



ST. THOMAS COLLEGE OF TEACHER EDUCATION, PALA

KOTTAYAM (Dist), KERALA - 686 575

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HANDBOOK AND CALENDAR 2021-2022

ST. THOMAS COLLEGE OF TEACHER EDUCATION, PALA

AT A GLANCE

- Owned by : Catholic Diocese of Palai
Kottayam (Dist.), Kerala
- Managed by : St.Thomas College of Teacher Education
Pala Education Trust
- Established in : 1957
- Affiliated to : Mahatma Gandhi University, Kottayam
- Re-Accredited with : A Grade (NAAC, 2014) (3rd Cycle)
- Recognised by : UGC, 2(f) 12(B), NCTE (1997)
- Founded by : **Late Mar Sebastian Vayalil**,
the first Bishop of the Eparchy of Palai
- Patron : **Mar Joseph Kallarangatt**,
Bishop of the Eparchy of Palai
- Manager : **Mar Jacob Muricken**
Auxiliary Bishop of the Eparchy of Palai
- Principal : **Dr. T.C.Thankachan**
- Office Number : 04822 - 216537
- Library Number : 04822 - 297937
- Fax No. : 04822 - 216537
- e-mail : stcepala@gmail.com
- Web site : <http://stcte.ac.in>

Sanctioned Seats

B.Ed. : 50

M.Ed. : 50

D.El. Ed. : 50

Programmes offered : D.El.Ed, B.Ed., M.Ed.

B.Ed. Programme

Streams : Commerce Education
English Education
Mathematics Education
Natural Science Education
Physical Science Education
Social Science Education

M.Ed. Programme

Streams : Commerce Education
English Education
Mathematics Education
Science Education
Social Science Education
Malayalam Education

PERSONAL DATA

Name :

Stream : No :

Address :

.....

Tel/Mob No. :

Email :

Name of Parent /

Guardian :

Mob No. :

Adhaar No. :

Date of Birth :

Blood Group : Height.....cm, Weight.....Kg

PAN No. :

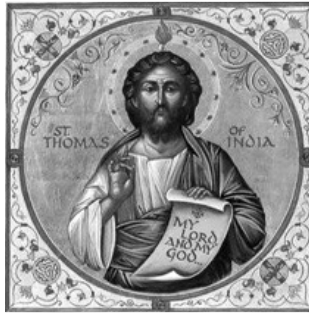
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Our Patron Saint

Thomas, also known by his Greek name Didymos, started his life as Jewish fisherman on the shores of Lake Galilee in Palestine, in the beginning of the Christian era. He became one of the twelve disciples of Jesus Christ, known as the Apostles. He died at Mylapore, near Chennai in AD 72. He is revered as a saint by most Christian denominations.

The memory of St. Thomas holds special meaning to the sponsors of the St. Thomas College of Teacher Education, the community of the Catholic Eparchy of Palai. As part of the larger body of St. Thomas Christians, they respect St. Thomas for bringing the Christian faith to their ancestors. The St. Thomas Christians of Kerala are one of the only two communities in the world who trace the apostolic origins of their faith to St. Thomas.

The biblical verses where St. Thomas says, “Let us also go and die with Him” (John 11: 16) and “Lord, we do not know where you are going. Then how will we know the way?” (John 14:5) tell us a lot about St. Thomas – his total fearlessness in walking the path of his Master and his utter truthfulness in opening his heart to Him. This propelled him to travel to the distant shores of our country to share the truth which he witnessed.

These qualities of its heavenly patron inspire the College to produce teachers who are guides to generations and beacons of light to the society.

2. OUR MOTTO AND COAT OF ARMS

Our motto 'LUX AD ILLUMINANDUM' means 'LIGHT TO ENLIGHTEN'. The students are expected to become lights to illumine the world and to dispel all sorts of darkness around us.

The 'coat of arms' also embodies the spirit of our motto. The coat of arms is in the shape of a shield which is divided into four quarters, each depicting the development of different aspects of the students' personality.

The lighted lamp symbolises the moral development, the fundamental requisite of any individual- they are expected to become lights of the universe and remove the darkness around us.

The spear and T- square represent our heavenly patron, St. Thomas, the disciple of Jesus Christ who came to this part of the world to spread the word of God. This also signifies the enhancement of spiritual values of our students.

The open book depicts acquisition of knowledge and wisdom and thus stands for the intellectual growth of the students.

The hills, coconut palm, river, etc. portray distinctive geographical characteristics of our locale. They also represent the physical development of the students.

The dawn, the rising sun imply the conquest of light over darkness.

3. VISION AND MISSION

VISION

Enlightenment, Excellence and Service through Divine Illumination.

MISSION

◆ To develop into a world-class centre of Teacher Education with distinct identity and character - A college of Teacher Education with a difference

- ◆ To develop intellectually competent, morally upright, psychologically integrated and socially committed teachers for service in the emerging world scenario of education
- ◆ To generate a new work culture for improving the practice of education through teaching, research and extension
- ◆ To achieve and sustain excellence in teacher development through experimentation and innovation
- ◆ To foster values of a new global scenario such as quality consciousness, eco-friendliness, sustainable development and love for fellow men
- ◆ To promote faith in God and uphold Christian ideals

4. GOALS AND OBJECTIVES

GOALS

- ◆ To develop unique teachers who excel in global scenario and realise the Indian concept of 'Guru'
- ◆ To develop quality consciousness among teachers
- ◆ To create a strong affinity towards the national values
- ◆ To become an international educational destination
- ◆ To reorient teacher education to the needs of modern age
- ◆ To promote educational research and extension

OBJECTIVES

- ◆ To equip the teachers to develop and practice innovative methods in teaching and evaluation
- ◆ To conscientise the teachers about the needs of the society and nation and to act accordingly
- ◆ To equip the teachers with the skills and information to create an eco-friendly atmosphere in educational institutions
- ◆ To develop human values among teachers such as - love for fellowmen, tolerance, unity, etc

5. CODE OF ETHICS

HUMAN VALUES

- (1) Integrity - Adhering to a conduct of duties in righteous manner and in accordance with the principles of honesty, trust, transparency and fairness
- (2) Trusteeship - Operating in an efficient, ethical and true manner while ensuring group participation and a system of check and balances within an institution
- (3) Harmony- Balancing the diversity and difference through a culture of tolerance, discussion and forgiveness among stakeholders
- (4) Accountability - Enabling the environment of openness and trust to accommodate mistake and to encourage individual in taking the responsibility of one' action
- (5) Inclusiveness - Adopting standards, policies and procedures to promote and ensure equal opportunity, without any discrimination against an individual or a group, for education, employment, promotion and other activities in an institution
- (6) Commitment - Dedicating to the vision and mission of the institution while cultivating one's knowledge, skill and attitudes to achieve excellence in due time and regulatory boundaries
- (7) Respectfulness - Creating an environment of mutual respect, trustworthy and quality interaction as well as fair participation by functionaries and beneficiaries of the institution
- (8) Belongingness - Fostering a shared vision of institute to make everyone feel secure, supported, accepted and included
- (9) Sustainability - Ensuring optimal resource utilization-economic, environmental and social-to achieve long lasting and safe future

CODE OF CONDUCT

I. Governing Body and College Trust

The function of the Governing Body and College Trust is to ensure that the organization fulfills its overall purpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner.

The members would:

1. Work in the best interest of the college's motto, vision and mission.
2. Lead the college to achieve the values upheld by the founders.
3. Work co-operatively with fellow members in carrying out their responsibilities.
4. Act honestly and in good faith at all times in achieving the college's intended outcomes.
5. Maintain the confidentiality of information.
6. Ensure the holistic development of the college.
7. Supervise and lead the institution, its principal and the staff with respect to the needs of the stakeholders and society.

II. Code of Conduct for Principal

Principal as the head of Institute is solely responsible for addressing and resolving all issues concerned with the stakeholders of education subject to the supervision and general control of the management.

The Principal as the principal executive and academic head of the college shall:

1. Lead the institution in keeping with its motto, vision and mission of the college.
2. Strive for the academic growth of the college.
3. Participate in the teaching, research and training programmes of the college.
4. Ensure the holistic development of the faculty members.
5. Conduct free and fair admission of students and maintain the discipline of the institute.
6. Maintain true and correct accounts.
7. Supervise the overall administration of the college and the library and hostels, etc.
8. Deal with the correspondence relating to the administration of the college.
9. Supervise the administration of curricular, co-curricular/extracurricular or extra-mural, students' welfare activities of the college.

10. Adhere to the Acts, Statutes, Ordinances, Regulation, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
11. Supervise examinations, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examination of college.
12. Supervise the university examinations.
13. Observe the provisions of accounts code.
14. Maintain the self- assessment reports of teachers and their service books.

III. Code of Conduct for Teachers

Teaching is a very noble profession. A teacher has a very crucial role in shaping the character, personality and career of the students.

The Teachers would:

1. Act as a role model for students in keeping with the motto, vision and mission of the college.
2. Display good conduct, set a standard of dress, speech and behavior worthy of example to the students.
3. Act as friend, philosopher and guide of students.
4. Help students in identifying their potential and support through counseling and mentoring.
5. Create a conducive environment for teaching-learning process and strive for innovative practices and knowledge creation.
6. Observe punctuality in teaching and other duties.
7. Refrain from harassment of students in any form.
8. Actively participate in institutional development.
9. Refrain from any type of discrimination.
10. Inculcate human values, scientific outlook and concern for the environment among students and others.
11. Encourage students to actively participate in scheme/ activities of national priorities.
12. Cooperate with the university authorities for betterment of the university.

13. Actively work for national integration and communal harmony.
14. Be sensitive to societal needs and development.
15. Abide by acts, statutes, ordinances, rules, policies, procedures of the university and respect its ideals, vision, mission, cultural practices and the traditions.

IV. Code of Conduct for Administrative/ Support Staff

The Administrative/ Support staff would:

1. Carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
2. Encourage the staff to maximise their efficiency.
3. Create conditions that inspire teamwork.
4. Act timely to readdress the genuine grievances.
5. Maintain the confidentiality of the records and other sensitive matters.
6. Co-operate and liaison with colleagues, as appropriate, to ensure that students receive a coherent and comprehensive educational service.
7. Care for the college's property.
8. Facilitate congenial environment.
9. Refrain from any form of discrimination.
10. Not accept bribes or indulge in any corrupt practices.
11. Make every effort to complete the assigned work in a time-bound manner.
12. Act as per the directions of the Management/College Trust, Principal and the authorities.

V. Code of Conduct for Students

Students would make the best use of the golden part of their lives in the college by devoting their energy for learning and developing a wholesome personality.

Students would:

1. Abide by acts, statutes, ordinances, rules, policies, procedures of the college and respect its ideals, vision, mission, cultural practices and the traditions.
2. Remain punctual, disciplined and regular in attending classes.
3. Observe modesty in their overall appearance and behaviour.
4. Maintain harmony among students belonging to different socio-economic status, community, caste, religion or region.
5. Contribute towards cleanliness of the campus and surroundings.
6. Respect and care for the institutional properties.
7. Observe proper behavior while on outside activities (educational tour/visit or excursion/field work).
8. Be honest in providing only truthful information on all documents.
9. Maintain the highest standards of academic integrity while presenting own academic work.
10. Help teachers in maintaining the learning environment conducive for all students.
11. Strive to keep campus ragging free.
12. Students while on internship should exhibit acceptable professional conduct. They are expected to:
 - Act with integrity, honesty, fairness and dignity in all their dealings with students, parents, peers, teachers, and staff in the host school.
 - Ensure the safety and security of students at all times.
 - Establish proper rapport with students based upon their developmental levels and needs.
 - Establish and maintain appropriate professional and personal relationships with teachers, school staff, parents, etc.
 - Abide by the regulations, procedures, instructional practices, and professional and personal expectancies of the host school.
 - Reflect professionalism by their mannerisms, vocabulary, conversational style, appearance and thoughtful behavior.
 - Ensure confidentiality of any information regarding the site, students and their families, or staff revealed during the student teaching experience.

6. PROFILE OF THE COLLEGE

The St. Thomas College of Teacher Education, Pala was established in 1957 as one of the pioneer institutions in the field of teacher education. The College is the first teacher education institution in Kerala to be accredited by the National Assessment and Accreditation Council (NAAC 2000). The College was reaccredited with A grade (3rd Cycle 2014) by NAAC.

Our college is quite uncompromising in providing the students with the best amenities. Our growth towards academic excellence is due to the commitment and concrete enterprise of our teachers and administrative staff. Many of our teachers are frequently invited for giving lectures and serve as resource persons for many academic and community oriented programmes. The college celebrated the 60th year of its inception in 2016.

The college was started to meet a precise need, i.e., to train teachers for the Secondary and Higher Secondary schools in our country. This idea was conceived and was made into reality by the then Bishop of the diocese of Palai, His Excellency Rt. Rev. Dr. Sebastian Vayalil, the founder and first patron of our institution. From 1981 to 2004, His Excellency Rt. Rev. Dr. Joseph Pallikaparampil was our patron. His Excellency Rt. Rev. Dr. Joseph Kallarangatt is our present patron. His Excellency Mar Jacob Muricken, Auxiliary Bishop of the Diocese of Palai is our present manager. The college offers B.Ed., M.Ed. and D.El.Ed. programmes.

This institution is sponsored and run by the Catholic Diocese of Palai, and is affiliated to Mahatma Gandhi University, Kottayam.

7. ST. THOMAS COLLEGE OF TEACHER EDUCATION PALA EDUCATION TRUST

The Trust came into existence on 09.03.2020. Mar Joseph Kallarangatt, Bishop of Palai is the ex-officio Patron of the Trust. The registered office of the Trust is at Pala Municipality Ward XX Bldg. No. 2108, St. Thomas College of Teacher Education building, Pala, Kottayam Dt., Kerala. Mar Jacob Muricken, Auxiliary Bishop of Palai is the Manager & Settlor of the Trust. The Principal, Vice principal, Chancellor of the diocese and Hostel warden are the Trust members.

8. GOVERNING BODY

- 1 Mar Joseph Kallarangatt (Bishop & Patron)
- 2 Mar Jacob Muricken (Auxiliary Bishop & Manager)
- 3 Very Rev. Dr. Joseph Thadathil (Syncellus)
- 4 Very Rev. Fr. Abraham Kollithanathumalayil (Syncellus)
- 5 Very Rev. Dr. Joseph Maleparambil (Syncellus)
- 6 Very Rev. Dr. Sebastian Vethanathu (Syncellus)
- 7 Dr. T. C. Thankachan (Principal & Secretary)
- 8 Dr. Sr. Beenamma Mathew (Vice Principal)
- 9 Rev. Dr. Sr. P.T. Mary (Sr. Stella CMC)
- 10 Prof. Jose P. Mattam
- 11 Rev. Dr. Sr. Ancel Maria F.C.C.
- 12 Mr. M. J. Thomas (Principal, ITE)

9. COLLEGE COUNCIL

1. Dr. T. C. Thankachan (Principal)
2. Dr. Sr. Beenamma Mathew (Vice Principal)
3. Mr. M.J. Thomas (Principal ITE)
4. Dr. T.M. Mollykutty (HOD., M.Ed)
5. Dr. Sr. Mary Thomas
6. Dr. Gilu G. Ettaniyil (College Librarian - UGC)
7. Dr. Pratheesh Abraham (Secretary)

10. OUR EMINENT PREDECESSORS

PATRONS

Late Mar Sebastian Vayalil	1957-1981
Mar Joseph Pallikaparampil (Bishop Emeritus)	1981-2004
Mar Joseph Kallarangatt (Bishop & Patron)	2004-.....

MANAGERS

Late. Rev. Fr. Philip Valiyil	1957-1974
Mar Joseph Pallikaparampil (Bishop Emeritus)	1974-1981
Late. Msgr. Kurian Vanchipurackal	1981-1984
Late. Msgr. Joseph Mattam	1984-1995
Msgr. Philip Njaralakatt	1995-2004
Msgr. Enas Ottathengunkal	2004-2011
Very Rev. Fr. Joseph Kollamparampil (Syncellus & Manager)	2011-2013
Mar Jacob Muricken (Auxiliary Bishop & Manager)	2013-.....

PRINCIPALS

Late. Prof. A.O. Joseph		(1957 - 1961)
Late. Rev. Fr. Joseph , Thannippara		(1961 - 1967)
Late. Rev. Fr. N. A. Thomas, Nangachiveettil		(1967 - 1970)
Late. Rev. Dr. Joseph Nadayath		(1970 - 1980)
Rev. Sr. K.A.Rosakutty	8547672477	(1980 - 1991)
Rev. Fr. Alex Kozhikott	9447600167	(1991 - 1994)
Late. Prof. Austin Michael		(1994 - 1996)
Prof. Chandy Zacharias	9447306336	(1996 - 1999)
Prof. N. J. Joseph	9447355479	(1999 - 2004)
Rev. Dr. Sr. P. T. Mary	9497089765	(2004 -2009)
Prof. Jose P. Mattam	9447400461	(2009 - 2015)
Dr. Sr. Celene Joseph	9497821267	(2015 - 2020)
Dr. Sr. Beenamma Mathew	9447823393	(2020 April- Nov.)
Dr. T.C Thankachan	9447037105	(2020 Dec.-)

11. St. Thomas College of Teacher Education A Time Line (1957 - 2020)

March 1957	His Excellency Rt. Rev. Dr. Sebastian Vayalil, the Bishop of Diocese of Palai lays the foundation stone of the college building.
June 1957	The college starts functioning as St. Thomas Training College, affiliated to the University of Kerala.
June 1957	Msgr. Philip Valiyil takes charges as the first Manager of the College.
June 1957	Mr. A.O. Joseph is appointed as the first Principal of the College.
1961	Rev. Fr. Joseph Thannippara takes over as the Principal of the College.
1962 - 1972	A center of the Extension Department of NCERT functions in the College.
1963	Men's hostel is established with UGC aid.
1967	Rev. Fr. N.A. Thomas Nangachiveetil is appointed as the Principal of the College.
1970	Rev. Dr. Joseph Nadayath takes charge as Principal of the College.
1973	Expansion of the College - New library and Reading Room
1974	Rt. Rev. Dr. Joseph Pallickaparampil takes charge as the Manager of the College.
1980	Rev. Sr. K.A. Rosakutty S.A.B.S. takes charge as the Principal of the College.
1981	Mar Joseph Pallickaparampil takes over as Patron of the College.
1981	Msgr. Kurian Vanchipuracal assumes office as Manager of the College.
1983	Silver Jubilee Year - The college celebrates the twenty fifth year of its inception.

1984	Msgr. Joseph Mattam takes charge as Manager of the College.
1991	Rev. Fr. K.J. Alexander assumes office as the Principal of the College .
1994	Prof. Austin Michael takes charge as the Principal of the College.
1995	Msgr. Philip Njaralakatt assumes office as Manager of the College.
1996	Prof. Chandy Zacharias takes charge as the Principal of the College.
1997	The College secures recognition of the NCTE.
1999	Prof. N.J. Joseph assumes office as the Principal of the College.
1999	Computer Awareness Programme commences in the college
2000	College is awarded Rev. Fr. Thannippara Award for the best training college for the year 2000.
2000	Accredited at four star level by NAAC.
2002	B.Ed. course in Commerce Education starts in the College.
2003	The new block of the College starts functioning.
2004	His Excellency Mar Joseph Kallarangatt takes over as Patron of the College.
2004	Rev. Sr. P.T. Mary assumes office as the Principal of the College.
2004	Expansion of the College library
2004	Msgr. Enas Ottathengumkal takes charge as the Manager of College.
2005	The College is renamed as St. Thomas College of Teacher Education.

2005	Inaugration of the Post Graduate Department of Education (M.Ed.)
2006 - 2007	Golden Jubilee Year
2007	Re-accredited with A+ Grade by NAAC
2008	Inaugration of the Jubilee Memorial Arch
2008	Commencement of T.T.C.
2009	Prof. Jose P. Mattam assumes office as the Principal of the College.
2010	Visit by the NCTE team
2011	Laying of the foundation stone of the Golden Jubilee Block.
2011	Very Rev. Dr. Joseph Kollampampil takes charge as the Manager of College.
2012	Inaugration of the Jubilee Block
2013	Mar Jacob Muricken takes charge as the Manager of College.
2014	The third visit of the NAAC peer team-The College is re-accredited with A grade in the third cycle.
2015	Dr. Sr. Celene Joseph assumes office as the Principal of the College.
2015	Two Year B.Ed. and M.Ed. Programmes commence
2016	60th Year of inception
2017	Diamond Jubilee Year
2019	Included in the RUSA second cycle funding
2020	St. Thomas College of Teacher Education Pala Education Trust came into existence. Dr. Sr. Beenamma Mathew assumes office as the Principal of the college. Dr. T.C. Thankachan assumes office as the Principal of the college. St.Thomas College of Teacher Education Pala Alumni Association registered.

12. PRAYER SONG

Lead, Kindly Light, amid the encircling gloom,
 Lead Thou me on!
 The night is dark and I am far from home,
 Lead Thou me on.
 Keep Thou my feet; I do not ask to see
 The distant scene; one step enough for me.
 I was not ever thus, nor prayed that Thou
 Shouldst lead me on;
 I loved to choose and see my path, but now
 Lead Thou me on;
 I loved the garish day; and spite of fears,
 Pride ruled my will; remember not past years.
 So long Thy power hath blessed me, sure it still
 Will lead me on,
 O'er moor and fen, O'er crag and torrent, till
 The night is gone;
 And with the morn those angel faces smile,
 Which I have loved long since, and lost awhile. (Cardinal Newman)

13. COLLEGE ANTHEM

വിജ്ഞാനക്ഷേത്രം നട തുറന്നു
 അക്ഷരപുജയ്ക്ക് മണി മുഴങ്ങി
 വിജ്ഞാനസാധകർ അറിവിൻ പൊരുൾ തേടി
 അക്ഷയമൂല്യങ്ങൾ സ്വന്തമാക്കാൻ

വിജ്ഞാനസ്രോതസ്സേ ദൈവമേ ഞങ്ങളെ
 വിജ്ഞാനദായകരാക്കണമേ
 സ്നേഹമായ്.... ത്യാഗമായ്....സത്യമായ്... ധർമ്മമായ്
 പാരിൽ പ്രകാശിക്കാൻ കൃപയരുളൂ

ജയ് ജയ് സെന്റ് തോമസ്
 ജയ് ജയ് സെന്റ് തോമസ്

പഴമകൾ പലതുള്ള പാലായ്ക്ക് പ്രിയമുള്ള
 പരിശുദ്ധക്ഷേത്രമായ് പരിശോദിച്ചിടുവാൻ
 സാൻതോമിന്റെ മക്കൾ ഞങ്ങളൊന്നുചേർന്ന് വന്നിടുന്നു
 ദാരതമണ്ണിന്റെ പുണ്യമാകാൻ

ജയ് ജയ് സെന്റ് തോമസ്
 ജയ് ജയ് സെന്റ് തോമസ്

14. FACULTY

B.Ed.

Dr. T. C. Thankachan M.A. (Pol.), M.A. (Socio.), M.A.(Eng.),
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15. COURSES OFFERED

B.Ed., M.Ed. and D.El.Ed.

(i) B.Ed. Programme

The B.Ed. programme comprises a two year course of study spread over four semesters based on Credit system, Continuous Evaluation and Grading. The intake for B.Ed. programme is 50 students. The eligibility for the admission is as decided by the NCTE and university.

Structure of the B.Ed. Programme (Reviewed, July 2018)

Semester I

EDU 101	Contemporary India and Education
EDU 102	Childhood and Growing up
EDU 103	Development and Resources in Educational Technology
EDU 104	Understanding the Discipline of Commerce/English/Mathematics/Natural Science/ Physical Science/Social Science Education
EDU 105	Learning to function as Commerce/English/Mathematics/Natural Science/ Physical Science/Social Science Teacher
EDU 106	Elective (Special Education/ Physical Education/ Guidance & Counselling/ Elementary Education)

Semester II

EDU 201	Knowledge and Curriculum
EDU 202	Learning and Teaching
EDU 203	Assessment for Learning
EDU 204	Pedagogical Dimensions of Commerce/English/Mathematics/Natural Science/ Physical Science/Social Science Education
EDU 205	Curriculum and Resource Development in Commerce/English/Mathematics/Natural Science/ Physical Science/Social Science Education

Semester III

EDU 301	Language Across the Curriculum
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Semester IV

EDU 401	Gender, School and Society
EDU 402	Personality Dynamics in Education
EDU 403	Professional Development of Commerce/English/ Mathematics/Natural Science/ Physical Science/ Social Science Teacher

* For details refer B.Ed. Syllabus

Admission

1. Admission of students is carried out as per government regulations. 85% of the seats are filled from the list prepared by the university through common admission portal. 15% of the seats are filled from the list prepared by the management on the basis of merit.
2. a) Students selected for the programme will have to submit the following certificates at the time of admission.
 - i) Transfer Certificate from the college last attended
 - ii) S.S.L.C Book
 - iii) Marklists of the qualifying degree (complete set)
 - iv) Degree diplomas (Qualifying certificates)
 - v) Relieving order (in the case of teachers in service)
 - vi) A recent conduct certificate.

No admission will be made, without producing anyone of the above.

- b) They should pay the fees along with the special fees and Caution Deposit.
3. Stipends and subsistence allowance are paid as per government rules to students.
4. Admission to the college is subject to the rules and regulations of the Government / University / NCTE.
5. A student who has enlisted himself/ herself on payment of the first instalment of fee will be liable to pay the fee and special fee for the whole year in the event of his / her discontinuing studies or leaving with T.C.

Fee Schedule

- | | |
|--|------------|
| 1 a) Tuition fees | Rs. 2100/- |
| b) Special fees | |
| i) Admission fee | Rs. 55/- |
| ii) Library fee | Rs. 105/- |
| iii) Calendar fee | Rs.35/- |
| iv) Stationery fee | Rs.30/- |
| v) Magazine fee | Rs.55/- |
| vi) Association fee | Rs. 55/- |
| vii) Game fee | Rs.105/- |
| viii) Audio-visual Edn. fee | Rs.15/- |
| ix) Students Aid Fund fee | Rs. 10/- |
| x) Women's Study Unit fee | Rs. 10/- |
| xi) Medical Inspection fee | Rs. 10/- |
| xii) Laboratory Fee | Rs. 55/- |
| xiii) University Union Fee | Rs. 50/- |
| xiv) Sports Affiliation fee | Rs. 210/- |
| xv) Students Welfare fee | Rs. 30/- |
| xvi) Excursion fee | Rs. 55/- |
| xvii) Teaching Practice fee | Rs. 55/- |
| xviii) Group Personal Accident Insurance Policy | Rs. 23/- |
| xix) Application fee | Rs. 55/- |
| xx) Athletic fee | Rs. 55/- |
| c) Caution Deposit | |
| Rs. 360/- | |
| d) University Affiliation Fee | |
| Rs. 550/- | |
| e) Graduates of other universities should produce in addition to the certificates (in original) of examination | |

passed, a treasury receipt for Rs. 100/- being the fee for registering the applicant as a matriculate of the Mahatma Gandhi University, the Migration Certificate and a treasury receipt for Rs. 150/- being the fee for considering the application for recognition of their qualifying examination. All special fee, tuition fee, and caution deposit are payable at the time of admission.

Value Added Courses

Value Added Courses are short term certificate courses offered by the college to bridge the gap between the academic and professional needs of the students. No university curriculum can adequately cover all areas of importance or relevance. The courses supplement the curriculum to make students better prepared to meet their professional demands as well as develop their own interests and aptitudes. These courses are career and skill-enhancing courses that empower the students beyond their domain of study. Our college offers following short term certificate courses (for B.Ed. and M.Ed.) which are conducted after class hours or during semester breaks

1. *Information and Media Literacy* 2. *Online Assessment* 3. *Yogic Practices* 4. *Bottle Art* 5. *Adolescent Counselling* 6. *Values and Peace*

Bridge Course

A course of 30 contact hours dealing with Education, Learning and Learning process, Curriculum, Pedagogy and Education, Society and Health is offered to B.Ed students during the first week of the programme.

MOOC (Massive Open Online Course)

Mahatma Gandhi University organises MOOC course on Organic Farming to all Students undergoing UG Programmes in affiliated colleges from 2020 admission onwards. The course is structured in accordance with the regulations of UGC for Online courses. The Course has 14 Modules including 2 Projects. The 4 credits of this course will be given in addition to the existing total credits of the UG Programmes.

SWAYAM (Study Webs of Active Learning for Young Aspiring Minds)

SWAYAM is a digital platform which gives open access to information, education and learning to anyone, anytime anywhere. It is a portal of interactive online courses made available free over internet under the initiative of the Ministry of Human Resource Development (MHRD) Govt of India. As per the UGC order, the College provides facilities for 'SWAYAM' courses and one member of the faculty has been nominated as SWAYAM mentor.

Teacher in charge : Dr. Sunu Austin

(ii) M.Ed. Programme

The M.Ed. programme comprises a two year course of study spread over four semesters based on Credit system, Continuous Evaluation and Grading. The intake for M.Ed. programme is 50 students. The eligibility for the admission is as decided by the NCTE and university.

Structure of the M.Ed. Programme (Reviewed, 2019-20 Admission onwards)

Semester - I

Course Code	Course Name
ED010101	Advanced Philosophy of Education
ED010102	Advanced Educational Psychology: Learning and Development
ED010103	Introduction to Educational Research and Statistics
ED010104	Trends, Issues, Innovations and Research in Teacher Education
ED010105	ICT and Skill Development

Semester - II

Course Code	Course Name
ED010201	Perspectives on Education Studies
ED010202	History, Sociology and Political Economy of Education
ED010203	Advanced Educational Psychology: Individual Differences
ED010204	Advanced Educational Research and Statistics
ED010205	Context and Issues of Elementary Education

Semester - III

Thematic Cluster A	
– Current Practices in Education (one Course from Thematic Cluster A shall be opted)	
ED800301	Educational Evaluation
ED800302	Educational Technology
ED800303	Guidance and Counselling
ED800304	Higher Education
Thematic Cluster B	
Emerging Issues in Education (one Course from Thematic Cluster B shall be opted)	
ED810301	Environmental Education
ED810302	Inclusive Education
ED810303	Non Formal Education
ED810304	Human Rights and Value Education
ED010301	Field Internship in Primary Schools, Primary Teacher Education Institution, & Field Site relevant to Cluster A & Cluster B
ED010302	Dissertation
ED010303	Viva Voce

Semester - IV

ED010401	Curriculum Development and Transaction
ED010402	Context and Issues of Secondary and Senior Secondary Education
Thematic Cluster C – Advanced Methodology and Pedagogical Practices of Optional Subjects in Secondary and Senior Secondary Education (one Course from Thematic Cluster C shall be opted)	
ED820401	Advanced Methodology and Pedagogical Practices of Language Education – English
ED820402	Advanced Methodology and Pedagogical Practices of Language Education – Malayalam
ED820403	Advanced Methodology and Pedagogical Practices of Language Education – Hindi
ED820404	Advanced Methodology and Pedagogical Practices of Language Education – Sanskrit
ED820405	Advanced Methodology and Pedagogical Practices of Language Education – Arabic

ED820406	Advanced Methodology and Pedagogical Practices of Mathematics Education
ED820407	Advanced Methodology and Pedagogical Practices of Science Education
ED820408	Advanced Methodology and Pedagogical Practices of Social Science Education
ED820409	Advanced Methodology and Pedagogical Practices of Commerce Education
ED8204010	Advanced Methodology and Pedagogical Practices of IT and Computer Science Education
ED010403	Field Internship in Secondary and Senior Secondary Schools, Secondary Teacher Education Institution, & Field Site relevant to Cluster C
ED010404	Viva Voce

Admission

Admission / Allotment of seats is governed according to the University rules and regulations.

Fee Schedule

Fee Schedule is fixed as per the norms of the Govt. / University.

(iii) D.El.Ed.

The Diploma in Elementary Education (D.El.Ed.) is meant for preparing teachers for elementary schools, (Primary and Upper Primary/Middle).

Duration and intake

- The Present D.El.Ed. course is a four semester programme of two years.
- For effective curriculum transaction and for ensuring optimum utilisation of physical and instructional infrastructure and expertise of the teaching staff, there shall be a unit of 50 students for intake each year.

Eligibility

- a) Candidates with at least 50% marks in the senior secondary examination (+2), or its equivalent, are eligible for admission.
- b) Admission should be made either on the basis of marks obtained in the qualifying examination or in the entrance examination conducted by the state Govt., as per the policy of the State Govt.
- c) There shall be reservation of seats for SC/ST/OBC, Physically Challenged, Women, etc. as per the rules of the concerned State Govt.

Admission / Allotment

Admission / Allotment of seats is governed by a Centralised Allotment Process.

Fee Schedule

Fee Schedule is fixed as per the norms of the Govt. / University.

Curriculum Transaction and number of working days is determined by the State Council of Education Research and Training (SCERT) Thiruvananthapuram.

ഒന്നാം സെമസ്റ്റർ (S1)

പേപ്പർ നമ്പർ	പേപ്പറിന്റെ പേര്
101	വിദ്യാഭ്യാസമനശാസ്ത്രം - സിദ്ധാന്തവും പ്രയോഗവും (Educational Psychology-Theory and Practice)
102	വിദ്യാഭ്യാസത്തിന്റെ ദാർശനികവും സാമൂഹികവും ചരിത്രപരവുമായ അടിസ്ഥാനം (Philosophical, Sociological and Historical Foundations of Education)
103	മലയാളം - ഭാഷയും കുട്ടിയും (Malayalam-Language and Child)
104	Proficiency in English Language
105	ഗണിതം - പഠനവും ബോധനവും (1) (Learning and Teaching of Mathematics (I))
106	പരിസരവും പഠനവും (Environment and Learning)
107	വിവരവിനിമയ സാങ്കേതികവിദ്യ (ഐ.സി.ടി.) സാധ്യതകളും പ്രയോഗവും (Scope of Information and Communication Technology and its Application)
108	കല, പ്രവൃത്തി, വിദ്യാഭ്യാസം - സമീപനവും പ്രയോഗവും (Art Education, Work Education - Approaches and Application)
109	ആരോഗ്യ കായിക വിദ്യാഭ്യാസം (Health and Physical Education)

രണ്ടാം സെമസ്റ്റർ (S2)

201	വിദ്യാഭ്യാസ മനശാസ്ത്രം - പഠനവും പഠനപ്രക്രിയയും (Learning & Learning Process in Educational Psychology)
202	പാഠ്യപദ്ധതിയും ജനാധിപത്യവിദ്യാഭ്യാസവും (Curriculum and Democratic Education)
203	മലയാളം - ഭാഷാപഠനവും ബോധനവും (Malayalam-Language Learning & Teaching)
204	Theory and Practice of English Language Teaching
205	ഗണിതം പഠനവും ബോധനവും (II) (Learning and Teaching of Mathematics II)

206	ശാസ്ത്രവിദ്യാഭ്യാസം (Science Education)
207	വിവര വിനിമയ സാങ്കേതികവിദ്യയും പഠന ബോധന പ്രക്രിയയും (Information communication technology and teaching Learning process)
208	കല, പ്രവൃത്തി വിദ്യാഭ്യാസം - ബോധനശാസ്ത്രം (Pedagogy of Art Education & Work Education)
209	ആരോഗ്യ, കായിക വിദ്യാഭ്യാസം (Health and Physical Education)
210	സാമൂഹ്യശാസ്ത്രം - പഠനവും ബോധനവും (I) (Learning and Teaching of Social Science I)

മൂന്നാം സെമസ്റ്റർ (S3)

301	വിദ്യാഭ്യാസ മനശ്ശാസ്ത്രം-പ്രായോഗിക അനുഭവങ്ങൾ (1) (Educational Psychology - Practical Experiences (1))
302	ഉൾച്ചേരുന്ന വിദ്യാഭ്യാസവും, വിദ്യാലയ സംഘടനവും (Inclusive Education and School Organisation)
303	മലയാള ഭാഷാധ്യാപനം - സമീപനവും രീതിയും (Malayalam Language teaching - Approaches and Methods)
304	Teaching competence in English Language
305	ഗണിതം പഠനവും ബോധനവും (III) (Learning & Teaching Mathematics (III))
306	പരിസരപഠനം - പഠനവും ബോധനവും (Learning & Teaching Environmental Studies)
307	വിവരവിനിമയ സാങ്കേതിക വിദ്യ - പ്രായോഗിക അനുഭവങ്ങൾ (Practical Experience in ICT)
308	കല, പ്രവൃത്തി വിദ്യാഭ്യാസത്തിന്റെ ആസൂത്രണവും നിർവഹണവും - എൽ.പി.തലം (Planning and Execution of Art and Work Education -L.P.)
309	ആരോഗ്യ കായിക വിദ്യാഭ്യാസം (Health & Physical Education)

നാലാം സെമസ്റ്റർ (S4)

401	വിദ്യാഭ്യാസ മനശ്ശാസ്ത്രം - പ്രായോഗികാനുഭവങ്ങൾ - II (Educational Psychology - Practical Experience - II)
403	മലയാളം - വിദ്യാലയ അനുഭവവും മൂല്യനിർണ്ണയവും
404	(Malayalam School Experience and Evaluation) Professional Development of English Teacher
405	ഗണിതം - പഠനവും ബോധനവും (IV) (Learning & Teaching of Mathematics IV)
406	ശാസ്ത്രവിദ്യാഭ്യാസം - പഠനവും ബോധനവും (Learning & Teaching of Science Education)
408	കല, പ്രവൃത്തി വിദ്യാഭ്യാസത്തിന്റെ ആസൂത്രണവും നിർവ്വഹണവും - യു.പി. തലം (Planning and Execution of Art and Work Education - U.P)
409	ആരോഗ്യ കായിക വിദ്യാഭ്യാസം (Health & Physical Education)
410	സാമൂഹ്യശാസ്ത്രം - പഠനവും ബോധനവും (II) (Learning & Teaching of Social Science II)

16. GENERAL DISCIPLINE AND CODE OF BEHAVIOUR

The following guidelines will help the students to behave in a courteous manner and to maintain general discipline in the college premises:

- (i) Each day begins with a prayer song and ends with the National Anthem.
- (ii) All the students have to be inside the classroom before the second bell goes. The students have to enter their respective classes soon after the bell rings for the next class.
- (iii) The students have to rise from their seats and greet the teacher when he/she enters the classroom. They have to rise again and thank the teacher when he/she leaves the classroom. Our students are expected to hold values, be polite

and courteous, respect and greet seniors and authorities both inside and outside the campus.

- (iv) All are expected to be punctual and regular in attendance. No student will enter or leave the classroom when the session is on, without the permission of the teacher concerned.
- (v) Our students are expected to be clean, tidy and pleasing in appearance without being singular or conspicuous. The attire should be simple and modest.
- (vi) All are expected to keep the college campus, classrooms, verandahs, auditorium, etc. clean and tidy. Students are expected to be eager and ready to assist the teachers or other staff in keeping the environment healthy and beautiful.
- (vii) Students are expected to spend their free hours in the library/reading room. They should not loiter along the verandahs or in the college premises.
- (viii) Smoking, chewing tobacco, pan masala, etc. are strictly prohibited in the college campus.
- (ix) Do not disfigure the walls, doors, windows, furniture, etc. with graffiti, bills, engravings, etc. Littering classrooms and premises is also forbidden.
- (x) Politics in any form is not allowed in the campus.
- (xi) Students are forbidden from attending or organising any meeting, collecting money for any purpose, circulating or displaying any notice in the premises without the signature of the Principal or the concerned staff.
- (xii) Grievance or complaint of any kind can be put in the grievance box. A Grievance Redressal Cell also functions in the college.
- (xiii) The students who prove their unfitness for the vocation of teaching during the course of study, who appear to be unsatisfactory in character and conduct and defective in disposi-

tion will have to discontinue his/her studies in this institution and will be sent away by the Principal.

- (xiv) The course and conduct certificate for the university examination will not be granted to any student unless the Principal is satisfied with his/her conduct and progress in studies and attendance.

Attendance

- As per the instructions of the NCTE the college has implemented the Biometric attendance system. The students have to mark their attendance before 8.30 am and after 1.30 pm. Students should be punctual and regular in attendance. The time schedule will be changed as per the orders and directions given by the government/university from time to time. The details regarding attendance is given in the respective curriculum.
- Students are strictly forbidden from bunking classes. If there is sufficient reason to forego any one class they must get prior permission from the respective teacher; but for more than one class, they must get leave from the Principal.
- Coming late to classes is a source of disturbance both to the teacher and the class, especially when it becomes frequent. Students are therefore required to avoid coming late.
- A student who does not answer when the roll call is taken or who arrives after the roll call maybe marked absent.
- Those who have reasons for absenting from classes, have to apply for leave, ordinarily 24 hours before it can be availed of. Application for leave must be submitted in proper forms, failing which, leave will not be granted. Forms are available at the office, at the rate of Rs.1. per copy.
- No student will be granted more than ten days of casual leave a year and more than seven at a stretch inclusive of Saturdays and Sundays.

- The Principal may demand the production of Medical Certificate when casual leave is applied on medical grounds.
- No leave will be granted ordinarily close upon or in continuation of holidays.
- A student absenting himself without leave for 15 consecutive working days will be removed from the rolls.
- The B.Ed. students have to wear their uniform on all assembly days and other important days as and when notified.
- There will be a general assembly of B.Ed. and M.Ed. students on all Wednesday mornings. D.El.Ed. students also have their assembly once every week. All students are to be in time for the assembly.

RESIDENCE OF STUDENTS

- Students, not residing with their parents or approved guardians, should normally reside in the hostels approved by the Principal.
- There are two approved hostels for the college; 'St.Thomas College of Teacher Education Hostel', for men and 'Carmel Hostel' for women.
- Students desiring to live in lodges should get the permission from the Principal before any lodge is chosen.
- Students shall forward to the College office, in the prescribed form full information regarding their residence.
- Any subsequent change of residence shall be made only with the written permission of the Principal.
- For admission in the hostels, application should be made directly to the respective wardens after securing admission to the college.
- The mess is run on the dividing system and the rates vary according to the menu, the strength of the members and the fluctuation in prices of goods.

- There shall be two representatives in the men's hostel elected by the members who will help the warden in the control of the mess and the checking of accounts in the men's hostel.
- Students should obey the rules and directions given by the warden from time to time.

Contact Number

Carmel Hostel (for Women) : 213078 (04822)

College Hostel (for Men) : 213157 (04822)

17. COLLEGE LIBRARY

Library and information centre of St. Thomas College of Teacher Education satisfies the teaching and research needs of the college. The library has been functioning since the establishment of this college. The library collection includes 16,140 books both for general and reference, purposes around 87 journals and periodicals, 31,35,00,0 e-books, 6000 e-journals through N-LIST programme, 355 bound volumes of periodicals, 720 theses, 305 cds and 6 newspapers. Our reference collection consists of 1200 books including educational encyclopaedias, like International Encyclopaedia of Education, International Encyclopaedia of Educational Technology, International Encyclopaedia of Educational Research, etc. The Library is automated using software "Campus NET". Free internet access is allowed to students and faculty of the college. The College is a member of INFLIBNET-NLIST programme under information and Library Network Centre (an autonomous inter University Centre of UGC). Our library portal is www.infoweavers.in/stcteplibrary.

Digital Library - The college has set up "Campus NET Digital Library for archiving the research collections of our students and faculty. Access to digital library is restricted to teachers and students by giving unique usernames and passwords. Our digital

library has 5 major categories such as e-documents, teacher's collections, multi-media collections, college library and CD collections.

Working Hours

The library is open from 8.30 am to 5.30 pm on all class days and from 10.00 am to 4.00 pm on other days except Sundays, public holidays and specially announced holidays of the college.

Membership

1. Only the staff and students of the college are entitled to use the library.
2. On special request, outsiders are also admitted for a short period for reference purposes only with the permission of the Principal.
3. For membership, a person has to fill in a prescribed application form and submit it at the counter.
4. All members should return the books borrowed from the library before they proceed on a long period of leave.

Rules related to lending of Library Books

1. Students are given borrower's cards which are not transferable.
2. Four books can be borrowed at a time and the period of loan for students will be 14 days.
3. A maximum of 10 books will be issued to the members of the staff for a period of 14 days and can be further renewed.
4. The request for renewal should be received in the library before the due date of return.
5. Renewal will not be done if the book is under reservation.
6. The librarian may fix a shorter period of loan for a book, which is in great demand, or withdraw a book from circulation temporarily or permanently without any reason thereof.

7. An overdue charge of Re.1 per day per volume shall be collected if the book is kept beyond the period of loan specified above (14 days) or fixed by the librarian.
8. The librarian reserves the right to allow more books on special request if any.
9. Reference books, theses and journals are not usually issued for use outside the library. If at all issued on special permission, it will be only for an overnight reference. There after it should be returned to the library the very next morning as soon as the library opens. An overdue charge of fifty paise for each hour of delay will be levied from the defaulter.
10. Rare books and books of very high cost will not be issued out.
11. A member can reserve a book that is on loan.
12. Books loaned may be renewed for a further period of 7 days provided no other reader has reserved the same.

General Rules

1. All members are requested to maintain absolute silence in and around the library.
2. Members shall not engage in conversation in any part of the library so as to cause annoyance to any other reader.
3. Personal belongings such as bags, umbrellas, printed matter, etc. must be kept at the property counter while using the Library. Only plain white papers are allowed inside the library.
4. Members shall not write upon, damage or mark on any book belonging to the library.
5. Members are responsible for any damage caused by them to the books or any property belonging to the library and shall be required to pay the penalty imposed upon them by the librarian.
6. The Librarian reserves the right to check any document taken out of the library.

7. Mobile phones are strictly prohibited inside the library.
8. The members caught tearing pages, stealing books will be suspended forthwith from using the library facilities and the college will initiate further disciplinary action against them.
9. In case of loss of a book, the borrower shall replace the book. If the replacement is not done within 15 days, the defaulter will be charged three times the cost of the book is print or four times if the book is out of print.
10. If the multi volume set is damaged or lost the member concerned must replace it with a copy of the same edition. If it is not available the member shall be liable to replace the whole set.
11. Chairs after use should be kept in their proper places.

Special Services

1. Internet Services: - The library provides all sorts of Internet services including e-mail.
2. Reprographic Services: - Photocopy, printing and scanning facilities are available in the library at nominal rates.
3. Newspaper clipping file: - A file for keeping 'The Hindu' – education plus.
4. CD Collections: - CDs are available for reference.
5. Reference Service: - Ready range and Long range Reference service
6. Book Bank Facility: The Library provides books to financially deserving students for a period of six months.
7. Digital Library
8. Braille Collections
9. Library Information Kiosk
10. Time and Attendance Biometric Terminal
11. Web OPAC

Advisory Committee for Library

The function of the library advisory committee is to support the library and establish a bridge between the library and the academic fraternity.

1. Dr. T.C. Thankachan (Principal)
2. Dr. Sr. Beenamma Mathew (Vice Principal)
3. Dr. Sunu Austin
4. Dr. Bindu David
5. Dr. Alex George
6. Dr. Gilu G. Ettaniyil (College Librarian, Convenor)
7. College Union Chairperson
8. Sr. Mini Thomas (Head Accountant)

18. COLLEGE WEBSITE

An educational website is a source of information which provides a comprehensive picture of the college. In 2020 the college official website was fully revamped as per the regulatory information given by Higher Education Department, Government of Kerala. It delineates a brief framework of the college from its inception till present-day. The new responsive website design makes it possible better user experience, improved organisation, and navigation.

College website url: <https://stcte.ac.in>

Teacher in Charge: Dr. Pratheesh Abraham

19. THE COLLEGE JOURNAL – EDUCATIONAL EXTRACTS

For the promotion of research and publication output of the faculty, the institution publishes a peer reviewed bi-annual educational journal titled, 'Educational Extracts' (ISSN 2320-7612 & RNI Reg. No. KERENG 2013/48939). It is published in January

and July every year. It aims to promote research and academic excellence among teacher educators, teachers and research scholars in Universities/Colleges and other centres of research in India and abroad. The college is committed to publish high quality original research works including case studies, experimental studies, articles, book reviews and surveys related to Education and Interdisciplinary areas.

Chief Editor: Dr. T. C. Thankachan

20. COLLEGE HANDBOOK & CALENDAR

An Academic calendar is a schedule of all of the events that occur in an academic year, to keep students, faculty, and staff reminded of key dates throughout the academic semester and year. It can also be useful for prospective students, alumni, and parents as well. Our college creates its own academic calendar every year with our own defined dates. These events include holidays, commencement and end of semesters, examination dates, important days to be observed in the college and festivals.

Calendar Committee

Dr. Sr. Mary Thomas (Convenor)

Dr. Alex George

Dr. Anju K. Paul

Mrs. Salikutty C.J

Dr.Gilu G.Ettaniyil

Mrs.Sily Thomas

21. COLLEGE MAGAZINE

The editor of the College Magazine is elected by the students of the College. The Editor is responsible for the publication of the College Magazine. There is an Editorial Board to help the Editor in the discharge of her/his duties. The Editorial Board consists of:-

1. The Principal
 2. The Editor (Convenor)
 3. The Chairperson of the College Union
 4. The General Secretary of the College Union
 5. Three student members to be nominated by the Executive Committee
 6. Two members of the staff are nominated by the Principal
- News bulletins are released on special occasions.

22. ACADEMIC SUPPORT WINGS/SERVICES

a. Quality Assurance Cell (QAC)

The college has a Quality Assurance Cell (QAC) to ensure quality in academics and administration. The cell comprises the senior members of the faculty, staff, representative of the management and a former member of the faculty.

1. Dr. T.C. Thankachan (Principal)
2. Dr. Sr. Beenamma Mathew (Vice Principal)
3. Rev. Dr. Jose Kakkallil (Management nominee)
4. Dr. T.M. Mollykutty (HOD., M.Ed.)
5. Mr. M.J. Thomas (Principal ITE)
6. Dr. Pratheesh Abraham
7. Sr. Mini Thomas (Head Accountant & Secretary)
8. Prof. Jose P. Mattam (Former Principal)

b. Internal Quality Assurance Cell (IQAC) & National Assessment and Accreditation Council (NAAC)

An Internal Quality Assurance Cell (IQAC) has been constituted in the college based on the recommendation given by the National Assessment and Accreditation Council (NAAC). The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. IQAC in the institution is under the Chairmanship of the Head of the institution, supported by the senior teachers, administrative staff and representatives of management and stakeholders.

Chairperson

Dr. TC Thankachan, Principal

Senior Administrative Officer

Sr. Mini Thomas, Head Accountant

Teaching Faculty Representatives

Dr. Sr. Beenamma Mathew, Associate Professor, Vice-Principal

Dr. TM Mollykutty, Associate Professor, HOD, M.Ed.

Dr. Sr. Mary Thomas, Associate Professor, B.Ed. Dept.

Dr. Sunu Austin, Assistant Professor, B.Ed. Dept.

Dr. Pratheesh Abraham, Assistant Professor,
(Dean Students' Welfare), B.Ed. Dept.

Member from the Management

Rev. Dr. Jose Kakkallil, Chancellor, Diocese of Palai

Prof. Jose P Mattam, Member , Governing Body

Member from the Local Society

Smt. Biji Jojo, Municipal Councilor

Nominee from the Student Community

Mr. Sojo John, B.Ed. Student

**Nominees from the Industry/ Employers/Stakeholders/
Alumni/PTA**

Sri. Jose Mamparambil, Chairman

Mamparampampil Goup of Companies, Pala

Sri. P.V. Jayakumar , Vice-President, PTA

Rev. Fr. Berchmans Kunnumpuram , Secretary,

Corporate Educational Agency, Diocese of Pala

Sri.P.Krishnakumar, President, Alumni

Sri. Georgekutty Jacob , HM Model School –
Representative of Cooperating Schools

Co-ordinator of IQAC

Dr. Lavina Dominic, Assistant Professor, B.Ed. Dept.

c. All India Survey on Higher Education (AISHE)

In order to portray the status of higher education in the country, the Ministry of Human Resource Development conducts an annual web-based All India Survey on Higher Education

(AISHE) since 2010-11. A college nodal centre of All India Survey on higher education of ministry of Human Resource Development, functions in this college to provide the required data.

Dr. Pratheesh Abraham (Nodal Officer)

d. Research Assessment Committee

The duty of the research assessment committee is to provide assistance for consultancy services in the analysis of the data and other related services.

1. Dr. T.C. Thankachan (Principal)
2. Dr. Sr. Beenamma Mathew (Vice Principal)
3. Dr. Sr. Mary Thomas (Convenor)
4. Dr. Ison Vanchipurackal (Associate Professor,
St. Thomas College, Pala)
5. Dr. T.M. Mollykutty (HOD., M.Ed.)
6. Dr. Bindu David
7. Dr. Lavina Dominic
8. Dr. Sunu Austin
9. Dr. Pratheesh Abraham
10. Dr. Gilu G. Ettaniyil

e. RUSA (Rashtriya Uchcharat Shiksha Abhiyan)

Rashtriya Uchcharat Shiksha Abhiyan (RUSA), a Centrally Sponsored Scheme (CSS), launched in 2013 aims at providing strategic funding to eligible state higher educational institutions. The College has been enlisted in RUSA II sponsor scheme. In order to monitor the scheme the college has instituted a committee consisting of the following members.

Student representative – Sojo John (Chairman)

Project Monitoring Committee

1. Dr. T.C. Thankachan (Principal)
2. Dr. Sr. Beenamma Mathew (Vice Principal)
3. Mr. Sunil Thomas (RUSA Coordinator)
4. Dr. Lavina Dominic (Renovation Committee Convenor)
5. Dr. Pratheesh Abraham (Purchase Committee Convenor)

6. Dr. Alex George (Construction Committee Convener)
7. Sr. Mini Thomas (Head Accountant)
8. Dr. Gilu G. Ettanyil (Technical Support)
9. Sr. Shini K.K. (Technical Support)
10. Mr. Lijo Joseph (Techncal Support)

f. In-house Curriculum Planning Committee

In-house Curriculum Planning Committee is a consortium formed within the Institution with the College Principal, teaching faculty, and representatives of practice teaching schools, employers, industrial experts, alumni and students as its members. The main objectives are

- Review the implementation of B.Ed. and M.Ed. teacher education curriculum through collaborative discussions
 - Organize meetings to plan, execute, and evaluate curricular activities each semester, focusing on local needs and the institution's vision and mission.
1. Dr. Thankachan TC (Principal, Chairperson)
 2. Dr. Sr. Beenamma Mathew (Vice-Principal)
 3. Prof. Jose P. Mattam (Expert)
 4. Rev. Fr. Berchmans Kunnumpuram (Secretary, Corporate Educational Agency, Pala- Representative Employers)
 5. Mr. Georgekutty Jacob (H.M. Model School)
 6. Mr. Prakash M Vettom (Executive Member, Alumni)
 7. Dr. T.M Mollykutty (HOD, M.Ed.)
 8. Dr. Sr. Mary Thomas (Physical Science Education)
 9. Dr. Lavina Dominic (English Education)
 10. Dr. Sunu Austin (Social Science Education, Convenor)
 11. Dr. Bindu David (Natural Science Optional)
 12. Mrs. Pushpa George (Commerce Education)
 13. Mrs. Aneeta George (M Ed. Faculty)
 14. Mr. Sojo John (Representative of Students)

g. Staff Council

All members of the faculty and staff are members of the staff council. Staff Secretary – Dr. Lavina Dominic

h. Admission Committee

Dr. Thankachan TC - Principal

Dr. Sr. Beenamma Mathew – Vice – Principal

Dr. Sr. Mary Thomas (Senior faculty and Convenor)

Dr. Lavina Dominic – (Senior Faculty)

Sr. Mini Thomas – Head Accountant

Mrs. Sily Thomas – Head Clerk

i. Examination Committee

Dr. Thankachan TC - Principal

Dr. Sr. Beenamma Mathew – Vice – Principal

Dr. Sr. Mary Thomas (College Coordinator and Convenor)

Dr. Lavina Dominic – (Senior Faculty)

Sr. Mini Thomas – Head Accountant

Mrs. Sonia Joseph – Head Clerk

j. Time Table Committee

The college's Time Table Committee acknowledges the significance of time management and strives to optimize it for students, fostering organization and effective time utilization. The committee prepare the class time table at the beginning of each semester with the active involvement of the committee members by collecting data on teaching load distribution of individual faculty members, assigning classrooms.

- Dr. T.C. Thankachan (Principal)
- Dr. Sr. Beenamma Mathew (Vice Principal)
- Dr. Sr. Mary Thomas (Convenor)
- Dr. Lavina Dominic

k. EBSB

Ek Bharat Shreshtha Bharat programme aims to enhance interaction and promote mutual understanding between people of different states /UTs through the concept of state/Ut pairing. the states carry out activities to promote a sustained and structured cultural connect in the areas of language learning, culture, traditions & music, tourism & cuisine, sports and sharing of best practices etc.

Teachers in charge : Dr. Sunu Austin, Mr. Sunil Thomas

I. FIT INDIA

Fit India Movement is a nation-wide campaign that aims at encouraging people to include physical activities and sports in their everyday lives. As part of the movement, individuals and organisations can undertake various efforts for their own health and well-being as well as for the health and well-being of fellow Indians.

Teacher in charge : Mr. Sunil Thomas

m. SANNADHAM

Sannadham, Kerala is a plan to mobilise a volunteer army of 2.36 lakh youths between the age of 22 and 40 to take up various necessary services that have cropped up in the wake of the outbreak of Flood Crisis and Covid 19. These volunteers will have to take up various social responsibilities.

Teacher in charge : Mr. Sunil Thomas

n. VENDEL (Vocational Education Nai Talim Experiential Learning)

VENDEL AP unit (initiated in 2020), functions in the college in collaboration with Mahatma Gandhi National Council of Rural Education (MGNCRE) Hyderabad, under the Ministry of Education, Government of India. It functions Gandhiji's principle - Knowledge and Work are not separate. The unit conducts several seminars, workshops and activities in the college in collaboration with the community.

Teacher in Charge: Dr. Pratheesh Abraham

o. YIP

Young Innovators Programme is a specially designed programme under Kerala Development and Innovation Strategic Council (K-DISC). The programme aims to empower future innovators to innovate new products, services or models to meet emerging requirements, unarticulated needs, or existing market needs of the society more effectively through an innovative challenge.

Teacher in Charge: Dr. Alex George

23. ADMINISTRATIVE SUPPORT WINGS

i. Grievance Redressal Cell

Any complaint / grievance regarding student, staff, institution, etc. can be made to this cell directly or can be put into the grievance box kept at an easily accessible place. The complaints are dealt with immediately and necessary measures are taken at the earliest, by the committee in charge of this cell.

ii. Grievance Redressal Cell – for Staff

1. Mar Jacob Muricken (Manager)
2. Dr. T. C. Thankachan (Principal, Convenor)
3. Rev. Dr. Jose Kakkallil (Management Nominee)
4. Dr. Sr. Beenamma Mathew (Vice Principal)

iii. Grievance Redressal Cell – for Students

1. Dr. T. C. Thankachan (Principal, Convenor)
2. Dr. Sr. Beenamma Mathew (Vice Principal)
3. Dr. T.M. Mollykutty (HOD., M.Ed.)
4. Mr. M.J. Thomas (Principal, ITE)
5. Dr. Sr. Mary Thomas (Secretary)
6. Sr. Mini Thomas (Head Accountant)

iv. Ethics Committee

An Ethics committee functions in the college as per Govt. orders to check the misuse of information technology at college. The duty of the ethics committee is to enhance the worth, dignity, potential, and uniqueness of each individual within the institution and, thereby, serve the society. The main duty of the committee is to contribute to the comprehensive education of students, protect human rights, and enhance students' growth and development.

1. Mar Jacob Muricken (Manager)
2. Dr. T.C. Thankachan (Principal & Chairman)
3. Dr. Sr. Beenamma Mathew (Vice Principal & Convenor)
4. PTA Vice President (Vice Chairman)

5. Mr. Sunil Thomas
6. Dr. Pratheesh Abraham
7. Staff Secretary
8. College Union Chaiperson (Joint Convenor)
9. Management Representative
10. Municipal Councilor

v. Anti - Sexual Harassment Cell

As per the guidelines of the UGC, NAAC and the Supreme Court an Anti-Sexual Harassment Cell has been established by the College to provide a healthy and congenial atmosphere to the staff and students of the College.

1. Dr. T. C.Thankachan (Principal)
2. Dr. Sr. Beenamma Mathew (Vice Principal)
3. Dr. Sr. Mary Thomas
4. Dr. Sunu Austin (Convenor)
5. Dr. Lavina Dominic
6. Dr. Gilu G. Ettaniyil

vi. Anti-Ragging Committee

The aim of Anti-Ragging Committee is to eliminate ragging in all its forms from the educational institution. This will be achieved by preventing its occurrence and punishing those who indulge in ragging and to check cases of ragging.

1. Dr. T.C. Thankachan (Principal & Chairman)
2. Dr. Sr. Beenamma Mathew (Vice Principal)
3. Dr. T.M. Mollykutty
4. Mr. M.J. Thomas
5. Mr. Sunil Thomas (Co-ordinator)
6. Dr. Lavina Dominic
7. Dr. Pratheesh Abraham (Staff Advisor to the College Union)
8. Dr. Alex George
9. PTA Vice President
10. Alumni Association President
11. Municipal Councilor

12. College Union Chairperson
13. Warden (Men's Hostel)
14. Warden (Ladies Hostel)

vii. Discipline Committee

The committee ensures general discipline among students and the smooth and peaceful pursuit of the educational objectives.

1. Dr. T.C. Thankachan(Principal)
2. Dr. Sr. Beenamma Mathew (Vice Principal)
3. Mr. Sunil Thomas (Physical Education Teacher)
4. Dr. Pratheesh Abraham
(Staff Advisor to the College Union & Convenor)
5. Dr. Sr. Mary Thomas (Faculty, B.Ed.)
6. Dr. Bindu David (Faculty, B.Ed.)
7. Dr. Anju K. Paul (Faculty, M.Ed.)
8. Mrs. Salikutty C.J. (Faculty, D.El. Ed.)
9. Hostel Warden

viii. Internal Complaint (IC)

As per the UGC order (2019) an internal complaint committee (ICC) was constituted to ensure a safe and healthy environment for women students and employees in the campus.

1. Dr. T. C.Thankachan (Principal)
2. Dr. Sr. Beenamma Mathew (Vice Principal)
3. Dr. Sr. Mary Thomas
4. Dr. Sunu Austin (Convenor)
5. Dr. Lavina Dominic
6. Dr. Gilu G. Ettaniyil

ix. Minority Cell

The minority cell aims at empowering the minority communities in the college. As a christian minority institution the college is keen to provide services to the educational and cultural needs of the minority community along with students of other caste, creed and nationality.

1. Mar Jacob Muricken (Manager)
2. Dr. T. C.Thankachan (Principal)

3. Dr. Sr. Beenamma Mathew (Vice Principal)
4. Dr. T.M. Mollykutty (HOD., M.Ed.)
5. Mr. M.J. Thomas (Principal, ITE)
6. Dr. Lavina Dominic (Convenor)

x. Gender Equity Forum

The GEF aims at promoting women's rights and gender equality in the institutions.

1. Dr. T. C.Thankachan (Principal)
2. Dr. Sr. Beenamma Mathew (Vice Principal)
3. Dr. Sr. Mary Thomas
4. Dr. Sunu Austin (Convenor)
5. Dr. Lavina Dominic
6. Dr. Alex George
7. Dr. Gilu G. Ettaniyil

xi. OBC Cell

The Other Backward Classes (OBC) cell was created for the welfare of reserved categories.

1. Dr. T. C.Thankachan (Principal)
2. Dr. Sr. Beenamma Mathew (Vice Principal)
3. Dr. T.M. Mollykutty (HOD., M.Ed.)
4. Mr. M.J. Thomas (Principal, ITE)
5. Dr. Sr. Mary Thomas
6. Dr. Lavina Dominic
7. Mr. Sunil Thomas (Convenor)

xii. College Union

The college union is called 'St. Thomas College of Teacher Education Students' Union'. All students of the college are members of the students' union. The Principal is the ex-officio president of the college union and one member of the teaching staff nominated by the principal is the staff advisor to the students' union. Dr. Pratheesh Abraham is nominated as the Staff Advisor for the academic year 2020-2021. The affairs of the students' union

are managed by an executive committee which include, the principal, the staff advisor to the union, chairperson, the vice-chairperson, the general secretary, the university union counsellor, the arts club secretary, editor of the college magazine, sports secretary and other students' representatives from the optional classes of B.Ed. and M.Ed. respectively.

Attendance is compulsory for members in all the meetings of the union. The principal shall be informed of all union activities.

The objectives of the college union are:

- To train the students of the college in the duties, responsibilities and rights of citizenship
- To study and discuss educational subjects and subjects of professional and general interest
- To promote opportunities for the development of character, efficiency, and spirit of service among students
- To develop the qualities for democratic leadership
- To extend citizenship training among students
- To organise debates, seminars, discussions and such other functions
- To encourage sports, arts and other cultural, educational, social or recreational, activities that are incidental and conducive to the above objectives

College Union

Chairperson

Vice-Chairperson

General Secretary

Counsellor to the University Union

Editor of the College Magazine

Arts Club Secretary

PG (M.Ed.) First Year Representative

PG (M.Ed.) Second Year Representative

UG (B.Ed.) First Year Representative

UG (B.Ed.) Second Year Representative

Lady Representative (1)

Lady Representative (2)

Sports Secretary

24. STUDENT SUPPORT SERVICES

i. Coaching for Competitive Examinations

Coaching classes are provided to UGC-NET, SET, CTET, K-TET aspirants.

Teacher in charge : Dr. Alex George

ii. Guidance and Counselling Cell

The guidance and counselling committee of the college assists in providing guidance and support to students by the teaching faculty. The students can freely approach Guidance and Counselling cell regarding various aspects of their life. The cell deals with personal problems and also issues related to peer problems.

1. Dr. Pratheesh Abraham (Convenor)
2. Dr. T.M. Mollykutty (HOD., M.Ed.)
3. Dr. Sr. Mary Thomas
4. Mrs. Salikutty C.J.
5. Mr. Sunil Thomas
6. Mrs. Aneeta George

iii. Women's Counselling Centre

There is an exclusive counselling centre for women functioning in the college. It offers counselling services to women students who form the majority of the student community.

1. Dr. Sr. Mary Thomas
2. Dr. Lavina Dominic
3. Dr. Bindu David (Convenor)

4. Dr. Sunu Austin
5. Dr. Anju K. Paul

iv. Health and First Aid

Maintenance of physical and mental health is an important parameter for the survival of the human being and also for the construction of a healthy nation. To serve the above purpose a health club functions in the college. It aims at giving necessary health awareness to students.

1. Mr. Sunil Thomas (Convenor)
2. Dr. Pratheesh Abraham
3. Dr. Sr. Mary Thomas
4. Dr. Bindu David
5. Mrs. Salikutty C.J.
6. Dr. Anju K. Paul
7. Ms. Pushpa George

v. Transgender Welfare Cell

The Kerala state has implemented the transgender policy. As part of implementation of the policy, the Social Justice Department has required schools and colleges to constitute a Transgender welfare cell and nominates a member of the faculty as nodal officer to ensure the rights of transgender students and to create awareness among students about trans-genders.

Teacher in Charge : Dr. Alex George

vi. SC/ST Cell

The college has an SC/ST cell to ensure the rights and welfare of the students. A member of the faculty is the convenor of this cell.

Teacher in Charge : Dr. Sunu Austin

vii. Career Guidance and Placement Cell

The College provides career guidance and placement services to its students. The cell informs students about employment opportunities and facilitates conduct of on campus interviews by employers and other agencies to recruit teachers for their in-

stitutions. The college has a database of schools and the college keeps in touch with the schools and the upcoming requirements of teachers are informed to students accordingly.

Teacher in Charge : Mr. Sunil Thomas

viii. Laboratories

Various laboratories have been established to help the students in their academic pursuits. The college has a well-equipped computer lab for computer aided instruction and practical sessions. The different laboratories in the institution include a modern media laboratory, technology laboratory, psychology laboratory, science laboratory and computer laboratory.

a) Modern Media Laboratory (Dr. A.P.J. Abdul Kalam Media Lab)

Teachers in charge : Dr. Lavina Dominic
Dr. Pratheesh Abraham

b) Psychology Laboratory : Dr. Bindu David

Teachers in charge : Dr. Alex George

c) Technology Laboratory : Dr. Sunu Austin

Teacher in charge

d) Science Laboratory : Dr. Sr. Mary Thomas

Teachers in charge : Dr. Bindhu David

e) Computer Laboratory : Dr. Sunu Austin

Teachers in charge

Laboratories - Non-teaching staff incharge : Mr. Shaju Mathew

ix. Prayer Room: The College has a prayer room. It provides a space for prayer and reflection for students and members of the staff of the college.

x. Canteen: The College provides light refreshments for students during the intervals.

xi. College Store: The College provides books, pencils, and other miscellaneous articles to students.

xii. Ladies Waiting Room: There are two waiting rooms for female students, one each on each floor.

xiii. First Aid Room: The College has a first aid room with the basic necessities which students can make use of when they are sick.

xiv. Fitness Centre: Health is wealth. The college gives due priority to the health of its students and staff. The college has separate gyms for men and women students and staff of the college.

xv. Multipurpose Hall: The College has a multipurpose hall. As the name suggests it is used for various purposes, both scholastic and non- scholastic.

xvi. Cooking Area: The College has a well equipped and maintained kitchen facility which is effectively used during the conduct of community living camps at college and other occasions.

25. ASSOCIATIONS

PARENT TEACHR ASSOCIATION (PTA)

The Parent Teacher Association includes all faculty members and parents of students. It supports the various developmental programmes of the college. Every year, it raises a certain amount from its members. The collections are recorded and proper accounts are kept. An executive committee is selected from the members of PTA to look after its administration. All the accounts are audited regularly. Audited reports are presented in the general body meeting.

Office Bearers

Dr. T.C. Thankachan	President
Mr. Jayakumar P.V.	Vice President
Mr. Sunil Thomas	Secretary
Mr. Renu B.	Joint Secretary
Dr. Sr. Mary Thomas	Treasurer

Executive Memebers

Mr. K.C.Mathew	Ms. Biji Augustine
Mr. Venugopalan Nair G.	Ms. Geetha Rajani
Dr. Sr. Beenamma Mathew	Dr. Lavina Dominic

ALUMNI ASSOCIATION - FLAMBEAU**(A flaming torch)** Reg. No. KTM/TC/370/2020

An Alumni former Association functions in the college. A life membership fee is collected from the members. It provides opportunities for the students to keep in touch with the institution. The members render valuable service to the institution as resource persons in conducting various curricular and co-curricular programmes. The Alumni Association also publishes 'Guruseeksha' a newsletter magazine every year.

The annual general body meeting of the alumni association is conducted on the second saturday of March every year. The Principal is the Patron of the Association as well as the Treasurer of the association. The Patron of the Association executes his/her powers and responsibilities in consultation and guidance of the Patron of the college i.e. the Bishop of Palai and the Manager of the college.

Office Bearers (2020-21)

Dr. T.C. Thankachan	Patron & Treasurer
Mr. P. Krishnakumar	President
Mr. Punnoose George	Vice President
Dr. Alex George	Secretary
Mrs. Kamala Bhai	Joint Secretary

Executive members

Mr. Prakash M. Vettom	Dr. Mathew Thelly
Fr. Jose Puzhakkara	Mr. Joseph K.K.
Mr. S.M. Edward Joseph	Mr. George Joseph
Mr. Jose James	Mr. Joffy J. Njavallil
Mrs. Annu K. Jose	Mrs. Sreedevi Pradeep

26. CLUBS

A) GENERAL CLUBS

As a College of Teacher Education, the institution, takes the responsibility of moulding the minds of its students. Scholastic and co-scholastic programmes are conducted under the auspices of various clubs. Before the commencement of each academic year the staff members in their joint meeting chalk out the plan of action. Each club prepares a plan of action at the beginning of the academic year. A teacher in charge is nominated for the efficient functioning of each club. The important clubs functioning in the college are:

♦ ENIGMA - The Quiz Club

Enigma means an obscure riddle / puzzle. This is the name of the Quiz club functioning in the college. The club meets once a week and organises quiz competitions on various topics. The club organises an All Kerala Quiz competition every year. The club selects the participants of Inter Collegiate Quiz competitions held in various colleges.

Teacher in charge : Dr. Lavina Dominic

♦ CHIMES - The Music Club

Chimes, the musical sound produced by bells, is the music club. The club members meet on a weekly basis. It organises musical evenings, musical quiz programmes, Antakshari competitions, etc. They take the leadership in organising cultural programmes and other entertainments in the college.

Teacher in charge : Dr.Sr. Mary Thomas

♦ CICERO'S CORNER - The Oratory Club

Honouring the great Roman orator Cicero, the oratory club gives training to blooming orators. The club members meet every week and organise elocution competitions, just a minute programmes, debates, panel discussions, etc. They are selected to

participate in various speech competitions, debates, etc. organised by various colleges.

Teacher in charge : Dr. Alex George

♦ **FINE FETTLE - The Health Club**

The Health club organises Yoga classes, meditation, medical checkups, poster exhibitions and also seminars and classes on various health related topics. Awareness programmes on first aid, contagious diseases, sanitary problems etc are organised under the auspices of this club.

Teacher in charge : Mr. Sunil Thomas

♦ **GREEN DREAMZ - The Nature Club**

The club members meet every week. The club organises seminars, exhibitions, poster exhibitions, etc. They also organize environmental sanitation programmes, nature trails, vermicomposting and various eco-friendly activities.

Teacher in charge : Dr. Bindu David

♦ **ACE JAUNTS - The Tourism Club**

As the name ACE JAUNTS indicates, the tourism club organises short journeys to promote interest in tourism among students. It conducts eco-tour programmes, quiz on tourism and tourist spots, debates, discussions, etc.

Teacher in charge : Dr. Alex George

♦ **Red Ribbon Club**

The Red Ribbon Club is a voluntary on-campus intervention programme for students. The programme addresses the knowledge, attitude and behaviour of the youth in the interrelated areas of voluntary Blood Donation, AIDS and sexuality, as demanded by their age, environment and life style. A blood forum also functions in collaboration with the Red Ribbon Club. The Blood Forum organizes blood donation camps, Health awareness Programmes, etc.

Teacher in charge : Mr. Sunil Thomas

♦ **Electoral Literacy Club**

As per the order of the Deputy Director, Collegiate Education the College has instituted the Electoral Literacy Club. The objective of the club is to inculcate Electoral Literacy among the students. The club envisages to engage students in hands on experience in Electoral Literacy. The College has nominated a member of the faculty as the nodal officer and mentor of the club.

Teacher in charge : Dr. Sunu Austin

♦ **De-Addiction Club**

As per the order of the Deputy Director, Collegiate Education, the college has instituted a de-addiction club. The club aims at creating awareness among students about the ill-effects of drug addiction. The college has nominated a member of the faculty as teacher in charge of the club.

Teacher in charge : Dr. Alex George

♦ **Green Protocol Samithi**

Suchitwa Mission is the Technical Support Group(TSG) in the waste management sector under the Local Self Government Department, Government of Kerala. As per the order of 'Suchitwa Mission' Local Self Government Department, Kerala, the college has instituted the Green Protocol Samithi. It functions under the auspices of the 'Nature Club'.

Teacher in charge : Dr. Bindu David

♦ **ÉLAN - The Women's Cell**

Élan means enthusiasm, vigour, style, flair and confidence and these are precisely the qualities we try to instil in the students who join the Women's cell. This forum is open to all students irrespective of gender. It organises discussions, seminars, self-awareness programmes, classes in cooking, painting, flower arrangement, etc. focussing on the issues and needs of the present generation. Dr. Sr. P.T. Mary Endowment - Miss Personality Con-

test - Miss Élan is organised under the auspices of the women's cell.

Teacher in charge : Dr.Sunu Austin

♦ **SHE - KI - NAH - The Extension Services**

The Hebrew word 'She-ki-nah' which means a visible manifestation of the Divine Presence is aptly chosen as the name of our Extension services. Students are encouraged by teachers to participate in social work. Students under the leadership of teachers conduct various programmes for the upliftment of people in educationally, socially and economically backward areas. Free tuitions, educational and social surveys, interaction with students, guidance and counselling for students, talks on different areas of interest, etc. are some of the activities conducted.

Teacher in charge : Dr. Alex George

♦ **Reading Club**

Reading clubs are a great way to engage students with reading and help build a reading culture among the new digital era students. A Reading Club functions in the College under the guidance of the College Librarian. The club organizes various programmes to instil love for reading among its students and faculty.

Staff in Charge : Mrs. Gilu G. Ettanniyil

B) OPTIONAL CLUBS

♦ **CORNUCOPIA - The Science Club**

Science and all its branches provide an overflowing abundance of wealth and information and hence the science club is named Cornucopia. The Science club members organize Science Exhibitions, Poster Exhibitions, Interschool - Science Quiz Competitions, etc. to inculcate scientific temper among students

Teachers in charge : Dr. Sr. Mary Thomas & Dr. Bindu David

◆ **CHILIAD HOUSE - The Social Science Club**

The Social Science club is named 'Chiliad house'. Like a 'chiliad' it includes a thousand elements and the club organises lots of programmes for creating social awareness through debates, discussions, talks by eminent personalities, exhibitions etc. The club also observes days of National and International importance. The club organises an Inter School Social Science Quiz competition every year.

Teachers in charge : Dr. Sunu Austin

◆ **PURPLE PATCH - The English Club**

Purple Patch' literally means an extravagant, florid or ornate passage of literary writing - and it is the name of our English club. The club maintains a news board and organises Literary Quiz Programmes for students of other subjects. El-Lit Quest - is an All Kerala Intercollegiate Quest on English language and literature organized by the purple patch and actively participated by colleges all over the state.

Teachers in charge : Dr. Lavina Dominic & Dr. Pratheesh Abraham

◆ **BODMAS - The Mathematics Club**

'BODMAS' represents the sequential order of all mathematical operations. The club organises quizzes, workshops, preparation, production and exhibition of learning materials, etc.

Teacher in charge : Dr. Sr. Beenamma Mathew

◆ **FAYOL'S CLUB - The Commerce Club**

The Commerce club has chosen the name Fayol's Club to honour Henry Fayol, the Father of Modern Management. The club organises programmes like discussions, debates, workshops, essay writing competitions, visits to business institutions, etc.

Teacher in charge : Ms. Pushpa George

27. VALUE EDUCATION

Value Education: Value Education aims at inculcating a sense of humanism, a deep concern for the wellbeing of others and the nation in students. Besides this family education programmes, seminars, retreats, life guidance seminar, etc. are arranged for students. Resource persons from various walks of life are invited on various occasions. Value education classes are provided by the faculty of the college. Value education is part of the time table.

Teachers in charge : Dr. Sr. Mary Thomas & Dr. Bindu David

28. RELIGIOUS SERVICES

♦ Catholic Students' Movement (CSM)

All catholic students of the college are members of CSM. Various activities are undertaken by the CSM members with the objective of moulding spiritually inspired and socially committed teachers. The college organises a charitable project 'Care and Share' under the auspices of the CSM to lend a helping hand to those suffering from cancer.

Teachers in Charge : Dr. Alex George and Dr. Lavina Dominic

♦ Jesus Youth

A unit of Jesus Youth functions in our college. The members of the Jesus Youth conduct prayer meetings for students every week. During the month of October the holy rosary is recited in the college chapel. The Holy Mass is celebrated on the First Friday of every month.

Teachers in Charge : Dr. Sr. Mary Thomas and Dr. Sunu Austin

29. SCHOLARSHIPS AND ENDOWMENTS

Bishop Vayalil Golden Jubilee Memorial scholarship: awarded to the student who secures the highest marks at the B.Ed. Degree examination.

Fr. Joseph Nadayath scholarship: awarded to the student who secures the highest marks in all subjects at the B.Ed. degree examination.

Prof. V.T. Zacharias scholarship: awarded to the top scorer at the B.Ed. degree examination.

Shri. K.M. Abraham Kuruvamplackal Endowment: awarded to the top scorer at the B.Ed. degree examination.

Prof. V.T. Zacharias scholarship: awarded to the student who secures the highest marks in Physical Science education at the B.Ed. degree examination.

Rev. Fr. Alex Kozhikottu scholarship: awarded to the top scorer in Educational Psychology.

Rev. Fr. Alex Kozhikottu scholarship: awarded to the top scorer in the General papers.

Prof. Austin Michael scholarship: awarded to the student who secures the highest marks in Natural Science Education.

Rev. Fr. Thannippara Memorial scholarship: awarded to the meritorious and also financially backward student of the B.Ed. programme.

Best Student Award: Award for the outstanding student of each academic year, instituted by the students, Teaching and Non-teaching staff, in reverence of Rev. Fr. K. J. Alexander Kozhikottu, Principal (1991-1994).

Best Library User Award: Award for the best library user of each academic year instituted by the Advisory Committee for Library.

Jubilee Memorial Scholarship: Awarded to the students who secure the highest marks in various streams at the B.Ed. examination .

Merit cum Means Scholarship : Instituted by students of 2009 - 2010 (B.Ed.)

Servant of God Fr. Mathew Kadalikkattil Memorial Scholarship: Awarded to D.El.Ed. students scoring the highest marks at D.El.Ed. First and Second year examinations.

Prof. Chandy Zacharias Endowment: An All Kerala Quiz Competition is organised each year. The quiz is open to student teachers of various teacher education colleges of the State.

Prof. N. J. Joseph Endowment lecture : An Endowment Lecture sponsored by the PTA, Alumni Association and well wishers of the college.

Dr. Sr. P.T. Mary Endowment Personality Contest : Miss Élan, an inter-collegiate Miss Personality Contest instituted in honour of Dr. Sr. P.T. Mary, former Principal

Shri John Ammanathukunnel Memorial Scholarship : Awarded to Second year D.El.Ed. student scoring the highest mark in social science.

30. Teachers in Charge at a Glance

RUSA	Mr. Sunil Thomas
IQAC	Dr. Lavina Dominic
AISHE	Dr. Pratheesh Abraham
Minority Cell	Dr. Lavina Dominic
Electoral Literacy Club	Dr. Sunu Austin
Career Guidance & Placement Cell	Mr. Sunil Thomas
Green Protocol Samiti	Dr. Bindu David
Transgender Cell	Dr. Alex George
Anti - Ragging Committee	Mr. Sunil Thomas
SWAYAM/MOOC	Dr. Sunu Austin
SC/ST Monitoring Cell	Dr. Sunu Austin
College Co-ordinator	Dr. Sr.Mary Thomas
Staff Secretary	Dr. Lavina Dominic
Community Living Camp	Dr. T.C. Thankachan
Study Tour	Dr. Alex George
College Magazine	Dr. Bindu David
Staff Advisor to the College Union / Deen Student Welfare	Dr. Pratheesh Abraham
Value Education	Dr. Sr. Mary Thomas Dr. Bindu David
CSM	Dr. Alex George
Dr. Lavina Dominic	
Jesus Youth	Dr. Sr. Mary Thomas Dr. Sunu Austin
Website	Dr. Pratheesh Abraham
Alumni Association	Dr. Alex George
Facebook, Instagram, Youtube	Dr. Pratheesh Abraham
Internal Complaint Committee	Dr. Sunu Austin
Gender Equity Forum	Dr. Sunu Austin
OBC Cell	Mr. Sunil Thomas
Admission Committee	Dr. Sr. Mary Thomas
Examination Committee	Dr. Sr. Mary Thomas (College Coordinator and Convenor)
Staff Council	Dr. Lavina Dominic (Staff Secretary)

31. Teachers in Charge of General Clubs

Quiz Club	Dr. Lavina Dominic
Music Club	Dr. Sr. Mary Thomas
Oratory Club	Dr. Alex George
Health Club	Mr. Sunil Thomas
Nature Club	Dr. Bindu David
Tourism Club	Dr. Alex George
Red Ribbon Club	Mr. Sunil Thomas
De-Addiction Club	Dr. Alex George
Womens' Cell	Dr. Sunu Austin
Extension Services	Dr. Alex George
Reading Club	Dr. Gilu G. Ettanniyil

Teachers in Charge of Optional Clubs

Science Club	Dr. Sr. Mary Thomas Dr. Bindu David
Social Science Club	Dr. Sunu Austin
English Club	Dr. Lavina Dominic Dr. Pratheesh Abraham
Mathematics Club	Dr. Sr. Beenamma Mathew
Commerce Club	Ms. Pushpa George
Teacher in Charge of Students with Special needs	Dr. Sunu Austin

32. Positions Held

Members of Board of Studies (M.G. University)	
Dr. Lavina Dominic	Education
Dr. Gilu G. Ettaniyil	Library and Information Science

Physical Education	
Mr. Sunil Thomas	International Referee, State Joint Secretary, State Technical Committee Chairman (Roll Ball Association) Secretary Net Ball Association Kottayam, Member of Sports Council Kottayam, Member of District Olympic Association

Ph.D. Reserch Guidance	
Dr. T. C.Thankachan	School of Pedagogical Sciences, M.G.University

Academic Calendar
and Schedule of the
Activities
2021 - 2022

June 2021

Date	Day	Particulars
1	TUE	
2	WED	
3	THU	
4	FRI	First Friday
5	SAT	Environment Day
6	SUN	
7	MON	
8	TUE	
9	WED	
10	THU	
11	FRI	
12	SAT	Second Saturday
13	SUN	
14	MON	Blood Donation day
15	TUE	
16	WED	IV Sem. B.Ed. Exam Begins
17	THU	II Sem. B.Ed. Begins
18	FRI	
19	SAT	National Reading day
20	SUN	
21	MON	International Yoga Day
22	TUE	
23	WED	
24	THU	
25	FRI	
26	SAT	International Day Against Drug Abuse
27	SUN	
28	MON	
29	TUE	
30	Wed	

July 2021

Date	Day	Particulars
1	THU	
2	FRI	First Friday
3	SAT	St. Thomas Day
4	SUN	
5	MON	
6	TUE	
7	WED	
8	THU	
9	FRI	
10	SAT	Second Saturday
11	SUN	World Population Day
12	MON	
13	TUE	
14	WED	
15	THU	
16	FRI	
17	SAT	
18	SUN	
19	MON	
20	TUE	Bakrid
21	WED	
22	THU	
23	FRI	
24	SAT	
25	SUN	Feast of St. James (Manager's Day)
26	MON	
27	TUE	Commemmoration of Dr. A.P.J. Abdul Kalam
28	WED	Feast of St. Alphonsa
29	THU	
30	FRI	
31	Sat	

August 2021

Date	Day	Particulars
1	SUN	
2	MON	
3	TUE	
4	WED	
5	THU	
6	FRI	Hiroshima Day, First Friday
7	SAT	Second Saturday
8	SUN	Karkkidakavavu
9	MON	Nagasaki Day, Quit India Day,
10	TUE	
11	WED	
12	THU	International Youth Day
13	FRI	
14	SAT	
15	SUN	Independence Day, Assumption of B.V. Mary
16	MON	B.Ed. II Sem. Internship begins
17	TUE	Farmer's Day
18	WED	
19	THU	Muharam
20	FRI	First Onam
21	SAT	Thiruvonam
22	SUN	Third Onam
23	MON	Sree Narayana Guru Jayanthi
24	TUE	
25	WED	
26	THU	
27	FRI	
28	SAT	Birthday of Ayyankali
29	SUN	
30	MON	Sreekrishna Jayanthi
31	Tue	

September 2021

Date	Day	Particulars
1	WED	
2	THU	
3	FRI	First Friday
4	SAT	
5	SUN	National Teachers' Day
6	MON	
7	TUE	
8	WED	World Literacy Day
9	THU	
10	FRI	
11	SAT	Second Saturday
12	SUN	
13	MON	
14	TUE	
15	WED	
16	THU	
17	FRI	B.Ed. Sem II induction ends.
18	SAT	
19	SUN	
20	MON	
21	TUE	Sree Narayana Guru Samadhi
22	WED	
23	THU	
24	FRI	
25	SAT	
26	SUN	
27	MON	
28	TUE	
29	WED	
30	THU	

October 2021

Date	Day	Particulars
1	FRI	Elders Day, First Friday
2	SAT	Gandhi Jayanthi, Non Violence Day
3	SUN	
4	MON	
5	TUE	
6	WED	
7	THU	
8	FRI	
9	SAT	Second Saturday
10	SUN	
	MON	
12	TUE	B.Ed. II Sem. ends
13	WED	B.Ed. III Sem. begins
14	THU	Mahanavami
15	FRI	Vijayadasami
16	SAT	
17	SUN	
18	MON	
19	TUE	Milade Sherif
20	WED	
21	THU	
22	FRI	
23	SAT	
24	SUN	UN Day
25	MON	B.Ed. I Sem. Exam begins
26	TUE	
27	WED	
28	THU	
29	FRI	
30	SAT	
31	SUN	

November 2021

Date	Day	Particulars
1	MON	Kerala Piravi
2	TUE	
3	WED	B.Ed. I Sem. Commences (2021-23 Batch)
4	THU	Deepavaly
5	FRI	First Friday
6	SAT	
7	SUN	
8	MON	
9	TUE	
10	WED	
11	THU	National Education Day
12	FRI	
13	SAT	Second Saturday
14	SUN	Children's Day
15	MON	B.Ed. III Sem. internship begins
16	TUE	
17	WED	
18	THU	2021-2023 Batch- Course Inauguration: Dr. Cyriac Thomas (Former V.C., M.G.University)
19	FRI	
20	SAT	
21	SUN	
22	MON	
23	TUE	
24	WED	
25	THU	
26	FRI	Constitution Day
27	SAT	
28	SUN	
29	MON	
30	TUE	

December 2021

Date	Day	Particulars
1	WED	World AIDS Day
2	THU	Mega Blood Donation Camp, International Day Disabled
3	FRI	First Friday
4	SAT	
5	SUN	
6	MON	
7	TUE	
8	WED	
9	THU	
10	FRI	Human Rights Day
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	Christmas Celebration
24	FRI	Christmas Vacation Begins
25	SAT	Christmas
26	SUN	
27	MON	
28	TUE	
29	WED	
30	THU	
31	FRI	

January 2022

Date	Day	Particulars
1	SAT	
2	SUN	Mannam Jayanthi
3	MON	College reopen after Christmas Vacation
4	TUE	
5	WED	
6	THU	
7	FRI	First Friday
8	SAT	Second Saturday
9	SUN	
10	MON	
11	TUE	
12	WED	National Youth Day
13	THU	
14	FRI	Makaravilakku
15	SAT	
16	SUN	
17	MON	
18	TUE	
19	WED	
20	THU	
21	FRI	
22	SAT	National Mathematics Day
23	SUN	
24	MON	
25	TUE	
26	WED	Republic Day
27	THU	
28	FRI	
29	SAT	
30	SUN	Martyr's Day
31		

February 2022

Date	Day	Particulars
1	TUE	
2	WED	
3	THU	
4	FRI	First Friday, B.Ed III Sem. Ends
5	SAT	
6	SUN	
7	MON	B.Ed III Sem. Begins
8	TUE	
9	WED	
10	THU	
11	FRI	
12	SAT	Second Saturday
13	SUN	
14	MON	
15	TUE	Community Living Camp
16	WED	
17	THU	
18	FRI	
19	SAT	
20	SUN	
21	MON	International Mother Tongue Day
22	TUE	
23	WED	
24	THU	Study Tour
25	FRI	
26	SAT	
27	SUN	
28	MON	National Science Day

March 2022

Date	Day	Particulars
1	TUE	Sivarathri
2	WED	
3	THU	
4	FRI	First Friday
5	SAT	Sports Day
6	SUN	
7	MON	
8	TUE	Women's Day
9	WED	
10	THU	Arts Day - Campus Utsav
11	FRI	
12	SAT	Second Saturday, Alumni Association General Body Meeting
13	SUN	
14	MON	
15	TUE	
16	WED	
17	THU	College Day
18	FRI	
19	SAT	Feast of St. Joseph (Patron's Day)
20	SUN	
21	MON	
22	TUE	World Water Day
23	WED	
24	THU	
25	FRI	
26	SAT	
27	SUN	
28	MON	
29	TUE	
30	WED	
31	THU	

April 2022

Date	Day	Particulars
1	FRI	First Friday
2	SAT	
3	SUN	
4	MON	
5	TUE	
6	WED	
7	THU	World Health Day
8	FRI	
9	SAT	Second Saturday
10	SUN	Palm Sunday
11	MON	
12	TUE	
13	WED	
14	THU	Maundy Thursday, Ambedkar Jayanthi
15	FRI	Good Friday, Vishu
16	SAT	
17	SUN	Easter
18	MON	
19	TUE	
20	WED	
21	THU	
22	FRI	Earth Day
23	SAT	World Book Day
24	SUN	
25	MON	
26	TUE	
27	WED	
28	THU	
29	FRI	
30	SAT	

May 2022

Date	Day	Particulars
1	Sun	May Day
2	TUE	Ramzan
3	Tue	
4	WED	
5	THU	
6	FRI	First Friday
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	
	SUN	
30	MON	
31	TUE	World Tobacco Day

34. CAMPUS GUIDE



MAIN BLOCK



Ground Floor

Principal's Room
 Administrative Office
 Seminar Hall (A/C)
 Book/Stationery Stall
 Ladies Waiting Room-I
 Guest Room (A/C)
 Manager's Room (A/C)
 Faculty Room -I

First Floor

Physical Science Curriculum Lab
 Natural Science- Curriculum Lab
 Ladies Waiting Room-II
 General Lecture Hall-I /
 English Subject Room
 Physical Science Room
 Project/IQAC Room
 Pantry
 Water Cooler



LIBRARY BLOCK



Ground Floor

General Library
 Library Information
 KISOSK
 Internet Lab / Digital Li-
 brary
 CD Library
 Reading Room/Journal
 Section
 Reference Section
 Photostat Section
 Teacher's Section
 Store Room
 Wash Rooms

First Floor

Faculty Room -II
 Multipurpose Room
 Technology Lab
 Canteen
 Psychology Lab
 Guidance & Counselling Centre
 Women's Counselling Centre
 First Aid Room

Second Floor

Multi pupose Hall
 Activity/SUPW Room
 Cuisine

◆◆◆◆◆◆◆◆◆◆ **NEW BLOCK** ◆◆◆◆◆◆◆◆◆◆

Ground Floor

Social Science –Curriculum
Lab /General Lecture Hall-I
Computer Lab
English Curriculum Lab
Mini Conference Hall
Faculty Room III
Store Room
Modern Media Lab
Toilets- Ladies

First Floor

Auditorium
Prayer Hall
Toilets - Gents

Second Floor

D.El.Ed.Faculty Room
D.El.Ed. Lecture Room-I
D.El.Ed.Lecture Room-II /
D. El. Ed Curriculum Lab
HOD M.Ed
M.Ed Lecture Room-I
M.Ed Lecture Room-II
M.Ed Faculty Room
Toilet Ladies

◆◆◆◆◆◆◆◆◆◆ **GOLDEN JUBILEE BLOCK** ◆◆◆◆◆◆◆◆◆◆

Ground Floor

Social Science Subject
Room
Commerce Subject Room
Toilets

First Floor

Mathematics Curriculum Lab
Commerce Curriculum Lab

Second Floor

Mathematics Subject Room
Natural Science Subject Room
Sports Room
Multi GYM

ST. THOMAS COLLEGE OF TEACHER EDUCATION, PALA

35. LOCATION MAP

