be opted)</b>				
		<b>Thematic Cluster- A (913): Current Practices in Education</b>				
EDU 913.1	Specialisation course (Taught course and Practicum)	Educational Evaluation	4	20	80	100
EDU 913.2	Specialisation course (Taught course and Practicum)	Educational Technology	4	20	80	100
EDU 913.3	Specialisation course (Taught course and Practicum)	Guidance and Counselling	4	20	80	100

		Specialisation Course (one course from Thematic Cluster- B (914) shall be opted)				
		Thematic Cluster-B (914): Emerging issues in Education				
EDU 914.1	Specialisation course (Taught course and Practicum)	Environmental Education	4	20	80	100
EDU 914.2	Specialisation course (Taught course and Practicum)	Inclusive Education	4	20	80	100
EDU 914.3	Specialisation course (Taught course and Practicum)	Non Formal Education	4	20	80	100
EDU 914.4	Specialisation course (Taught course and Practicum)	Education of the Marginalised	4	20	80	100
EDU 914.5	Specialisation course (Taught course and Practicum)	Educational Planning and Management	4	20	80	100
EDU 914.6	Specialisation course (Taught course and Practicum)	Economics of Education	4	20	80	100
EDU 914.7	Specialisation course (Taught course and Practicum)	Quality Assurance in Education	4	20	80	100
EDU 914.8	Specialisation course (Taught course and Practicum)	Human Rights and Value Education	4	20	80	100
EDU 915	Core Course- Field Internship	Field Internship in primary schools & Primary Teacher Education Institutions and field site relevant to area of specialisation opted from thematic clusters A & B.	4	100		100
		Total	20			500
Inter Semester Break						

Semester IV						
Course Code	Course type	Course Name	Credits	Int. marks	Ext. marks	Total marks
EDU 916	Core within Secondary and Senior Secondary specialisation course (Taught course and Practicum)	Context and issues of Secondary and Senior Secondary Education	4	20	80	100
		Specialisation Course (one course from Thematic Cluster - C (917) shall be opted)				
		<u>Thematic Cluster - C (917): Advanced Methodology and Pedagogical Practices of Optional subjects in Secondary and Senior Secondary Education</u>				
EDU 917.1	Specialisation course (Taught course and Practicum)	Advanced Methodology and Pedagogical practices of Language Education - English	4	20	80	100
EDU 917.6	Specialisation course (Taught course and Practicum)	Advanced Methodology and Pedagogical practices of Mathematics Education	4	20	80	100
EDU 917.7	Specialisation course (Taught course and Practicum)	Advanced Methodology and Pedagogical practices of Science Education	4	20	80	100
EDU 917.8	Specialisation course (Taught course and Practicum)	Advanced Methodology and Pedagogical practices of Social Science Education	4	20	80	100
EDU 917.9	Specialisation course (Taught course and Practicum)	Advanced Methodology and Pedagogical practices of Commerce Education	4	20	80	100

Course Code	Course type	Course Name	Credits	Int. marks	Ext. marks	Total marks
EDU 918	Core Course-Field Internship	Field Internship in Secondary and Senior Secondary schools & Secondary Teacher Education Institutions and field site relevant to the area of specialisation opted from Thematic cluster - C	4	20	80	100
EDU 919	Disseration	Disseration	6	150	150	150
EDU 919	Disseration	Viva- Voce	2		50	50
		Total	20			500

### Semester wise credits and marks

Semester	Credits	Marks
Semester 1	20	500
Semester 2	20	500
Semester 3	20	500
Semester 4	20	500
Total	80	2000

## RULES AND REGULATIONS



### A. Admission

Admission to the merit seats is based on the State wide principle of selection stipulated by the Director of Collegiate Education and the University.

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

a) Tuition fees	Rs. 2,000/-
b) Special Fees	
Health	Rs. 5 /-
Games	Rs. 50 /-
Excursion	Rs. 50 /-
Magazine	Rs. 50 /-
Admission	Rs. 50 /-
Calendar	Rs. 30 /-
Association and College Day	Rs. 50 /-
Media: Audio Visual Education	Rs. 10 /-
Library	Rs. 100 /-
University Union	Rs. 50 /-
Stationery	Rs. 25 /-
Student Welfare	Rs. 30 /-
Sports Affiliation	Rs. 300 /-
Women's Study Cell	Rs. 5 /-
Laboratory	Rs. 50 /-
Teaching Practice	Rs. 50 /-
Student's Aid Fund	Rs. 5 /-
Caution Deposit	Rs. 360 /-
M. G. U. Affiliation Fee	Rs. 450 /-
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 10<sup>th</sup> day after due date and with an additional fine of Rs. 10/- on



the 15<sup>th</sup> 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/-

#### **D. Attendance**

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 which helps users to locate his/ her book and find the status of the book.

### b. 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)

### c. 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, ten 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, useful links about the library staff, former staff, etc.



## Rules & 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 Re. 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 **uniforms on Tuesdays and Thursdays.**  
**Women students** can wear casual sarees on Wednesdays and Salwar Kameez with shawl on Mondays and Fridays.  
**Male students:** Shirts and pants/dhoties.
3. Use of mobile phone is banned 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 men's hostel/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 Dr. Sunila Thomas as its Nodal Officer. Contact no.9446267547

## TEACHING PRACTICE INSTRUCTIONS

1. They should maintain modesty in their dressing.
2. They should be regular and punctual during the teaching practice session.
3. They are expected to sign the Attendance Register in the morning and evening before the Headmaster / Principal of the concerned school.
4. They are not expected 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. They are to strictly abide by the rules of the school.
6. They are expected to submit the relevant notes of lesson to their respective teachers for correction and guidance before taking classes.
7. They are expected to get the signature from the teacher-in-charge of their class in their respective practising schools, before taking each lesson.
8. They are strictly advised to have the teaching practice record with them during the class hours.



## UNION ACTIVITIES

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. The following Associations and committees function in the College. The Associations/Clubs and the teachers-in-charge are:

### A. The College Union

1. Arts Club
2. Literary and Debating Society
3. Sports Club
4. Moral and Religious Association
5. Social Service League
6. Magazine Committee & Documentation Club

### B. Environmental Club

The role of the Environmental Club is to impart Environmental Education. Field trips, Seminars and Symposia related to environmental issues are the activities of the club. The club conducts annual health check up camps for students.



### **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 four Houses -Deepthi, Jyothy, Santhi and Sobha for the conduct of various competitions.

### **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 Tuesday. Prayer meetings are arranged every Fridays during lunch interval.

### 3. Mentoring Group

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

### 4. Photo Copying 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. Internet facility is available in the library.

## **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 wellwishers of the college to give financial assistance to deserving and promising students in the college.

## **11. Add-on-Courses**

Short-term courses on Diploma in Computer Applications (DCA), Online Teaching, Yoga, Aerobics, and Communicative English are offered to students.



## 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 every year in memory of our 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.

## 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 : Dr. Nimmi Maria Oommen**

The Internal Quality Assurance Cell supervises the academic activities of the college. The committee evaluates year-wise activities and gives necessary suggestions. Quality education is ensured at all levels.

### UNAI

**Co-ordinator : Dr. Nimmi Maria Oommen**

**Joint Co-ordinators : Dr. Sunila Thomas**

**Dr. Anita Mathai**

The United Nations Organisation is an International Organization founded in 1945, with its Headquarters in New York. It is the child of World War II. 51 Countries joined the venture committed to maintaining international peace and security, developing friendly relations among nations and promoting social progress, better living standards and human rights consciousness. The United Nations Academic Impact (UNAI) is 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. Anita Mathai**

**Technical Assistant : Dr. Sam Thomas Joy**

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

## MILESTONES OF THE COLLEGE

Year	Landmarks
1957	One year B.Ed Course Started 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
1977	Dedication of the New Block
1982	Instituted Inter-collegeiate Elocation & light music competition as part of Silver Jubilee Celebrations.
1997	Organised All Kerala Inter Traicing College Arts Fest-Rengolsav
1997 & 2004	Received the Malayala Manorama Chief Edito'rs Trophy for the Best College Magazine.
2001	Commencement of U. G. Course
2003	Investitive of New Building Block
2004	NAAC Accrediation "A" Grade
2007	Institutional Intger B.Ed shuttle Badminton Tournament as part of Golden Jubilee Celebration
2008	Upgraded as a Past Graduate College
2009	Inauguration of UGC sponoserd Ladies Hostel
2010	Library Automation
2014	NAAC Reaccrediation with "A" Grade (GPA 3:29)
2014	United Nations Academic Impact partner (UNAI)
2015	Two year B.Ed and M.Ed courses Started
2015 & 2016	Conducted Food fest to Hand-in-aid to Kidney patients at St. Thomas Hospital, Kattatanm and Fellowship Mission Hospital Kumbanadu
2016	Retiling of Library & Launched the New M.Ed Block
2018	Diamond Jubilee celebration of the college

### 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 & Kalapraphibha	4000 /-		College	Kalathilakam & Kalapraphibha
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. P. Ponnakumar (w/of Dr. K. Kumaraswami Pillai)	Best outgoing student (Academic)

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

## ADDRESS OF STAFF

### PRINCIPAL

**Dr. Anita Mathai**  
Ebenazer House  
Thuvayoor South P.O.  
Kadampanad  
Adoor  
8547889147 (Mob)  
anitamsdan@gmail.com

### B.Ed. FACULTY

#### 1.Mr. Titus Thomas

Anjilivelil Manaloor House  
Keezhukara,  
Kozhencherry P.O.  
Phone: 0468-2313835 (R)  
9447121463 (Mob)  
titusthomas18@gmail.com

#### 2.Dr. Sunila Thomas

Muthuthottathu  
Perunnai,  
Changanerry  
Phone: 0481-2421364 (R)  
9446267547 (Mob)  
sunilajoji@gmail.com

#### 3.Dr. Mini John

Kuzhuvilayil Bethany  
Manjadi P.O., Tiruvalla  
Phone: 0469-2622749 (R)  
9446181507 (Mob)  
minijonge@gmail.com

#### 4.Dr. Nimmi Maria Oommen

Vadakkedath  
Maramon P.O.,  
Pin - 689549  
Phone: 0468-2210971 (R)  
drnimmioommen@gmail.com

#### 5.Smt. Betsy Joseph E. (On leave)

Plavilaparambil  
Ummannoor P.O.  
Kottarakkara, Kollam  
9446108198 (Mob)  
betsy\_nixon@yahoo.com.

#### 6.Mr. Pramod Thomas George

Anchery Othaparampil  
Pariyaram P.O.,  
Kottayam-686021  
Phone : 0481-2460396 (R)  
9497666316 (Mob)  
pramodanchery@gmail.com

#### 7.Dr. Sam Thomas Joy

Kuttiyil House  
Mammen Mathai Nagar  
Manjady P.O., Tiruvalla - 5  
Phone : 0469-2635511 (R)  
9447454520 (Mob)  
drsamkuttiyil@gmail.com

#### 8. Dr. Suramya Mathai

Mannooparampil  
Malam P.O., Manarkad  
Kottayam - 686019  
Ph: 0481-2372147 (R)  
9562413413 (Mob)  
suramyamathai@gmail.com

**9. Anu J. Vengal**  
Vengal Medayil  
Amichakari P.O.  
Tiruvalla  
Ph: 0469-2732097 (R)  
8547202097 (Mob)  
annuvengal@gmail.com

**10. Ms. Rintu Elsa Thomas**  
Pooppada - Kalayil  
Rubber Board P. O.,  
Kottayam - 686 009  
8893273030 (Mob.)  
rintuelsa90@gmail.com

### **M.Ed. FACULTY**

**1. Dr. H. Sam Sananda Raj**  
Ragom, Church Road  
Thundathil, Kariavattom  
Thiruvanathapuram - 695581  
Phone: 0471-2712755 (R)  
9895054191 (Mob)

**3. Prof. Sushama Zacharia**  
Karimpanamannil  
Kuttappuzha R.S.P.O.  
Tvla - 689107  
Phone : 0469-2603185 (R)

**2. Smt. Sreeji Sadan**  
Karimpannur Malayil  
Karckadu P. O.,  
Chengannur  
Ph. 9961305051

### **ADMINISTRATIVE STAFF**

**1. Mr. James T. Oommen**  
Thompilethu House,  
Cherianadu P.O.,  
Chengannur  
Phone: 0479-2360444 (R),  
9446678465 (Mob)

**2. Mr. Sabumon C.**

Parankimamukalil Charuvila  
Puthenveedu Panavelly P.O.,  
Kottarakara - 691532,  
Ph : 0469-2636857 (R)  
9447022180 (Mob)

**3. Mr. Manoj Mathew**

Pynummoottil Theckathil  
Ilippakulam P.O.,  
Pallickal - 690503  
Phone: 9495507505 (Mob)

**4. Smt. Smitha M. Raju**

Star Cottage  
South Monkuzhi  
Pullikkanaku P.O.,  
Kayamkulam  
Phone: 0479-2331979 (R)  
9447121425 (Mob)

**5. Mr. Prince Philip**

Kokkottu Salem Bhavan  
Panavelly P.O.  
Kottarakara - 691532  
Phone :0474-2471498 (R)  
9446787118 (Mob)

**6. Mr. Vinod T. Easow**

Thundiparampil Mayvin Villa  
Anjilithanam P.O.  
Tiruvalla - 689582  
8281269033 (Mob)

**7. Mr. Kurien John (Babu)**

Vengalottu House  
Kuttapuzha P.O., Tiruvalla  
9744022698 (Mob)

**8. Mr. Anil Thomas**

Chirayil, Ani Bin Cottage  
Puthuppally P.O.,  
Kottayam.

**9. Mr. George V. C. (Joji)**

Vaniapurackal House  
Azhiyidathuchira P.O.  
Tiruvalla - 689113  
Phone: 0469-2645901 (R)  
9744690297 (Mob)

**10. Mr. Biju P. Isac**

Pulimoottil House  
Near Railway Station,  
Tiruvalla - 689101  
9961281363 (Mob)

**11. Smt. Leela S. Aleyamma**

Salem Children's Home  
Manjadi P.O.,  
Tiruvalla  
9747077540 (Mob)

**12. Mr. Anilkumar C**

Minivilasom  
Poonkavu,  
Mallassery P.O  
Pathanamthitta  
9496147355 (Mob )



# Academic Calendar

2018-2020



## JUNE 2018

DAY	DAYS	PARTICULARS
1	FRI	
2	SAT	
3	SUN	
4	MON	
5	TUE	
6	WED	
7	THU	
8	FRI	
9	SAT	Second Saturday
10	SUN	
11	MON	
12	TUE	
13	WED	
14	THU	
15	FRI	Idul Fitre
16	SAT	
17	SUN	
18	MON	
19	TUE	
20	WED	
21	THU	
22	FRI	
23	SAT	
24	SUN	
25	MON	
26	TUE	
27	WED	
28	THU	
29	FRI	
30	SAT	

# JULY 2018

DAY	DAYS	PARTICULARS
1	SUN	
2	MON	
3	TUE	
4	WED	
5	THU	
6	FRI	
7	SAT	
8	SUN	
9	MON	
10	TUE	
11	WED	
12	THU	
13	FRI	
14	SAT	Second Saturday
15	SUN	
16	MON	
17	TUE	
18	WED	
19	THU	
20	FRI	
21	SAT	
22	SUN	
23	MON	
24	TUE	
25	WED	
26	THU	
27	FRI	
28	SAT	
29	SUN	
30	MON	
31	TUE	

## AUGUST 2018

DAY	DAYS	PARTICULARS
1	WED	
2	THU	
3	FRI	
4	SAT	
5	SUN	
6	MON	
7	TUE	
8	WED	
9	THU	
10	FRI	
11	SAT	Second Saturday
12	SUN	
13	MON	
14	TUE	
15	WED	Independance Day
16	THU	
17	FRI	
18	SAT	
19	SUN	
20	MON	
21	TUE	
22	WED	Bakrid
23	THU	
24	FRI	First Onam
25	SAT	Thiruvonam
26	SUN	
27	MON	Sree Narayana Guru Jayanthi
28	TUE	Ayyankali Jayanthi
29	WED	
30	THU	
31	FRI	



## SEPTEMBER 2018

DAY	DAYS	PARTICULARS
1	SAT	
2	SUN	
3	MON	
4	TUE	
5	WED	
6	THU	
7	FRI	
8	SAT	Second Saturday
9	SUN	
10	MON	
11	TUE	
12	WED	
13	THU	
14	FRI	
15	SAT	
16	SUN	
17	MON	
18	TUE	
19	WED	
20	THU	Muharam
21	FRI	Sree Narayana Guru Samathi
22	SAT	
23	SUN	
24	MON	
25	TUE	
26	WED	
27	THU	
28	FRI	
29	SAT	
30	SUN	

## OCTOBER 2018

DAY	DAYS	PARTICULARS
1	MON	
2	TUE	Gandhi Jayanthi
3	WED	
4	THU	
5	FRI	
6	SAT	
7	SUN	
8	MON	
9	TUE	
10	WED	
11	THU	
12	FRI	
13	SAT	Second Saturday
14	SUN	
15	MON	
16	TUE	
17	WED	
18	THU	Mahanavami
19	FRI	Vijayadashmi
20	SAT	
21	SUN	
22	MON	
23	TUE	
24	WED	
25	THU	
26	FRI	
27	SAT	
28	SUN	
29	MON	
30	TUE	
31	WED	

# NOVEMBER 2018

DAY	DAYS	PARTICULARS
1	THU	
2	FRI	
3	SAT	
4	SUN	
5	MON	
6	TUE	Deepavali
7	WED	
8	THU	
9	FRI	
10	SAT	Second Saturday
11	SUN	
12	MON	
13	TUE	
14	WED	
15	THU	
16	FRI	
17	SAT	
18	SUN	
19	MON	
20	TUE	Nabidinam
21	WED	
22	THU	
23	FRI	
24	SAT	
25	SUN	
26	MON	
27	TUE	
28	WED	
29	THU	
30	FRI	

## DECEMBER 2018

DAY	DAYS	PARTICULARS
1	SAT	
2	SUN	
3	MON	
4	TUE	
5	WED	
6	THU	
7	FRI	
8	SAT	Second Saturday
9	SUN	
10	MON	
11	TUE	
12	WED	
13	THU	
14	FRI	
15	SAT	
16	SUN	
17	MON	
18	TUE	
19	WED	
20	THU	
21	FRI	
22	SAT	
23	SUN	
24	MON	
25	TUE	Christmas
26	WED	
27	THU	
28	FRI	
29	SAT	
30	SUN	
31	MON	

## JANUARY 2019

DAY	DAYS	PARTICULARS
1	TUE	
2	WED	Mannam Jayanthi
3	THU	
4	FRI	
5	SAT	
6	SUN	
7	MON	
8	TUE	
9	WED	
10	THU	
11	FRI	
12	SAT	Second Saturday
13	SUN	
14	MON	
15	TUE	
16	WED	
17	THU	
18	FRI	
19	SAT	
20	SUN	
21	MON	
22	TUE	
23	WED	
24	THU	
25	FRI	
26	SAT	Republic Day
27	SUN	
28	MON	
29	TUE	
30	WED	
31	THU	

## FEBRUARY 2019

DAY	DAYS	PARTICULARS
1	FRI	
2	SAT	
3	SUN	
4	MON	
5	TUE	
6	WED	
7	THU	
8	FRI	
9	SAT	Second Saturday
10	SUN	
11	MON	
12	TUE	
13	WED	
14	THU	
15	FRI	
16	SAT	
17	SUN	
18	MON	
19	TUE	
20	WED	
21	THU	
22	FRI	
23	SAT	
24	SUN	
25	MON	
26	TUE	
27	WED	
28	THU	

## MARCH 2019

DAY	DAYS	PARTICULARS
1	FRI	
2	SAT	
3	SUN	
4	MON	Shivarathri
5	TUE	
6	WED	
7	THU	
8	FRI	
9	SAT	Second Saturday
10	SUN	
11	MON	
12	TUE	
13	WED	
14	THU	
15	FRI	
16	SAT	
17	SUN	
18	MON	
19	TUE	
20	WED	
21	THU	
22	FRI	
23	SAT	
24	SUN	
25	MON	
26	TUE	
27	WED	
28	THU	
29	FRI	
30	SAT	
31	SUN	

## APRIL 2019

DAY	DAYS	PARTICULARS
1	MON	
2	TUE	
3	WED	
4	THU	
5	FRI	
6	SAT	
7	SUN	
8	MON	
9	TUE	
10	WED	
11	THU	
12	FRI	
13	SAT	Second Saturday
14	SUN	
15	MON	
16	TUE	
17	WED	
18	THU	
19	FRI	
20	SAT	
21	SUN	
22	MON	
23	TUE	
24	WED	
25	THU	
26	FRI	
27	SAT	
28	SUN	
29	MON	
30	TUE	



## MAY 2019

DAY	DAYS	PARTICULARS
1	WED	
2	THU	
3	FRI	
4	SAT	
5	SUN	
6	MON	
7	TUE	
8	WED	
9	THU	
10	FRI	
11	SAT	Second Saturday
12	SUN	
13	MON	
14	TUE	
15	WED	
16	THU	
17	FRI	
18	SAT	
19	SUN	
20	MON	
21	TUE	
22	WED	
23	THU	
24	FRI	
25	SAT	
26	SUN	
27	MON	
28	TUE	
29	WED	
30	THU	
31	FRI	

# JUNE 2019

DAY	DAYS	PARTICULARS
1	SAT	
2	SUN	
3	MON	
4	TUE	
5	WED	
6	THU	
7	FRI	
8	SAT	Second Saturday
9	SUN	
10	MON	
11	TUE	
12	WED	
13	THU	
14	FRI	
15	SAT	
16	SUN	
17	MON	
18	TUE	
19	WED	
20	THU	
21	FRI	
22	SAT	
23	SUN	
24	MON	
25	TUE	
26	WED	
27	THU	
28	FRI	
29	SAT	
30	SUN	

# JULY 2019

DAY	DAYS	PARTICULARS
1	MON	
2	TUE	
3	WED	
4	THU	
5	FRI	
6	SAT	
7	SUN	
8	MON	
9	TUE	
10	WED	
11	THU	
12	FRI	
13	SAT	Second Saturday
14	SUN	
15	MON	
16	TUE	
17	WED	
18	THU	
19	FRI	
20	SAT	
21	SUN	
22	MON	
23	TUE	
24	WED	
25	THU	
26	FRI	
27	SAT	
28	SUN	
29	MON	
30	TUE	
31	WED	

# AUGUST 2019

DAY	DAYS	PARTICULARS
1	THU	
2	FRI	
3	SAT	
4	SUN	
5	MON	
6	TUE	
7	WED	
8	THU	
9	FRI	
10	SAT	Second Saturday
11	SUN	
12	MON	
13	TUE	
14	WED	
15	THU	
16	FRI	
17	SAT	
18	SUN	
19	MON	
20	TUE	
21	WED	
22	THU	
23	FRI	
24	SAT	
25	SUN	
26	MON	
27	TUE	
28	WED	
29	THU	
30	FRI	
31	SAT	

## SEPTEMBER 2019

DAY	DAYS	PARTICULARS
1	SUN	
2	MON	
3	TUE	
4	WED	
5	THU	
6	FRI	
7	SAT	
8	SUN	
9	MON	
10	TUE	
11	WED	
12	THU	
13	FRI	
14	SAT	Second Saturday
15	SUN	
16	MON	
17	TUE	
18	WED	
19	THU	
20	FRI	
21	SAT	
22	SUN	
23	MON	
24	TUE	
25	WED	
26	THU	
27	FRI	
28	SAT	
29	SUN	
30	MON	

# OCTOBER 2019

DAY	DAYS	PARTICULARS
1	TUE	
2	WED	Gandhijayanthi
3	THU	
4	FRI	
5	SAT	
6	SUN	
7	MON	
8	TUE	
9	WED	
10	THU	
11	FRI	
12	SAT	Second Saturday
13	SUN	
14	MON	
15	TUE	
16	WED	
17	THU	
18	FRI	
19	SAT	
20	SUN	
21	MON	
22	TUE	
23	WED	
24	THU	
25	FRI	
26	SAT	
27	SUN	
28	MON	
29	TUE	
30	WED	
31	THU	

# NOVEMBER 2019

DAY	DAYS	PARTICULARS
1	FRI	
2	SAT	
3	SUN	
4	MON	
5	TUE	
6	WED	
7	THU	
8	FRI	
9	SAT	Second Saturday
10	SUN	
11	MON	
12	TUE	
13	WED	
14	THU	
15	FRI	
16	SAT	
17	SUN	
18	MON	
19	TUE	
20	WED	
21	THU	
22	FRI	
23	SAT	
24	SUN	
25	MON	
26	TUE	
27	WED	
28	THU	
29	FRI	
30	SAT	

## DECEMBER 2019

DAY	DAYS	PARTICULARS
1	SUN	
2	MON	
3	TUE	
4	WED	
5	THU	
6	FRI	
7	SAT	
8	SUN	
9	MON	
10	TUE	
11	WED	
12	THU	
13	FRI	
14	SAT	Second Saturday
15	SUN	
16	MON	
17	TUE	
18	WED	
19	THU	
20	FRI	
21	SAT	
22	SUN	
23	MON	
24	TUE	
25	WED	Christmas
26	THU	
27	FRI	
28	SAT	
29	SUN	
30	MON	
31	TUE	



# JANUARY 2020

DAY	DAYS	PARTICULARS
1	WED	
2	THU	
3	FRI	
4	SAT	
5	SUN	
6	MON	
7	TUE	
8	WED	
9	THU	
10	FRI	
11	SAT	Second Saturday
12	SUN	
13	MON	
14	TUE	
15	WED	
16	THU	
17	FRI	
18	SAT	
19	SUN	
20	MON	
21	TUE	
22	WED	
23	THU	
24	FRI	
25	SAT	
26	SUN	Republic Day
27	MON	
28	TUE	
29	WED	
30	THU	
31	FRI	

## FEBRUARY 2020

DAY	DAYS	PARTICULARS
1	SAT	
2	SUN	
3	MON	
4	TUE	
5	WED	
6	THU	
7	FRI	
8	SAT	Second Saturday
9	SUN	
10	MON	
11	TUE	
12	WED	
13	THU	
14	FRI	
15	SAT	
16	SUN	
17	MON	
18	TUE	
19	WED	
20	THU	
21	FRI	
22	SAT	
23	SUN	
24	MON	
25	TUE	
26	WED	
27	THU	
28	FRI	
29	SAT	

## MARCH 2020

DAY	DAYS	PARTICULARS
1	SUN	
2	MON	
3	TUE	
4	WED	
5	THU	
6	FRI	
7	SAT	
8	SUN	
9	MON	
10	TUE	
11	WED	
12	THU	
13	FRI	
14	SAT	Second Saturday
15	SUN	
16	MON	
17	TUE	
18	WED	
19	THU	
20	FRI	
21	SAT	
22	SUN	
23	MON	
24	TUE	
25	WED	
26	THU	
27	FRI	
28	SAT	
29	SUN	
30	MON	
31	TUE	



Name of the Mentor:

.....  
.....

1. Details of Group Level Interviews conducted by the teacher (No. of Interview with dates)

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

2. Details of personal interviews conducted by the teacher (No. of interviews with dates)

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

3. Details of PTA Meetings conducted (Specify the date, occasion and details of particulars)

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





**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**

## Phone Numbers

### TITUS II TEACHERS COLLEGE

Manager	04734-228240
Principal (Mob.)	9447093244
Principal / College Office	0469-2601383
Library	0469-2741233
Fax	0469-2601383
B. Ed. Course Co-ordinator	9446267547
Anti-Ragging Cell	9446267547
Women's Hostel Non Resident Warden	9446267547

### M. G. UNIVERSITY

Vice Chancellor	0481-2731001
Pro Vice Chancellor	0481-2731005
Registrar	0481-2731007
Controller of Examination	0481-2731000
Director, College Development Council	0481-2731013
Public Relations Officer	0481-2731020
Director, Students Services	0481-2731024
NSS Programme co-ordinator	0481-2731029

### TIRUVALLA PUBLIC UTILITY SERVICES

Mar Thoma Sabha Office	0469-2606080, 2630449
Railway Enquiry	2601314
KSRTC Enquiry	2602945
Police Station	0469-2600100
Fire Station	2600101
Ambulance	2602494, 108
Govt. Hospital	26024294
TMM Hospital	2626262
Doctors	9446374290, 944644938