

Other Institutions Managed by H.M.D.P. Sabha

SNM Arts & Science College, Maliankara

0484-2482386

**SNM Institute of Management and Technology,
Maliankara**

0484-2484142, 2484144, Fax: 2484143

SNM Polytechnic College, Maliankara

0484-2484284

SNM Teachers Training Institute, Moothakunnam

0484-2483930

SNM Higher Secondary School, Moothakunnam

0484-2484185

SNM High School, Moothakunnam

0484-2482230

SNM Lower Primary School, Maliankara

0484-2286308

SNM Kinder Garten & Play School

0484-2286798

**SNM Private Industrial Training Institute,
Moothakunnam**

0484-2484414



S.N.M. TRAINING COLLEGE

MOOTHAKUNNAM, ERNAKULAM (DISTRICT), KERALA



HAND BOOK & CALENDAR

2023 - 2024



SREE NARAYANA MANGALAM TRAINING COLLEGE

MOOTHAKUNNAM

NORTH PARUR, ERNAKULAM (DIST.)

KERALA-683516

(Estd. 1960)

Accredited by NAAC at B Level

Ph: 0484-2482084, 2482115, Fax: 0484-2482497

E-mail: snmtrainingcollegemkm@gmail.com

www.snmtrainingcollege.org

(Affiliated to Mahatma Gandhi University, Kottayam)

Recognised by National Council for Teacher Education, New Delhi

Managed by: **HMDP Sabha, Moothakunnam**

(Founded on Thursday, 8th June, 1882)

Directorate Zone :

Deputy Director of Collegiate Education, Ernakulam

HANDBOOK & CALENDAR 2023-2024

Name :

Programme : B.Ed / M.Ed

Optional Subject :

Address :

Phone :

37	Anti-Drug/De-addiction club	: Dr Laya A B : Smt Sudha K P
38	Counselling cell	: Dr Seeja K R, Smt Saritha V K, Smt Asha Kuttappan
39	Extension club	: All faculty members
40	Sree Narayana Academy of Value Edn. (SAVE):	Dr K S Krishnakumar, Dr Laya A B
41	Cleaning Committee Coordinator	: Smt Sudha K P, Smt Heera K S, Smt Niya Suku, Smt Shyna
42	Equal opportunity Cell (Internal committee for students with disabilities) & Gender Equity	: Dr K S Krishnakumar, Smt Heera K S, Dr A B Laya
43	AISHE Nodal Officer	: Dr Bisini P S
44	KSHE Nodal Officer	: Dr Seeja K R
45	IQAC members	: All faculty members
46	Gramasevana project Chief Coordinator	: Smt Heera K S
47	Gramasevana project Coordinators	Dr K S Krishnakumar, Dr Seeja K R, Dr Suneethi A S
48	Mooc Cordinator	Smt Sudha K P
49	Coursera Coordinator	: Dr Laya A B
50	Value Added courses Coordinators	: Dr K S Krishnakumar, Dr Seeja K R, Dr A S Suneethi, Dr Rinu V Antony
51	Library Advisory Committee	: Dr K S Krishnakumar, Dr Rinu V Antony, Dr Bisini P S, Smt. Heera K S, Sri. K V Vinod
52	Audit Committee	: Dr Bisini P S, Dr Rinu V Antony
53	Purchase Committee	: Dr Bisini P S, Dr Susmitha P S, Dr Seeja K R, Sri M U Madhu, Sri K V Vinod
54	Covid Monitoring Committee	: Dr Seeja K R
55	Philosophical Association of Contemporary Educans	: Dr Laya A B
56	Examination Monitoring Committee	: Dr Bisini P S, Smt. Saritha V K
57	E-journals	: Dr Rinu V Antony
58	Discipline Committee	: Dr K S Krishnakumar, Dr Seeja K R, Smt Heera K S
AV2		PRINCIPAL

S N M TRAINING COLLEGE, MOOTHAKUNNAM
Staff in charge of various activities for the year 2023-2024

1	Staff Association Secretary	: Dr K S Krishnakumar
2	Public Information Officer	: Dr K S Krishnakumar
3	Staff Advisor to College Union & Arts Club	: Dr K S Krishnakumar
4	Staff advisor to magazine committee	: Dr K S Krishnakumar, Smt Heera K S
5	Admission Nodal Officer	: Dr Bisini P S
6	Academic Programme Co-ordinator	: Dr Bisini P S
7	IQAC Coordinator	: Dr Seeja K R
8	NAAC Coordinator	: Dr Laya A B
9	UGC Co-ordinator	: Dr K S Krishnakumar
10	RUSA Co-ordinator	: Dr A S Suneethi
11	NCTE Co-ordinator	: Dr Bisini P S
12	N S S Cordinator	: Smt Sudha K P
13	Assistant Superintendent to Examination	: Dr Bisini P S
14	Student Welfare Dean	: Dr K S Krishnakumar
15	Department of Student Services Teacher Co-ordinator	: Dr K S Krishnakumar
16	Institutional Innovation Cell	: Dr Rinu V Antony
17	EBSB Co-ordinator	: Smt Saritha V K
18	Grievance Redressal cell	: Dr K S Krishnakumar, Dr Rinu V Antony, Dr Seeja K R
19	Parent Teachers Association	: Dr A S Suneethi, Smt Heera K S
20	Alumni	: Smt Saritha V K, Dr A S Suneethi
21	Morning Assembly	: Smt Saritha V K
22	SC-ST Monitoring cell	: Smt Sudha K P
23	Women's cell	: Smt Saritha V K
24	Film club	: Smt Heera K S
25	Anti Ragging cell	: Dr A S Suneethi
26	Ethics/Integrity Committee	: Smt Saritha V K, Dr Bisini P S
27	Documentation Desk	: Dr Rinu V Antony, Smt Saritha V K
28	Publication Wing	: Dr K S Krishnakumar, Smt Heera K S
29	Eco club	: Dr A S Suneethi
30	Science club	: Dr Susmitha P S, Smt Saritha V K
31	Mathematics club	: Smt Krishnapriya
32	Commerce club	: Dr Rinu V Antony
33	Literary club	: Dr K S Krishnakumar, Smt Heera K S
34	Social science club	: Smt Sudha K P
35	Teaching Practice	: Smt Saritha V K, Dr Bisini P S
36	Placementcell	: Dr Rinu V Antony,

CALENDAR 2023-2024

Contents

Page No.

College Prayer.....	4
Profile of the College.....	5
Our Mission.....	5
Our Vision.....	6
Our Objectives.....	6
Office bearers of H.M.D.P. Sabha.....	6
Former Principals.....	7
Faculty members.....	7
Administrative staff.....	9
B.Ed.and M.Ed.Curriculum.....	9
Admission to B.Ed Programme.....	10
Admission to M.Ed Programme.....	11
Code of Conduct for students.....	13
Library.....	18
Clubs and other activities.....	22
College Union, Association & Committees.....	25
Major Co-curricular Activities.....	25
Awards & Endowments.....	26
Form of application for refund of caution deposit.....	27
Form of application for certificates.....	28
Form of application for Leave.....	29
Academic Calendar.....	30
B.Ed Academic Calendar.....	40
M.Ed Academic Calendar.....	41
Staff in Charge of various activities for the year 2023-2024....	42

COLLEGEPRAYER

ദൈവദർശനം

ദൈവമേ! കാത്തുകൊൾകുന്നു കൈവിടാതിരുന്നു ഞങ്ങളെ;
 നാവികൻ നീ ദവാബ്ധിക്കൊരാവിവൻ തോണി നിൻപദം
 ഒന്നൊന്നായെണ്ണിയെണ്ണിത്തൊട്ടെണ്ണം പൊരുളൊടുങ്ങിയാൽ
 നിന്നിടും ദൃക്കുപോലുള്ളും നിന്നിലസ്പന്ദമാകണം
 അന്നവസ്ത്രാദി മുട്ടാതെ തന്നു രക്ഷിച്ചു ഞങ്ങളെ
 ധന്യരാക്കുന്ന നീയൊന്നുതന്നെ ഞങ്ങൾക്കു തമ്പുരാൻ
 ആഴിയും തിരയും കാറ്റും ആഴവും പോലെ ഞങ്ങളും,
 മായയും നിൻമഹിമയും നീയുമെന്നുള്ളിലാകണം
 നീയല്ലോ സൃഷ്ടിയും സ്രഷ്ടാവായതും സൃഷ്ടിജാലവും
 നീയല്ലോ ദൈവമേ, സൃഷ്ടിക്കുള്ള സാമഗ്രിയായതും
 നീയല്ലോ മായയും മായാവിതും മായാവിനോദനും
 നീയല്ലോ മായയെ നീക്കി സായുജ്യം നൽകുമാര്യനും
 നീ സത്യം ജ്ഞാനമാനന്ദം നീതന്നെ വർത്തമാനവും
 ദൂതവും ദാവിതും വേദല്ലോതും മൊഴിയുമോർക്കിൽ നീ
 അകവും പുറവും തിങ്ങും മഹിമാവാർന്ന നിൻപദം
 പുകഴ്ത്തുന്നു ഞങ്ങളെങ്ങു ദഗവാനേ! ജയിക്കുക
 ജയിക്കുക മഹാദേവ! ദീനാവനപരായണ!
 ജയിക്കുക ചിദാനന്ദ! ദയാസിന്ധോ! ജയിക്കുക
 ആഴമേറും നിൻമഹസ്സാമാഴിയിൽ ഞങ്ങളാകവേ
 ആഴണം വാഴണം നിത്യം വാഴണം വാഴണം സുഖം

ശ്രീനാരായണ ഗുരു

SNM TRAINING COLLEGE, MOOTHAKUNNAM
Academic calender for M.Ed Programme

2022-2024 Batch

II & III Semester

- Commencement of II Semester** : 01.03.2023
- Closure of II Semester : 31.07.2023
- Commencement of III Semester : 01.08.2023
- Internship : 03.10.2023 - 17-11-2023(D.Ed)
 20.11.2023 - 05.12.2023(Primary school)
- Model Examination (II Semester) : 06.12.2023 - 16.12.2023
- Closure of III Semester : 31.12.2023
- Commencement of IV Semester** : 01.01.2024
- Internship : 06.01.2024 - 18.02.2024(BEd)
 : 19.02.2024 - 28.02.2024 (HS)
 : 01.03.2024 - 10.03.2024 (HSS)
- Model Examination : 25.07.2024 - 30.07.2024
- Practical (Viva) Internal : 31.07.2024
- Closure of IV Semester : 31.07.2024
- IV Semester Examination : 03.08.2024

2023-2025 Batch

- I Semester : 17.11.2023 - 28.02.2024
- I Semester Examination (Model) : 15.03.2024 - 22.03.2024
- II Semester Commencement : 01.03.2024 - 31.07.2024
- II Semester Examination (Model) : 16.08.2024 - 24.08.2024
- III Semester Commencement : 01.08.2024 - 31.12.2024
- Internship : 10.09.2024 - 28.10.2024 (D.Ed)
 : 10.11.2024 - 30.11.2024 (Primary school)
- III Semester Examination : 05.01.2025 - 07.01.2025
- IV Semester Commencement : 01.01.2025 - 31.07.2025
- IV Semester Examination : 03.08.2024-08.08.2024
- Internship : 06.01.2025 - 18.02.2025(BEd)
 : 19.02.2025 - 28.02.2025 (HSS)
 : 01.03.2025 - 10.03.2025 (HS)
- Model Semester Examination : 03.08.2025 - 08.08.2025

SNM TRAINING COLLEGE, MOOTHAKUNNAM
Academic calender for B.Ed Programme

2022-2024 BATCH

III & IV Semester

Commencement of II Semester	: 20.01.2023
Closure of II Semester	: 21.07.2023
Commencement of III Semester	: 24.07.2023
Practice teaching	: 09.08.2023- 29.11.2023
LAC Model Examination	: 13.12.2023
LAC Theory Examination	: 15.12.2023
Closure of III Semester	: 08.12.2023
III Sem Practical Examination	: 08.12.2023
Commencement of IV Semester	: 11.12.2023
Practical Examination	: 19.03.2024
Model Examination	: 22,25,26.03.2024
Theory Examination	: 01,03,05.04.2024
Closure for IV Semester	: 30.03.2024

2023-2025 BATCH

I Semester	19.07.2023-04.12.2023
I Semester model Examination	03.11.2023- 10.11.2023
I Semester Examination	15.11.2023-30.11.2023
II Semester	05.12.2023-30.03.2024
II Semester Induction	17.01.2024-09.02.2024
II Semester Examination	15.04.2024-26.04.2024
III Semester	03.06.2024-31.10.2024
School Internship	14.06.2024-11.10.2024
III Semester Examination(Theory)	25.10.2024
III Semester Practical Examination	19.10.2024
IV Semester	01.11.2024- 31.03.2025
IV Semester Practical Examination	20.03.2025
IV Semester Examination	24.03.2025-28.03.2025

Profile of the College

S.N.M Training college is owned by Hindu Matha Dharma Paripalana Sabha, a voluntary organisation formed in 1882 by the spirited youth of backward Ezhava Community in the Vadakkekara region under the guidance of Ashtavadhani Parisudha Vishista Paranatha Khanadana Venkatagiri Sasthrikal, an Andhrith theologian who pioneered Hindu Matha Parishath Movement, with an aim of promoting vigorous campaign for social justice and liberation from social bondage.

The college was established in 1960 for Bachelor of Education, as an arduous task of imparting teacher education to the weaker sections of the society. The college has set up a tradition of its own with regard to the decorum and decency of its student teachers. The college is situated at Moothakunnam on the banks of the mighty Periyar river in the vicinity of the famous Sankaranarayana Temple. As the college is by the side of NH 66 and is just 4 km away from Kodungallur the very famous ancient port town of Musiris, it is easily accessible by road. The nearest railway station is at Aluva 15 km away. The calm and serene atmosphere is quite and conducive for intellectual pursuit. The college has an intake of 50 B.Ed.students every year.

In December 2005 the college started post graduate course in Education, (M.Ed.) with an intake of 25 students. From 2015 onwards the intake has been increased to 50 students.

Our Mission

We try to spread the reverberation of the words '*Vidyakundu prabhudharakuvin*' that served as a panacea to instill pride and self confidence in the minds of the downtrodden and outcasted sections of people of our state in the 19th century, to the young minds of 21st century.

The ushering in of an integrated and mature personality who always upholds the values of universal brotherhood and sustainable progress of humanity is the ultimate mission of our institution.

Our Vision

*“Avanavan Atmasukhathinacharippava
Aparanu Sukhathinayvarenam”*

Our objectives

The objectives of the institution are listed as

- ❑ To develop competent and committed teachers.
- ❑ To develop teachers who uphold the value of universal brotherhood and non-violence.
- ❑ To inculcate in the teacher trainees the skills and attitudes to serve the community and nation.
- ❑ To familiarize the prospective teachers with global trends in technology and environmental education.
- ❑ To equip the teacher trainees to help the progress and prosperity of the locality and backward community by providing quality education.
- ❑ To inspire the teacher trainees to propagate the idea of educating the pupils for liberation from ignorance, poverty and superstitions.
- ❑ To propagate the concept of universalisation of education at teacher education level.

Office Bearers of the HMDP Sabha

President

SRI. E.P. SANTHOSH

Mob: 9446666118

Office : 0484-2482360

Secretary

SRI.D.SUNIL KUMAR

Mob:9496269626

Office : 0484-2482360

Manager
(SNM Colleges)

Prof.Dr.V.R.PRAKASAM

Mob: 9496996894

Ph: 0484-2482497 (Office)

INSTITUTIONAL CALENDER 2023-2024

MARCH 2023

Fri	1	
Sat	2	
Sun	3	World Wild Life Day, National Defence Day
Mon	4	
Tue	5	
Wed	6	
Thu	7	
Fri	8	International Women's Day , Sivarathri (Holiday)
Sat	9	
Sun	10	
Mon	11	
Tue	12	
Wed	13	
Thu	14	
Fri	15	World Consumer Rights Day
Sat	16	
Sun	17	
Mon	18	
Tue	19	
Wed	20	
Thu	21	World Day of Forests & World Poetry day
Fri	22	World Day for Water
Sat	23	
Sun	24	
Mon	25	
Tue	26	
Wed	27	Closing Day For Summer Vacation
Thu	28	Pesaha (Holiday)
Fri	29	Good Friday
Sat	30	Closing Day For Summer Vacation
Sun	31	

INSTITUTIONAL CALENDER 2023-2024

FEBRUARY 2024

Thu	1	
Fri	2	
Sat	3	
Sun	4	World Cancer Day
Mon	5	
Tue	6	
Wed	7	
Thu	8	
Fri	9	
Sat	10	
Sun	11	
Mon	12	
Tue	13	
Wed	14	Valentine's Day
Thu	15	
Fri	16	
Sat	17	
Sun	18	
Mon	19	
Tue	20	
Wed	21	
Thu	22	
Fri	23	
Sat	24	
Sun	25	
Mon	26	
Tue	27	
Wed	28	
Thu	29	National Science Day

Former Principals

Sri. G. Ramanathan	1960-1961
Sri. K. Ramavarma Raja	1961-1962
Dr.(Prof) Sukumar Azhikode	1962-1971
Smt. E.V. Sarala	1971-1972
Prof. V.K. Sugathan	1972-1991
Dr. P.N. Gopalakrishnan Nair	1991-1992
Prof. C. Viswesari Amma	1992-1993
Prof. P.V. Suraj Babu	1993-2006
Dr. K.P. Anilkumar	2006-2011
Dr. M.P.Anitha	2011-2017
Dr.O.S.Asha	2017-2022

Faculty Members

Principal

Dr.P.S.Susmitha

MSc.Physics, M.Ed, PGDMLD, MA Psychology, Ph.D
(Associate Professor in Physical Science Education)
Mob:9645810941

Teaching staff

Dr.K.S.Krishna Kumar

M.A.(Malayalam)M.Ed(Tech)Ph.D, PGDSBSA.
(Associate Professor in Malayalam Education)
Mob: 8606600800

Dr.Seeja K.R.

MSc. (Physics)M.Ed. IDGC. (NCERT), Ph.D
(Assistant Professor in Education)
Mob :9847519235

Smt.K.P.Sudha

M.A. (History)M.Ed,M.Phil
(Assistant Professor in Social Science Education)
Mob :8281228148

Dr. Bisini.P.S.

MSc. (Botany),M.Ed, MSc.(Psychology) Ph.D
 (Assistant Professor in Education)
 Mob: 9388062837

Dr. Laya A.B.

MSc(Physics),M.Ed., DIM, Ph.D
 (Assistant Professor in Education)
 Mob: 9048531232

Dr. Rinu V Antony

M.Com.,M.Ed., Ph.D
 (Associate Professor in Commerce Education)
 Mob: 9446341235

Smt. Heera K.S.

M.A.(English),MEd,PGDTE(CIEFL)
 (Assistant Professor in English Education)
 Mob: 9447221793

Dr. Suneethi. A. S.

M.Sc (Botany) , M.Ed, M.Phil, Ph.D. PGDCA
 (Assistant Professor in Natural Science Education)
 Mob : 9446903318

Smt. Saritha V.K.

MSc (Physics), M.Ed, MA (Sociology)
 (Asistant Professor in Physical Science Education)
 Mob : 9446481381

Smt. Krishnapriya P.P.

MSc (Maths), M.Sc. (IT) , M.Ed
 (Asistant Professor in Mathematics Education)
 Mob : 9656844794

Ms. Niya Suku

M.P.Ed
 (Assistant professor in Physical Education (on contract)
 Mob:7559925876

Library**Sri. Vinod K.V.**

B.LiSc.
 Librarian (Mob: 9947280027)

INSTITUTIONAL CALENDER 2023-2024**JANUARY 2024**

JANUARY 2024		
Mon	1	Reopening after Christmas
Tue	2	Mannam Jayanthi (Holiday)
Wed	3	
Thu	4	
Fri	5	
Sat	6	
Sun	7	
Mon	8	
Tue	9	
Wed	10	
Thu	11	
Fri	12	National Youth Day
Sat	13	
Sun	14	
Mon	15	
Tue	16	
Wed	17	
Thu	18	
Fri	19	
Sat	20	
Sun	21	
Mon	22	
Tue	23	
Wed	24	Dr. Sukumar Azhikode Memorial Day
Thu	25	
Fri	26	Republic Day
Sat	27	
Sun	28	
Mon	29	
Tue	30	
Wed	31	

INSTITUTIONAL CALENDER 2023-2024

DECEMBER 2023

Fri	1	World AIDS Day
Sat	2	
Sun	3	International Day of Persons with Disabilities.
Mon	4	
Tue	5	World Soil Day
Wed	6	
Thu	7	
Fri	8	
Sat	9	
Sun	10	Human Rights Day
Mon	11	
Tue	12	
Wed	13	
Thu	14	
Fri	15	
Sat	16	
Sun	17	
Mon	18	
Tue	19	
Wed	20	
Thu	21	
Fri	22	
Sat	23	Christmas Holiday Begins
Sun	24	
Mon	25	Christmas
Tue	26	
Wed	27	
Thu	28	
Fri	29	
Sat	30	
Sun	31	

Faculty Members of Post Graduate Department

Reader

Dr. C.K. Sankaran Nair

Msc (Botany) , MA (Sociology), MSc. (Yoga),
MA.(Psychology), M.Ed , Ph.D, Ph : 0484 2839034, 9446271534

Teaching Staff

Smt. Preetha P.M.

MSc.(Mariculture)M.Ed,(AssistantProfessor), Ph:956716217

Smt. Vysakhi K.S.

MA(English), M.Ed,(Assistant Professor), Ph:6282724616

Smt. Jomol K.J.

MA(Politics), M.Ed,(Assistant Professor), Ph:9048779921

Administrative staff

Sri. M.U. Madhu	<i>Head accountant</i>	<i>Ph : 9447605431</i>
Sri. K.S. Shiji	<i>LD Clerk</i>	<i>Mob: 9961723576</i>
Sri. C.N. Aneesh	<i>LD Clerk</i>	<i>Mob: 8592806089</i>
Smt. N.J. Shyna	<i>Office Attendant</i>	<i>Mob: 9497626885</i>
Sri. Sivaraj T.M.	<i>Office Attendant</i>	<i>Mob: 9656348479</i>

B.Ed AND M.Ed.CURRICULUM

The curricular details and syllabi of B.Ed and M.Ed are available on the Mahatma Gandhi University Website - www.mgu.ac.in and on the college website www.snmtrainingcollege.org

ADMISSION TO B.Ed PROGRAMME

The admission to 2 year B.Ed. Programme is conducted by the University through the centralised allotment process. (CAP)

1. Eligibility for admission, norms for admission, reservation of seats for B.Ed. Degree Programme shall be according to the rules framed by the university and NCTE from time to time.
2. The strength of the college is fixed at 50 students per year and a total of 100 for two years.
3. No student shall be admitted unless he / she pays the fee as per rules and produce all the certificates of qualification mentioned below:
 - i) Transfer certificate from the college last attended
 - ii) S.S.L.C.
 - iii) Degree / Diploma certificate & Mark list
 - iv) Course & conduct certificate
 - v) Migration certificate (in case of graduates from other universities)
 - vi) Community certificate in respect of backward class students
 - vii) Eligibility and recognition certificate from students who graduate from universities outside Kerala.

INSTITUTIONAL CALENDER 2023-2024

NOVEMBER 2023

Wed	1	Kerala State Formation Day
Thu	2	
Fri	3	
Sat	4	
Sun	5	
Mon	6	
Tue	7	
Wed	8	
Thu	9	
Fri	10	
Sat	11	National Education Day
Sun	12	Second Saturday
Mon	13	
Tue	14	Children's Day
Wed	15	
Thu	16	International Day for Tolerance
Fri	17	
Sat	18	
Sun	19	
Mon	20	
Tue	21	
Wed	22	
Thu	23	
Fri	24	
Sat	25	International Day for Elimination of Violence Against Women
Sun	26	
Mon	27	
Tue	28	
Wed	29	
Thu	30	

INSTITUTIONAL CALENDER 2023-2024

OCTOBER 2023

Sun	1	International Day of Older Persons
Mon	2	Gandhi Jayandhi (Holiday)
Tue	3	
Wed	4	
Thu	5	World Teachers Day
Fri	6	
Sat	7	
Sun	8	
Mon	9	World Post Day
Tue	10	World Mental Health Day
Wed	11	International Day of the Girl Child
Thu	12	
Fri	13	
Sat	14	
Sun	15	World Students Day
Mon	16	
Tue	17	
Wed	18	
Thu	19	
Fri	20	
Sat	21	
Sun	22	
Mon	23	Mahanavami (Holiday)
Tue	24	U.N. Day, Vijayadasami (Holiday)
Wed	25	
Thu	26	
Fri	27	
Sat	28	
Sun	29	
Mon	30	
Tue	31	

Fees

1. Every student shall on admission pay the full amount of fees including special fees and caution deposit.
2. Receipts signed by the accountant will be issued on the realisation of all kinds of fees, fines and other dues
3. Students belonging to SC / ST are exempted from paying the caution deposit
4. Fee Concession : Students belonging to SC /ST /OBC can avail fee concession if they produce caste & income certificate at the beginning of the course and apply in the prescribed form. Students belonging to OBC. are eligible for fee concession only if their annual income comes in the prescribed limit as per the Government norms

Schedule of fees :-

Programme	Tuition fee		Special fee		University fee		Caution deposit
	I year	II year	I year	II year	I year	II year	
B.Ed Programme	2100	2100	500	500	1565	440	360

ADMISSION TO M.Ed PROGRAMME

The admission to 2 year M.Ed.Programme is conducted by the University through the centralised allotment process. (CAP)

1. Eligibility for admission, norms for admission, reservation of seats for M.Ed. Degree Programme shall be according to the rules framed by the university and NCTE from time to time.
2. The strength of the college is fixed at 50 students per year and total of 100 for two years.

3. No student shall be admitted unless he / she pays the fee as per rules and produce all the certificates of qualification mentioned below:

- i) Transfer certificate from the college last attended
- ii) S.S.L.C.
- iii) B.Ed.Degree certificate & Mark list
- iv) Course & conduct certificate
- v) Migration certificate (in case of graduates from other universities)
- vi) Community certificate in respect of backward class students
- vii) Eligibility and recognition certificate from students who graduate from universities outside Kerala.

Fees

1. Every student shall on admission pay the full amount of fees prescribed for unaided course including caution deposit.
2. Receipts signed by the accountant will be issued on the realisation of all kinds of fees, fines and other dues
3. Students belonging to SC / ST are exempted from paying the caution deposit
4. Fee Concession : Students belonging to SC /ST /OBC can avail fee concession if they produce caste & income certificate at the beginning of the course and apply in the prescribed form. Students belonging to OBC are eligible for fee concession only if their annual income comes in the

INSTITUTIONAL CALENDER 2023-2024

SEPTEMBER 2023

Fri	1	International Day of Charity
Sat	2	
Sun	3	
Mon	4	Reopening after Onam Holidays
Tue	5	Teachers Day
Wed	6	Sreekrishna Jayathi (Holiday)
Thu	7	
Fri	8	World Literacy Day
Sat	9	
Sun	10	
Mon	11	
Tue	12	
Wed	13	
Thu	14	
Fri	15	
Sat	16	World Ozone Day,
Sun	17	
Mon	18	
Tue	19	
Wed	20	
Thu	21	International Day of Peace
Fri	22	
Sat	23	
Sun	24	
Mon	25	
Tue	26	World Tourism Day,
Wed	27	Nabidinam (Holiday)
Thu	28	
Fri	29	World Rivers Day
Sat	30	

INSTITUTIONAL CALENDER 2023-2024

AUGUST 2023

Day	No.	Event
Tue	1	
Wed	2	
Thu	3	
Fri	4	
Sat	5	Hiroshima Day
Sun	6	
Mon	7	
Tue	8	
Wed	9	
Thu	10	
Fri	11	
Sat	12	International Youth Day , Second Saturday
Sun	13	
Mon	14	
Tue	15	Indian Independence Day
Wed	16	
Thu	17	
Fri	18	
Sat	19	World Humanitarian Day, World Photography Day
Sun	20	
Mon	21	
Tue	22	
Wed	23	
Thu	24	Onam Holidays Begins
Fri	25	
Sat	26	
Sun	27	
Mon	28	Onam 1st day
Tue	29	Thiruvonam, National Sports Day
Wed	30	
Thu	31	Sreenarayana Guru Jayanthi

prescribed limit as per the government norms

Schedule of fees :-

Programme	Tuition fee				University fee	
	I Sem	II Sem	III Sem	IV Sem	I year	II year
M.Ed Programme	17500	17500	17500	17500	4070	2590

Refund of Caution Deposit Rules

1. It shall be the responsibility of the student to claim the refund of caution deposit paid by him / her for the particular course immediately at the end of the academic year in which the course is completed.
2. All claims for refund of caution deposit shall be preferred before the re-opening date of the next academic year in which the course is completed.
3. If the student takes T.C. before the completion of the course, the caution deposit will be refunded before the closing date of the college

CODE OF CONDUCT FOR STUDENTS

1. The day begins with a prayer at the college. During prayer, all the members of staff and students shall stand up and observe silence till the prayer is over. There shall be no movement of any kind in the college campus at this time
2. During free periods the students are not expected to indulge in any outdoor games or loiter about the verandahs. However they can make use of the facilities in physical education department. They should make use of library during free time. Those who prefer to sit in the class room to do academic work should not cause disturbance in any way to the neighbouring classes.

3. Students are expected to wear clean and respectable dress, to be punctual and regular in attendance and to be sincere in studies.
4. Every student should handle with care the property of the college and shall do everything in his power to preserve the cleanliness of building and furniture.
5. Unauthorised entry of outsiders into the campus is strictly prohibited, unless permitted by the college authorities. Students shall not bring or entertain outsiders within the campus.
6. Nobody shall collect money from others, attend or organise any meeting or agitation or circulate any notice or petition among the students or exhibit them any where in the premises except by specific permission of the principal
7. All expressions of activities which are immoral, antisocial communal and antinational are strictly prohibited in the college campus
8. Students should always be respectful to their teachers, seniors and superiors, polite and courteous to all and should show themselves as lovers of decency and decorum.
9. Students shall co-operate with college authorities to ensure peaceful atmosphere congenial to the academic activities and overall developments of student and for the maintenance of discipline in the campus
10. Megaphones, Loudspeakers, Mobilephones etc. shall not be used. Posters, banners or boards should not be put up on the campus without permission of the principal.
11. Students will be allowed to bring their vehicles only up to the designated parking area. Entry beyond that point is strictly prohibited. Limited parking space is provided for students and the same can be utilised on a First Come First basis.
12. Every student should carry his identity card and produce it on demand by the authorities or persons authorised to do that.

INSTITUTIONAL CALENDER 2023 -2024

JULY 2023

Sat	1	
Sun	2	
Mon	3	
Tue	4	
Wed	5	
Thu	6	
Fri	7	
Sat	8	Second Saturday
Sun	9	
Mon	10	
Tue	11	World Population Day
Wed	12	
Thu	13	
Fri	14	
Sat	15	World Youth Skills Day
Sun	16	
Mon	17	Karkidakavavu (Holiday)
Tue	18	
Wed	19	
Thu	20	
Fri	21	
Sat	22	
Sun	23	
Mon	24	
Tue	25	
Wed	26	
Thu	27	
Fri	28	Muharam (Holiday)
Sat	29	
Sun	30	
Mon	31	

7. They shall deal justly and impartially with students regardless of their religion, caste, political, economical, social and physical characteristics.
8. A Teacher shall, at all times, be well mannered in his/her dealings with the management, with other members of staff, students and with members of the public.
9. A teacher shall be required to maintain the scheduled hours of work during which he/she must be present at the place of his/her duty.
10. Cooperation with colleagues, parents and administrators is also required to create an atmosphere suited for conducive learning.
11. The college gives utmost priority for discipline and every staff, is bound to follow the rules and regulations of the institute and maintain strict discipline.
12. Respect the organisational goals and help to achieve them.
13. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
14. Establish a politeness policy for basic manners and respect all follow workers.
15. Participate in extension, co-curricular and extracurricular activities including community service.
16. Teachers should be careful not to create any communal disharmony with his/her words or actions.
17. They should aid students to develop an understanding of our national heritage & national goals.
18. They should help students for bringing about all round development in them which will act as a catalyst to become a better citizen of the society.

Ethics / Discipline Committee

As per the directions of Mahatma Gandhi university, the college should function under the guidelines of the Ethics committee constituted by each college

1. Students are expected to be in their uniform all days
2. Students should get permission to avail leave from college. A student who needs leave, shall apply in prescribed form to the principal with prior permission & signature of

Form of Application for Leave

1. Name of the student
2. Optional class
3. Class No:
4. Number of days and period of leave required
5. Reason for leave
6. No. of days of leave already availed

Date of Application

Signature of Applicant

Recommended/not Recommended
Class Teacher

Granted/not Granted
Principal

Form of Application for Certificates

1. Name of the student
2. Optional class
3. Class No:
4. Year of study
5. Description of certificate required

Date of Application

Signature

the class teacher. After sanctioning, the leave letter should be submitted to discipline committee chairman . Leave forms should be submitted usually on the previous working day. In unavoidable circumstances, the leave form shall be submitted on return after leave Such cases should be reported by phone.

3. Use of mobile phone other than for academic purpose is banned in the college campus.
4. Late coming and early leaving is not permitted. In case of being late, due to unforeseen reason, the student shall avail permission from Discipline committee chairman
5. Students are expected to be in their respective classes at the ring of first bell itself

Attendance and leave rules

1. Each student is required to attend classes without fail.
2. The absence of student without leave for any single period would result in the loss of attendance for that course
3. The principal can demand the production of medical certificate when the leave applied for is on medical grounds.
4. No leave will be granted in continuation of holidays, either before or after.
5. An absentee for 15 consecutive working days without leave application will automatically be removed from the rolls of the college without notice.
6. Shortage of attendance shall not be recommended for condonation
7. The certificate of attendance & progress report required for admission to the university Examination will be granted only if:-
 - ❖ A student has more than 80 % of attendance in the college in each semester
 - ❖ The student has completed the course to the satisfaction of authorities concerned.
 - ❖ The progress in studies and conduct in the college and outside have been satisfactory.

Class Hours

Classes are conducted in two sessions. The morning session starts at 9.30 am and the afternoon session at 2.00 pm

Morning Session	-	9.30 am to 1.30 pm
Lunch break	-	1.30 pm to 2.00 pm
Afternoon session	-	2.00 pm to 4.30 pm

Issue of certificates

Documents submitted at the time of admission will not be returned before the completion of the course. Sufficient number of attested copies of documents shall be procured before submission. However, in urgent cases, certificates could be returned temporarily on payment of Rs.10/- as search fee

Transfer certificate shall be issued only after the payment of all dues to the college.

LIBRARY

Objectives

- ❖ To provide inspiration and stimulation to users by efficient and effective services.
- ❖ To enable the users to keep track of the significant developments in their respective fields of interest.
- ❖ To convert potential users into habitual users.
- ❖ To support educational, research & developmental activities of SNM Training College

Library Resources

The well balanced collection includes Books, Thesis, and Periodicals

The library has more than 25662 books and Delnet and N-list

Working Hours

The library is kept open from **9.30 AM to 4.30 PM** on all working days.

Form of Application for refund of Caution deposit

1. Name (in block letters)
2. Optional subject
3. Roll No / class No:
4. Year of study in the college
5. Amount of caution deposit to be refunded
6. No:and date of receipt received
7. Whether T.C has already been taken, if so, state No & date obtained
8. Permanent Address.
Date of Application

Signature of
applicant

Awards and endowments

Dr. Sukumar Azhikode Prize for top scorer of the college in the University Exam

Prof.V.K.Sugathan Award Top scorer in theory papers

Prof.V.K.Sugathan Award Top Scorer of the college in the University Exam

Prof. Visweswari Amma Memorial Gold Medal Top Scorer of the college in the University Exams

Prof.E.V.Sarala Memorial Prize Highest Mark in Malayalam Optional Class

Prof.P.V.Suraj Babu Award Top Scorer in theory papers.

Merit Award by Alumni Association Top scorer of the college in the University Exam of B.Ed & M.Ed Programmes.

Dr.Asha O.S.Award for Best Prospective teacher for the best teaching performance.

SNMTC Teachers endowment

Topscore in SC & ST students

SNMTC Teachers award for best outgoing student- For overall performance in the academic year.

College Union Awards for

Top Scorer from English Optional Class

Top Scorer from Maths Optional Class

Top Scorer from Physical Science Optional Class

Top Scorer from Natural science Optional Class

Top Scorer from Social Science Optional Class

Top Scorer from English Commerce Optional Class

Top Scorer from Malayalam Optional Class

Top Scorer from M.Ed.

Scholarships and freeships

SNMTC staff scholarship for 1st year B.Ed.and 2nd year B.Ed.students

PTA scholarship for 1st year B.Ed and 2nd year B.Ed Students

SNMTC alumni free ship for B.Ed Students

Admission to the library

Admission to the library is restricted to members. However others who are desirous of accessing the library may do so with the prior permission of the librarian.

Membership

Library membership is open to the staff and students of SNM Training College

Conditions for Loan of Books

Period of loan for general books will be 14 days. Books on loan can be renewed for 14 days. The library staff may fix a shorter period of loan for a book that is in great demand, from circulation without assigning any reasons thereof. Defaulters will have to pay a fine of Rs.1 per day.

The loan facility is restricted to members only. They must borrow books personally.

- ★ Loose issues and bound volumes of periodicals are not issued out.
- ★ The librarian reserves the right to recall any book from any member at any time.
- ★ Books on loan may be renewed for further period provided that no other member had reserved the same.
- ★ Readers should verify the condition of the book, and should inform the librarian about the discrepancies, if any, before borrowing.

Loss of Books

- In case of loss of book the borrower shall replace the book within 20 days, and the defaulters will be charged 3 times the price of the book.
- If a book from a multiple volume set is damaged or lost, the member is liable to replace the whole set or pay the cost of the entire set. However, the librarian has the discretionary power to take the final decision.

General Rules

- All members are requested to maintain absolute silence in and around the library.
- Members shall not engage in conversation (including subject discussions) in any part of the library so as to cause annoyance to any other reader.
- Members shall not write upon, damage or mark any book belonging to the library.
- Users are not permitted to alter the arrangements of tables, chairs, etc., made in the library.
- Members shall not bring personal belongings (bags, text books, files, printed materials etc.) inside the library. Members may leave them at the property counter kept outside the library.
- The librarian reserves the right to suspend the membership of any member found misbehaving in the library.
- The members caught tearing pages of books/ stealing books will be suspended forthwith from using the library facilities and the library will recommend for further disciplinary action against them.

Periodical section

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

Career corner

A career corner is being maintained in the library. Reference sources and study materials are available for course guidance and career guidance at the career corner of the library .

Ethics/Discipline committee

Our College has a devoted Ethics committee which ensures the observance of ethics and maintenance of discipline. This committee monitors the code of conduct and ethics thereby promoting the spirit of fellowship among students, teachers, administrators and other staff.

Value added Certificate Courses

There are four value added courses offered by the Institution. It includes Environmental sustainability, Public relations, Disaster Management and Entrepreneurship Development.

College Union, Association & Committees

The following Association and committees are constituted every year

- The College Union
- Magazine Committee
- Arts Club
- Association for Sports and Recreation

Major Co-curricular Activities

Students of different courses are expected to participate in the various Co-curricular Activities of the Science club, Eco Club, Mathematics Club, Social Science Club, Literary Club, Commerce club, Health & Fitness Club, Extension Services and Community Services

Parent Teacher Association (PTA)

PTA includes all faculty members and parents of all students. Every year it raises funds from its members and proper accounts are maintained. The association supports the various developmental programmes of the college.

Film Club

The film club of the college promotes discussions, reviews and appreciation related to film making. It helps to enhance media related attitudes and aptitudes with focus on educational activities.

SC/ST Monitoring cell

The cell is functioning in the college for the welfare of the SC/ST Students. Remedial coaching is given to the students who are backward in their studies.

Equal opportunity Cell & Gender Equity

This cell is working for the disabled children and provides special coaching and resource materials to that category of students

Anti Drug Cell

This cell is functioning in the college to abandon drug abuse and to make the campus free from the use of drugs

Grama Sevana Project / Extension club.

The Grama Sevana Project taken up by the college aims to provide opportunity for engaging with community. Various programmes are envisaged under five different heads including parenting, environmental protection, citizenship awareness, health care and language and culture.

EBSB

Ek Bharath Shreshta Bharath Programme aims to enhance interaction between people of diverse cultures by exchanging the knowledge of language, culture, traditions and practices of different states of India. Our college organizes varieties of programmes for this cultural exchange, pairing with the state of Himachal Pradesh.

Digital Library

Internet, e-mail facility is available in the Library besides the ICT lab and DELNET

Reprographic Services

Reprographic Service is provided to students with reasonable charge.

STUDENT SUPPORT FACILITIES AVAILABLE

The following facilities are available in this college.

Physical Education

Considering the importance of Physical health and physical education for teacher trainees, the physical education department organises various indoor and outdoor programmes. The college ground has facilities for volley ball & shuttle badminton. For other purposes the grounds of sister institutionaire shared.

Health and Fitness Lab:

Our college has a health and fitness Lab with all the facilities like Multi Gym, Treadmill, Orbitrack required for general health and specific needs related to fitness.

Educational Technology Laboratory

Technology lab is equipped with all the modern audio visual aids like LCD projector, slide projectors, Digital cameras, Video camera, OHP Computers, Projection screens, Public Address Systems. The college is well equipped with Wi-Fi Connectivity, Computer, Home theatre etc.

ICT Resource Centre

ICT Lab has sufficient number of computers and 24 hours internet access. It has facilities for giving video lessons on various topics.

Psychology Lab

Psychology lab possesses many standardised psychological tools and equipments. Our M.Ed & B.Ed students regularly utilise this facility for their research works.

Science Laboratories:

Our college has two fully equipped science laboratories for conducting Natural Science & Physical Science experiments.

Language Laboratory:

A well set Language Laboratory helps students to learn the Phonetics of language accurately

Music Room:

Students talented in fine arts desirous of developing their musical talents can make use of the music room in the college and can make use the instruments available there.

Socially Useful Productive Workroom :

All the facilities for conducting classes in food preservation and canning, tailoring and embroidery, fabric painting, craft works, book binding, gardening etc. are made available in the Socially Useful Productive Work room

Medical Inspection

An annual medical inspection is arranged for the students. The medical report is kept in the office and a duplicate copy is given to the students.

Hostel

Hostel facilities are available for the male and female students of the college.

CLUBS AND OTHER ACTIVITIES

Students counselling centre:

The college focusses on the personality development of each student of the college. Students are given opportunities to consult with experts in various fields so that they can get a better perspective regarding their academic and professional aspects.

Grievance Redressal cell.

Grievance Redressal Cell provides a mechanism to the students and its stake holders for the redressal of grievances with regard to the complaints on academic or non academic matters.

Women's cell.

All the lady students are the members of this cell It organises discussions, seminars and various other useful activities for the students.

Placement cell.

A placement cell functions in our college with a view to facilitate the placement of the students who complete the B.Ed course. Several school authorities both from Kerala and outside contact this institution regularly for selection of teachers

Anti Ragging cell

Anti Ragging cell functions in the college with a view to prevent ragging in the campus and for monitoring the measures taken against ragging in the institution. National Anti-Ragging helpline no: 1800-180-5522 (24 X 7 Toll Free).
Email :helpline@antiragging.in

Youth Red Cross Society

A unit of Youth Red Cross Society functions in the College to instill among the students the sense of love, service and international friendship to build up good Personality.

NSS

National service scheme is started from 2022 in the college to boost service-mind and national commitment of student teachers

Alumni Association

The college has an Alumni Association which meets annually on second saturday of every January. It provides opportunities for the old students to keep in contact with the institution in which they have studied and the members can render valuable service to the institution as resource persons in conducting various curricular & co-curricular programmes.