

## MAR THEOPHILUS TRAINING COLLEGE

MAR IVANIOS VIDYA NAGAR, NALANCHIRA  
THIRUVANANTHAPURAM - 695015

(Affiliated to the University of Kerala, Recognised by NCTE &  
Re-Accredited by NAAC: 'A Grade')

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*Making Teachers Since 1956*



### CALENDAR

### 2014 - 2015

## BACHELOR OF EDUCATION

Name : .....

Class No : .....

Bio-Metric No.: .....

Lib Barcode No : .....

Inflibnet/user name/psw: .....

Subject : .....

Contact No : .....

Blood Group : .....

## PRINCIPALS

1. Prof. J.Y. Thampi Harris	-	1956 - 1961
2. Rev. Fr. Jose Mathew	-	1961 - 1975
3. Rev. Fr. George Mootheril	-	1975 - 1983
4. Rev. Sr. Stanislaus, SIC	-	1983 - 1988
5. Smt. Prof. Susan Joesph	-	1988 - 1990
6. Smt. Prof. Mary Mathew	-	1990 - 1995
7. Rev. Sr. (Dr.) Sbeeha, SIC	-	1995 - 1997
8. Rev. Dr. Jose Konnath	-	1997 - 2007
9. Rev. Sr. (Dr) Mercykutty, SIC	-	2007 - 2013
10. Dr. Esther Gladiz	-	2013 - 2014
11. Dr. K. Y. Benedict	-	2014 -

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Always carry your  
IDENTITY CARD  
with you  
Produce it when demanded by  
authorities

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**FOUNDER**



**His Grace Benedict  
Mar Gregorios**  
Late Archbishop of Trivandrum

**PATRON**



**His Beatitude  
Moran Mor Baselios  
Cardinal Cleemis**  
Major Archbishop Catholicos of  
Syro-Malankar Catholic Church

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**M.T.T. COLLEGE : An Overview**

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**M**ar Theophilus Training College owes its existence to the farsighted vision of the late Archbishop Benedict Mar Gregorios of Trivandrum. It is one of the Malankara Catholic colleges established and administered by the Metropolitan Archbishop of Trivandrum, in accordance with the rights of the minority community guaranteed in the constitution of India.

His Beatitude Moran Mor Baselios Cardinal Cleemis, Major Archbishop Catholicos of Syro-Malankara Catholic Church is the patron of the college. His Excellency Rt. Rev. Dr. Samuel Mar Iranios, Aux. Bishop of Trivandrum, is the co-patron of the college.

The college started functioning in 1956 as an affiliated college to the University of Kerala on the Bethany Hills. Later the management identified a new site for the college and a full fledged college was constructed with the required infrastructure facilities. Prof. J.Y. Thampi Haris was the first Principal of the college for five years. Great personalities pioneered the history of this institution. Fr. Jose Mathew, Fr. George Mootheril, Sr. Stanislaus SIC, Smt. Susan Joseph, Smt. Mary Mathew, Rev Dr. (Sr) Sbeeha SIC, Rev. Fr. Jose Konnath, Rev. Dr. (Sr.) Mercy



Kutty A., S.I.C and Dr. Esther Gladiz had rendered their services as Principal. At present Dr. K.Y. Benedict functions as the principal. As a Teacher Education Institution the college offers B.Ed. Degree Course in English, Malayalam, Mathematics, Natural Science, Physical Science and Social Science. During the last 5 decades of its existence, the college has made tremendous progress in setting up a good library and other infrastructure facilities. In order to comply with the norms of the National Council of Teacher Education (NCTE) and to achieve the status of a centre of excellence, the management started the construction of a new building on 30th June 1998 with all the modern physical infrastructure and other facilities like Computer lab, psychology lab, Educational Technology lab, Science lab, Work Experience lab, language labs etc. With the inauguration of the new building and the labs on 1st March 2001, MTT college became the first college in the University of Kerala and probably in Kerala State itself with all the specifications set by the NCTE council. The NCTE expert team members visited the college and recorded their appreciation regarding the infrastructure and academic excellence of the college. The M. Ed. course was newly started in 2005 - 06.

The College has awarded 'Grade A' Re-Accreditation by National Assessment and Accreditation Council (NAAC).

The college stands for 'academic excellence, development of professional skills and character formation based on vertical and horizontal dimensions of love so as to produce cognitively enriched, affectively trained, morally upright, socially committed and spiritually inspired teachers of India. Excellence in educational performance and ethics in social norms have marked the high reputation of this institution. The college marches forward with enhanced vigour and vitality, upholding the motto 'Dominus Mea Illuminatio' - God is my light.

## COLLEGE ANTHEM

Maker of teachers, you moulded us fine  
Pray we to God for thy eternal light  
And deep in our hearts your motto we bear  
'Dominus Mea Illuminatio'

Atop the hill where institutions fill  
Providence blessed what Mar Gregorios built  
Among alters of wisdom spreading light  
Our college alone makes every bearer a torch.  
(Maker of teachers)

Though far away just a college it seems  
Nearing one knows, much more that it is  
May all our work be grace to your name  
Mar Theophilus, mother our wish be with thee.  
(Maker of teachers)

Lyrics : Laji Varghese

Music : Felix Geoffery

## ഗുരുദീപം

വിദ്യാലയമാം വിളക്കിൽ  
നറുതിരിയായ് നമുക്ക് തെളിയാം  
അറിവിൻ മലരുകൾ വിടർത്തി  
കുഞ്ഞുമനസ്സുകളിൽ കോർത്തിണക്കാം  
മുൻപെ പതിഞ്ഞ കാലടികൾ  
നമ്മൾ തൻ വഴിയിലെ മാതൃകകൾ  
വിശ്വം മുഴുവൻ അഞ്ജലികുപ്പും  
മഹത്വമാർന്നൊരീ കർമ്മമിതൊന്നിൽ  
അക്ഷരവാതിൽ തുറന്നീടാം  
അക്കങ്ങൾ തൻ ശാസ്ത്രതിരനീന്താം  
ഉണ്മയും നന്മയും ഇരുവിഴിയാക്കാം  
ഗുരുവെന്ന നാമത്തിൻ ആഴം തിരയാം.

രചന : ഷോബിൻ കണ്ണങ്ങാട്ട്  
സംഗീതം : ഇന്ദ്ര ജി. ശശികുമാർ

## THE EMBLEM



The Crown symbolizes wisdom  
The Book stands for Accumulated Knowledge  
The Anchor connotes Comprehensive Knowledge  
The Landscape represents the Cultural Heritage  
The Boat symbolizes Triumphant Voyage  
The Burning Heart represents Compassion  
The Cross stands for Selfless Service

## VISION

### *Excellence through Divine Illumination*

The college stands for *Enlightenment, Excellence and Empowerment* realizing the Fatherhood of God and Brotherhood of man so as to mould a cognitively enriched, affectively balanced, morally upright, socially committed and spiritually inspired teachers for 'Bharath' and rest of the world through an organizational structure and administrative frame work characterized by a democratic and egalitarian outlook.

## MOTTO

*Dominus Mea Illuminatio*



## MISSION

- Formation of academically excellent, professionally competent, socially committed teachers for the nation and rest of the world
- Development of professional expertise to the student teachers through curriculum related enrichment programmes.
- Professional enhancement of teacher educators through research activities.
- Social upliftment of the educationally backward sections of the society through the extension programmes.
- Human resource development through teacher education with due weightage for the weaker sections of the society and minorities.
- Training the new generation teachers to perceive and transfer the cultural, social and spiritual values of the society.
- Empowerment of student teachers especially women through the development of integrated personality, leadership qualities and professionalism.
- Inculcation of scientific temper through the technologically updated knowledge acquisition.
- Imparting awareness about preservation and conservation of environment
- Promoting a proper attitude towards sustainable development

Domains of Mission	Description of Objectives
<b>ACADEMIC</b>	<ul style="list-style-type: none"> <li>❖ To mould academically excellent and professionally competent teachers equipped with proper conceptual understanding and functional efficiency intertwined with scientific temper appropriate for the new world order.</li> <li>❖ To enable the students to create learning opportunities that are adapted to diverse contexts and learners in educational and outside the classrooms.</li> <li>❖ To conceptualize and practically apply formal and informal evaluation strategies to assess the continuous all-round development of the learners.</li> <li>❖ To instill a research based academic culture through implementation of issue based problem solving approach in the student teachers.</li> <li>❖ To enhance the professional competence of teacher educators and master degree scholars through action research and other collaborative activities.</li> </ul>
<b>SOCIAL</b>	<ul style="list-style-type: none"> <li>❖ To promote the spirit of fellowship among students across culture, caste and creed to equip them to meet the National and Global demands and challenges.</li> <li>❖ To lead to meaningful actions for the social up-liftment of the educationally backward/weaker/minority sections of the society.</li> <li>❖ To uphold the habit of learning to live together in a complex modern world of pluralism and multi ethnic-linguistic diversity.</li> </ul>
<b>PERSONAL</b>	<ul style="list-style-type: none"> <li>❖ To empower the students through the development of integrated personality characterized by leadership qualities, commitment, and ethical professionalism.</li> <li>❖ To acquire proficiency in teaching, research, extension and counselling and guidance services leading to excellence in classroom/teacher education practices.</li> </ul>

Domains of Mission	Description of Objectives
ENVIRONMENTAL	<ul style="list-style-type: none"> <li>❖ To impart conscientisation on conservation of environmental diversity and preventive measures of over exploitation of natural resources.</li> <li>❖ To develop an eco-friendly and pollution free lifestyle inside and outside the institution.</li> <li>❖ To develop a positive attitude towards sustainable development</li> </ul>
ETHICAL	<ul style="list-style-type: none"> <li>❖ To train the new generation teachers to preserve and transform.</li> <li>❖ To help the students to strengthen their varied base of universal value system in the light of spiritual and emotional intelligences and cultural ethos of the best from east and west</li> <li>❖ To promote commitment and adherence to national values through meaningful actions upholding constitutional obligations.</li> </ul>
AESTHETIC	<ul style="list-style-type: none"> <li>❖ To develop the capabilities among the students to appreciate and interpret the environment within and outside them.</li> <li>❖ To promote the designing, composition and performance of cultural and art forms on and off the stage in varied dimensions.</li> <li>❖ To generate a holistic vision of <i>Loka Samastha Sukhino Bhavanthu</i> through enhancement of appreciation of <i>Sathyam, Sivam and Sundaram</i>.</li> </ul>

#### IMPORTANT EVENTS IN THE HISTORY OF MAR THEOPHILUS TRAINING COLLEGE

Establishment of the College	: 1956 July 3
Setting up of St. John's Model High School	: 1957
Establishment of Social Service League	: 1958
Establishment of Athletics Club	: 1958
Establishment of MTTC Hostel	: 1964
Shifting to New Premises	: 1966
Visit of NCERT Evaluation Committee	: 1968 Sept. 19
Silver Jubilee Celebration	: 1980
Short Term Course on Non-formal Education	: 1985
Formation of Population Education Club	: 1988
Collaboration with Total Literacy Campaign of Kerala	: 1990
Formation of Old Students Association (THEOSA)	: 1991 April 12
Visit of delegates from Nepal	: 1994 July 22
Publication of Akshaya Jyothis	: 1995
Trophy for best Association	: 1995-96
Publication of 'THEOSA Voice'	: 1996
Training Programme on Puppetry	: 1997 Sept.
NCTE visit	: 1998 Jan. 27
Foundation stone laid for the present building	: 1998 June 30
Essay Competition initiated by THEOSA	: 1998
Visit of delegates from Japan (Hiroshima Victims)	: 1999
Rev.Dr.Jose Konnath elected to K. U. Senate	: 1999
Visit of NCERT and SCERT Experts	: 2000 Jan. 20
Seminar by Gandhian Study Centre	: 2000 Jan. 21
Inter-training College Magazine Competition	: 2000
Inter-training College Quiz Competition	: 2000
Shifting to the present campus as per NCTE norms	: 2001 March
Starting B.Ed in Malayalam	: 2001
Formation of Planning Forum	: 2001
Releasing of college Anthem	: 2001
Young Scientist Award to Dr.K.Y.Benedict (Faculty Member)	: 2002



NCTE south zone seminar on Information and Communication Technology : 2002  
 Beginning of Add on courses : 2003  
 Beginning of NAAC Accreditation process : 2003  
 Publication of College News letter : 2003  
 Beginning of Yoga class : 2003  
 National Seminar of Council for Teacher Educators : 2002 March 8-9  
 World Peace Seminar by IEAWP : 2002-2003  
 Inauguration of IQAC : 2003  
 Beginning on add on courses : 2003  
 Beginning of NAAC Accreditation Process : 2003  
 Publication of College News Letters : 2003  
 Beginning of Yoga Class : 2003  
 Students initiated Computerisation of Physical Science Optional Classes : 2003  
 Formation of ICT club : 2003  
 Formation of Literary club : 2004  
 Twinning Programmes with CACEE and MSSS : 2004  
 Adoption of a village : 2004  
 Adoption of a school : 2004  
 Formation of a Publication Wing : 2004  
 Starting of a Journal Publication : 2004  
 Publication of Research Journal 'Teacher Learner and Society' : 2004  
 Visit of NAAC peer team : 2004  
 Formation of Media club : 2005  
 Releasing of Jubilee Song : 2005  
 Introduction of Barcoding system in Library : 2005  
 Visit of NCERT Experts - Inspection for M.Ed & T.T.C : 2005  
 Accreditation by NAAC with Grade 'A' : 2005  
 National Colloquium on 'Issues in Education' : 2005  
 Jubilee Memorial Gate : 2005  
 Initiation of Consultation Meet : 2006  
 Inauguration of IQSC : 2006  
 Publication Wing started : 2006

Inauguration of Research Wing : 2006  
 Golden Jubilee Celebration Inaugurated by Governor : 2006  
 Beginning of M. Ed. Course (Unaided) by Chief Minister : 2006  
 Launching of Various websites by optional classes : 2006  
 International Seminar (UGC sponsored) on 'Holistic Education in a Technology Driven Era' : 2006  
 Guruvandanam organised by "Theosa" : 2006  
 Computerization of English Optional Class : 2007  
 Valediction of Golden Jubilee Celebration : 2007  
 Inauguration of URI : 2007  
 College Website upgraded : 2007  
 Inauguration of Tourism Club : 2007  
 Initiation of inservice course cum consultation for University teachers : 2007  
 Book for communicative English (Effective Communication Builder) released : 2007  
 Introduction of "Ezhuthachan Memorial Trophy" by Malayalam optional students : 2008  
 Introduction of Electronic attendance management system : 2008  
 Bio-metric Punching System : 2009  
 Golden Jubilee Souvenir release : 2009  
 Golden Jubilee Endowment for Poor student established : 2009  
 Launching of Math lab USA - A Training Centre : 2011  
 THEO RADIO : 2011  
 Smart Classroom : 2011  
 Introducing Guardian Angel Programme : 2011  
 Awarding of ISBN No. Series to College publication wing : 2011  
 Awarding of ISSN No. to College Research Journal w.e.f. 2004: 2011  
 Automated Power supply unit under UGC Additional Assistance : 2011  
 International Seminar on Education for Global Excellence : 2011  
 Digital Library with Web OPAC, Gateway Entry : 2012  
 Energy Management Programme through Bio-Gas Plant installation : 2012  
 Received Dr. N.D. Joshy Memorial Institutional Excellence award to the College : 2012



Dr. N.R. Pillai Memorial Public Award to Faculty Member	: 2012
Institution of Order of MTTC	: 2012
Continuing Education Unit-Kerala University started	: 2013
Enhancement of M.Ed. Intake to 25 seats	: 2013
Dr. Mathew Memorial Award for Sahitya Prathibha	: 2013
Visit of NAAC Peer Team for first Re-accreditation of NAAC	: 2013
SPARKZ Award for the Best Talented Creative Prospective Teacher in honour of Dr. Sr. A. Mercykutty	: 2013
M.Ed. seats enhanced to 25	: 2013
Publication of Perspectives in Education	: 2013
Publication of English Language Teaching	: 2013
Sr. Mercykutty Everrolling Trophy for the best club in MTTC	: 2013
Inter Collegiate Shuttle Badminton Competition in honour of Dr. Esther Gladiz	: 2014
The Best Science Teacher Award in honour of Dr. Esther Gladiz	: 2014
Re-Accreditation by NAAC with Grade A	: 2014
Introduction of Uniform Coat during Practice Teaching	: 2014
Research Wing-University level sanction	: 2014
Title to Prospective Student Teacher	: 2014
Dr. Esther Gladiz Inter Collegiate Award for Best Practices in Training Colleges	: 2014

Manager and Patron

**His Beatitude Moran Mor Baselios Cardinal Cleemis**  
Major Archbishop Catholicos of Syro-Malankara Catholic Church

Co-Patron

**His Excellency Rt. Rev. Dr. Samuel Mar Iranios**  
(Aux Bishop of Archy-Eparchy of Trivandrum)

Principal

**Dr. K. Y. Benedict**

Bursar

**Rev. Fr. Roy George Vayalirakkathu**

#### MEMBERS OF THE MANAGING COUNCIL

1. H.B. Moran Mor Baselios Cardinal Cleemis Catholicos (Patron & President)
2. Rt. Rev. Dr. Samuel Mar Iranios (Auxiliary Bishop)
3. Very Rev. Mathew Manakarakavil Corepiscopo
4. Very Rev. Fr. James Paravila Corepiscopo (Secretary)
5. Rev. Fr. Roy George (Bursar, MTTC)
6. Dr. K.Y. Benedict (Principal, MTTC)
7. Rev. Dr. Gigi Thomas (MIC)
8. Rev. Fr. Sheen Palakuzhiyil (Bursar, MIC)
9. Rev. Fr. Stephen Olkkal (St. John's College)
10. Rev. Johnson Puthuvellil (St. John's College)
11. Dr. Abraham Joseph (MIC)
12. Dr. K. I. Georgee (MIC)
13. Prof. P.I. Bendict (St. John's College)

## TELEPHONE NUMBERS

### THE BURSAR

Rev. Fr. Roy George Vayalirakkathu

### THE TEACHING STAFF

1. Dr. K.Y. Benedict, M.Sc., M.Ed., Ph.D.  
(Principal)

### FACULTY

2. Dr.T.P.Jose, M.A., M.P.Ed., M.Phil, Ph.D (Asso. Prof.) 9447427221
3. Dr. Giby Geevarughese, M.Sc.M.A., MEd., M.Phil.Ph.D (Asso. Prof.) 9495827905
4. Dr. Joju John M.A., M.Ed., Ph.D. (Asst. Prof.) 2530799, 9447259599
5. Mrs. Bindu. B. M.A., M.Ed. (Asst. Prof.) 9446395593/2363558
6. Dr. Maya S.M.Sc., M.Ed., Ph. D. (Asst. Prof.) 9895350639
7. Mr. Laji Varghese M.A., M.Ed., M. Phil. (Asst. Prof.) 2530509, 9846377011
8. Mrs. Deepthi Elizabeth Mathew, M.Sc., M.Ed. (Asst. Prof.) 8714825614
9. Dr. Ancy A.S., M.Sc., M.Ed., Ph.D. (Asst. Prof.) 9447427507
10. Mrs. Shiney Jacob, M.Sc., M.A., M.Ed. (Asst. Prof.) 9447431078

### M.Ed FACULTY

1. Dr. P. M. Jaleel M.A., M. Ed., Ph. D. (Prof. & Head) 2320774, 9447419473
2. Rev. Sr. (Dr.) Mercykutty A. (Asso. Prof.) 9400275511
3. Mrs. Salini S. M.Sc., M.Ed. (Asst. Prof.) 9447439995
4. Ms. Anu Rachel Gogi M.Sc., M.Ed. (Asst. Prof.) 9656309458
5. Mrs. Liby Cherian 9539168507

### ADMINISTRATIVE STAFF

1. Mr. V.T Mathewkutty Jr. Supdt. 9446850135/ 2532882
2. Mr. K.V.Geevarghese B.Com Head Accountant 9496153618/ 2545094
3. Mr. G. Shajimon, M.A. U.D. Clerk (HG) 9995176036/ 2543950
4. Mr. K.M.Abraham, B.Com LD. Clerk (HG) 9746265687/ 9387736171
5. Mrs. Lidiya Paul P.S., B.Sc. LD. Clerk (HG) 9495556724
6. Miss. Mini Mary V LD Store Keeper 9447589447
7. Mrs. Sunitha B. L. D. Typist 9495511058
8. Sr. Elsamma Joseph Librarian (B.Ed.) 8547493542/ 2530043
9. Mrs. S. Mariamma Library Assistant 9562131339
10. Mr. A. Joseph Library Assistant 8289961296
11. Mr. John Markose Office Attendant
12. Mr. Joney D. Office Attendant 8606328313
13. Mr. Biju Alex Office Attendant 9946537531
14. Mr. Biju A. Office Attendant 9995273770
15. Sr. Sijee Thampi Librarian (M.Ed.) 2530043
16. Mr. Jajith Computer Assistant (M.Ed) 9496811411

## FEES

1. The rate of unified tuition fees will be Rs. 2000/-. This will be collected at the time of admission.
2. Besides this all students will have to pay the following special fees. These will be collected at the time of admission. (The Rates of Fees in Training Colleges.

Ref G O.No. 33590/k3/2003/H.Edn.dt.4/11/03 & Uty Order No. Rev.Audit /Spl.Fees/2007-08 dt 16/7/07

### Special fees for PD a/c (B.Ed. Students)

1	Admission Fee	50
2	Library Fee	100
3	M.Ed. Fee	5
4	Calendar	30
5	Laboratory fee	50
6	W.S. fee	5
7	Magazine	50
8	Visual Education Fee	10
9	Association fee	50
10	Stationary fee	25
11	Sports fee	50
12	Teaching Practice	50
13	S.A.F.	5
14	Excursion	50
15	Registration fee	50

### Special Fees for University a/c

15	University Union fee	50
16	Sports Affiliation fee	50
17	Medical Fees	5
18	Students Aid Fund	20
19	Students group Insurance	25
20	Affiliation - Students	500
21	W/S/ Unit Fees	5
22	Matriculation fee	100
23	Recognition fee	300

3. A caution deposit of Rs. 360/- will be collected at the time of admission from the B. Ed. Students and Rs. 600/- will be collected from the M.Ed. students.



## FEE RULES

- 1 Fees shall be paid on the date specified.
- 2 Absence with or without leave from the college shall not be an excuse for non payment of fee at proper time.
- 3 If a student, leaves the college after enrolment he/she shall have to pay the fee for the term attended as per the schedule of fees.
4. A student joining the college at any part of the year will have to pay the full fees of that year.
5. Students failing to pay the fees on the prescribed dates have to pay a fine of Rs. 10/- for the next eight working days and those failing to pay fees even 15 working days after the due, shall not attend the class.
- 3 It shall be the responsibility of the student to claim the refund of the caution deposit immediately after the expiry of the academic year in which the course is completed. Students should keep the receipt issued for remittance of the caution deposit in safe custody. Deposit shall be refunded only if the receipt is produced along with application for refund.

## UNIVERSITY EXAMINATION FEES

B.Ed Examination fee & fee for marklist is Rs. 1160/-. For considering application for condonation from shortage of attendance the rules prescribed by the University shall be followed.

## WORKING DAYS AND CLASS HOURS

The forenoon session, commencing at 9.00 am is divided into 5 periods and the afternoon session into 4 periods. Afternoon session will end at 4.00 p.m. The fore noon session will begin with a common prayer.

## ATTENDANCE-ELECTRONIC BIO METRIC PUNCHING SYSTEM

1. The students should mark their attendance in person at the Electronic Biometric Punching Machine between 8.30 - 9.30 in the morning and between 3.30 - 4.00 in the after noon.
2. Teachers may take additional attendance at the beginning of each period or session as required.
3. A student who is not in the class when attendance is taken shall be marked absent. It will however be permissible for the teacher to mark attendance of coming late, after enquiry.

On every working day a list of abesentees of the previous day may be put up on the General Notice Board.

At the end of each month or the beginning of the following month, a list will be put up on the General Notice Board showing the number of days of attendance lost so far by each student.

Absence from class for a period will be considered absent for the forenoon or the afternoon as the case may be.

The annual certificate of attendance and progress required for admission to the University Examination will not be granted unless (a) the student has three fourth of the attendance prescribed by the college (b) the student has completed the course of instruction to the satisfaction of the authorities of the college and (c) his/her progress in studies and conduct in the college and outside have been satisfactory.

## GENERAL RULES

1. Every day the college starts with a common prayer and is attended by the entire college community.

2. On every wednesday there will be a general assembly at 9.15 in the college Portico.

For continued idleness, failure in timely submission of assigned works or serious misconducts, a student may be declared unfit for employment as teacher.

## RESIDENCE OF STUDENTS - HOSTELS

1. Students not living with their parents or guardians are instructed to stay in recognized hostels or lodges approved by the principal.

2. The college office should be informed of the correct home address as well as local address to which any communication may be sent.

3. The written approval of the principal should be obtained before changing the residence once approved.

4. There is a ladies hostel, M.T.T.C. Hostel, attached to the college. Bethany Sisters are incharge of the hostel. The Principal will have the overall control over the Hostel. (M.T.T.C. Hostel Ph. 2530098.)

5. There will be accomodation for male students at the St. Thomas Hostel of Mar Ivanios College. (St. Thomas Hostel Ph: 2530150.)

6. Students leaving the hostel or remaining in the hostel on working days without the permission of the principal and hostel warden will be treated as serious misconduct.

### GOOD MANNERS AND BEHAVIOUR

1. All students are expected to be exemplary in their conduct and character.
2. Students who happen to have no class should not loiter in the verandah during class hours. They may either read in the library or leave the premises of college with the permission of the principal.
3. Students are forbidden to attend or to organise any meeting in the college which is not approved by the college authorities or to collect money for any such purpose. They should not circulate among the students any notice or petition or poster any where in the college premises without the written sanction of the principal.
4. Students are not allowed to leave the college campus during working hours without the written permission of the class teacher approved by the principal.

### UNIFORM

Female Students should wear sari on all Wednesdays on preactising Teaching days and days of imporant on as per the instruction given by the principal. On all other days, male students are permitted to wear formal shirt and trousers and female students can use salwar kamees/churidar unless instructed otherwise. Using of Jeans, T-Shirts, Short sleeves, Low waiste & denims is not permitted in campus / during teaching practice. The College ID card is a part of regular uniform.

### LIBRARY RULES

1. It is obligatory for all the students of the college to be members of library and reading room.
2. The library will be functioning from 8.30 am to 4 pm. on all working days.
3. Silence must be strictly observed in the library and its premises.
4. Each student will be given a unique barcoded ID card with which they can borrow a maximum of 4 books at a time.
5. Applications for books are to be made in the prescribed form available at the library. Each time a book is to be taken the barcoded ID Card is to be produced.
6. Books of the reference section will not be given out on loan but they may be consulted within the library premises.
7. Readers will be responsible for any damage caused to book or to

any library property. When a book is issued to a reader it is presumed that it is in good condition unless the contrary is pointed out immediately.

8. If a book is damaged or lost by a member he will have to replace it or pay three times of the cost the book including postage. A greater penalty may be imposed according to the circumstance.
9. Members are not allowed to sub-lend the books of the library. The books are lent out to each student for a particular time period so that all students get access to all books. Late return will be penalized.
10. All books, must be returned to the library 3 days before the close of each term.
11. Books, may be taken out for Onam and Christmas holidays. All such books must be returned on the date of re-opening.
12. Outsiders are not allowed to enter or remain in the library without the written permission of the principal.

### ETHICAL AND RELIGIOUS INSTRUCTION

1. It is obligatory for all students to attend classes in Religious Instruction/ Ethics.
2. Attendance shall be taken at each such class. Prior leave must be applied for in case of difficulty and absence shall be treated as per rules.

### CRITERIA FOR SELECTION OF BEST OUT GOING STUDENT

1. Above average in academic performance
2. Leadership quality
3. Communicative ability
4. Volentary participation in college activities
5. Discipline (Courteous, Punctual, Obedient, Cordial, Helping)
6. Attendance
7. Abiding rules & regulations of the college
8. Selected by students of the optional

### CRITERIA FOR SELECTION OF BEST ASSOCIATION

1. Discipline
2. Participation and Co-operation in all curricular and co-curricular activities
3. Co-ordination and integration among members and with other classes
4. Optional programmes (Reaching out all students, least affecting



- classes)
5. Activities (Creative, Academic, College developmental)
  6. Attendance

#### CRITERIA FOR SELECTION OF BEST MANUSCRIPT MAGAZINE

1. The articles should be presented in atleast 2 languages
2. 50% weightage will be given to items concerning to the academic improvement of the respective optional subjects
3. Remaining 50% will be allotted as follows

Criteria	Weightage
(a) Title	2%
(b) Design and Layout	10%
(c) Structure	5%
(d) Standard of content	10%
(e) Variety of areas	10%
(f) Creativity	10%
(g) Innovation	3%

4. Eventhough the stress is more on quality a 5% bonus points may be given to quantity.

#### FACILITIES PROVIDED

• Computers • Internet • Audio & Video Material along with viewing apparatus • Resource material on digital media such as CD ROMS • DVD's • Micro Films etc. • Photocopy facility • Image scanning • Printout facility • Digitized Librery with hardcopy of catalogue • Seperate reference section • General reading room • Method lab • Language Lab • Psychology Lab • Science Lab • Educational technology Lab • Work experience lab • Aerobics / Yoga Room • Guidance and Counselling Centre • Grievance Cell • Suggestion box • Drinking water facility • Sick room • Ladies room • Smart Class Room • Green Board.

#### ENDOWMENTS / AWARDS

The following scholarship endowments are instituted.

1. Prof.T.Y.Harris Memorial Award instituted by staff for the student securing the highest mark in the University Examination in Educational Psychology (Rs.2000)
2. Rev. Fr. Jose Mathew Award instituted by old students for the student securing the highest mark in the University Examination (Rs.1700)
3. College Silver Jubilee Memorial Award instituted by staff for the student securing the highest mark in the University Examination in

each optional subject (Rs.3600)

4. Rev. Fr. George Mootheril endowment instituted by Rev. Fr. George Mootheril for poor students (Rs. 8000)
5. Rev. Sr. Stanislaus endowment instituted by old students for the best incoming student in Mathematics (Rs. 2000)
6. Prof. Susan Joseph endowment award instituted by Prof. Abraham Joseph for the student securing highest mark in the Univesity Examination for English (Rs. 5000)
7. Prof. Mary Mathew endowment award instituted by Physical Science students of 1994-95 for the best out going student in the University Examination in Physical Science optional (Rs. 3000 )
8. Rev. Sr. Dr. Sbeeha endowment instituted by the staff for the student securing the highest mark in Teacher Education (Rs.2000)
9. Mar Theophilus Memorial Quiz Competition trophy insituted by college union 2000-01 and sponsored by Smt. Resmi Reghunath.
10. Mar Baselios Memorial Ever Rolling Trophy for best training College Magazine instituted by College Union 2000-01.
11. E.P. Sankar Kurup Memorial Endowment, instituted by Dr. S. Sree Devi for the student scoring highest mark in the University Examination from Malayalam Optional (Rs.3000)
12. Smt. P. Bhanumathyamma Memorial Endowment, Instituted by Dr. Sree devi for the Topper Student in the University Examination for Associate Subjects (Rs.3000)
13. Rev. Dr. Jose Konnath Sacredotal Silver Jubilee Memorial award instituted by Rev.Dr.Jose Konnath for the best student from each optional subject selected by the college (Rs. 5000).
14. Rev. Sr. (Dr) Christy Endowment instituted by the college union 2003-04 for poor students of Social Studeis Optional (Rs.10,000).
15. Rev.Dr.Sr.Lilly Varghese Endowment instituted for Financially backward students of English Optional (Rs.10,000).
16. P.K. Rajasekharan Nair memorial endowment, instituted by Dr. Maya S. (10,000) for poor students.
17. Ezhuthachan Ever Rolling Trophy instituted by Malayalam Association for Malayalam Sahitya Quiz.
18. Golden Jubilee Memorial Endowment for poor students.
19. Trophy for the college best out going student.
20. Dr. Mathew Memorial award for Sahithya Prathibha instituted by

Malayalam Optional.

21. Order of MTTC or outstanding performance (B.Ed. & M.Ed)
22. Sr. Mercykutty Everrolling Trophy for the best club in MTTC instituted by Malayalam Optional 2012-13.
23. Endowment for the Best Incoming Student in Natural Science instituted by Dr. Esther Gladiz.
24. Endowment for the Most deserving Natural Science Student instituted by Dr. Esther Gladiz.
25. Best Reader Awards for the students who utilize the college library to the maximum (M.Ed, B.Ed.)

#### LINKAGE WITH OTHER INSTITUTIONS

Department of Education, University of Kerala / LBS Centre for Science and Technology / College of teacher education, Thycaud / Mar Ivanios College / St. John's College / Sarvodaya Vidyalaya / NCERT / CTE / ASC / SIET / SCERT Library / University Library / Public Library / Medical College / Kerala University Health Club / SETRAD / State Literacy Mission / Sree Chithra Research Institute / C-Dit / WWF / Kerala Sasthra Sahithya Parishath / CACEE, University of Kerala/ HRD-State/ Math online USA/ AIRIO / Kings College London.

#### LIST OF PUBLICATIONS

1. College Calender
2. College Magazine
3. Teacher, Learner and Society - bi-annual research journal
4. Theosa Voice - Annual of Old students association
5. Theophilus Campus Pulse - Quarterly college news letter
6. The Mathematics Teacher
7. Social Herald.
8. Scientific Innovatives
9. Bhasha Ratnangal

#### QUALITY IMPROVEMENT PROGRAMMES

1. Family life seminar
2. Retreat for staff
3. Retreat for students
4. Aerobics
5. Life skill courses and Softskill Courses
6. Communicative English courses

7. Guidance and counselling programmes
8. ICT training programmes
9. Career Guidance Courses
10. IQSC-Internal Quality Sustainable Cell

#### LEAVE RULES

1. A student requiring leave for a class must apply for it to the teacher before the class begins.
2. A student requiring leave for a day or more must apply for it in writing to the principal.
3. Application for leave will not be considered unless they are in the prescribed form as in the college calendar.
4. Application for leave should reach the office at least by 1 p.m. on the day for which leave is applied.
5. Leave should not be taken in combination with holidays.
6. Students who are absent without leave for three or more consecutive days should submit an immediate written explanation of their absence to the principal.
7. Except in case of sudden illness, application for leave should reach the Principal a day before it is required.
8. Proper and acceptable reason should be given for casual leave.
9. No student will be granted more than 10 days casual leave in the college year. When casual leave is applied for owing to sickness, production of a proper medical certificate may be required.
10. A student will forfeit one day's casual leave for every four time he is marked late.
11. If a student absents himself for five consecutive working days without applying for leave his/her name will ordinary be removed from the roll of the college.

#### FORM OF APPLICATION FOR LEAVE

1. Name of the student with initials:
2. Class number:
3. Local address of the student with Phone Number:
4. Date and nature of leave sought:
5. Reason for leave:
6. Number of days of leave already availed :



7. Signature of the student with date:
8. Signature and remarks of the Warden/Guardian:
9. Order of the Principal:  
Station:  
Date:

#### ISSUE OF CERTIFICATE

1. Transfer Certificates will be issued only after the payment of all dues to the college.
2. A student past or present, applying for Certificates of Transfer, Character, Age, Marks, Identification etc. shall do so to the principal in writing with the year of study, admission number and the class number and the home address of the student.
3. Stipulated fee must be paid for issue of Certificate.
4. A notice of not less than 24 hrs. is necessary for the issue of a certificate.
5. No certificate will be sent by post unless the charge for transmission by registered post is prepaid.

#### Multi purpose form

Form

Name and Address of student  
with details of course for study

To

The Principal, MTTC

Sir,

Sub: (Breifly state matter) - reg.

Matter is one or two sentence.

Yours faithfully

Signature

Name

List of attachments.

Recommadation of class teacher.

#### 1. Introduction

*"Teaching is the profession on which all other professions depend. Indeed, everybody who is anybody was enabled to become somebody by a teacher." – Prof. Linda Darling – Hammond.*

'The destiny of the country is being shaped in her classrooms' is not rhetoric. This focuses on the crucial role the teaching community is expected to play in making education qualitative. The quality of education is largely determined by the quality of its teachers. Hence considerable thought and attention have been given to teacher education by all societies throughout the world. Decades ago, developing subject matter competency and pruning teaching skills in a specific subject was the prime objective of teacher training programmes. But with the advent of the technological revolution, educational practices have undergone tremendous changes in many countries. The teacher of today is not just one who can teach a specific subject, but one who is capable of employing technological tools to transact the content, and teaching not just a local student but even a student residing in the remotest corner of the world with widely varying interests and abilities. In short, educating a teacher for the global learner is a trend that is fast catching on. To ensure quality in a changing scenario, a revision of the current B.Ed curriculum became imperative. The prime objective was to reify the Curriculum to equip the prospective teachers with the knowledge, skills, attitude, competence and commitment to face the challenges of the 21<sup>st</sup> century.

#### 2. Guiding Principles

It is a fact that the current B.Ed. curriculum introduced in 2004 had ushered in several changes. The introduction of reflective practices and the semester system are some of its unique contributions. Yet over the years, there had been a growing demand from several quarters for a reification of the curriculum. The meetings of practicing teacher educators and subject specialists, the Conceptualization workshop and the Core Committee meetings have all pointed out several limitations in existing practices. They include, the need to alleviate the burden of an over loaded curriculum, the lack of sufficient practical orientation, the widegap between theory and practice, the inclusion of obsolete content, a failure to be in touch with the realities existing in schools and failure to meet the requirements of the community. Quite significantly, all these had been addressed and taken into consideration prior to the Creative Workshop for the B.Ed. curriculum design. In fact, this curriculum revision is unprecedented in one respect - the attempt at bringing together the expertise of several practicing teachers at different stages, in identifying appropriate content and also in choosing popular instructional strategies to transact the curriculum. The National Council for Teacher Education has specified the nature of the B.Ed. curriculum. In addition, several committees at the Regional, State and National levels have made several recommendations to be incorporated. All share the view that the learning environment for the student of 21<sup>st</sup> century should be one that enables students to collaborate, share best practices, and integrate 21<sup>st</sup> century skills into classroom practices. The future teachers should be capable of providing access to quality learning tools, technologies and resources leading to an expansion of the learning environment to the community and to an international setting, both face-to-face as well as online.

#### 3. Curriculum Vision

**Empowerment of prospective teachers with value embedded and competency-based teacher education curriculum, to equip them to be professionally competent, adaptable and socially committed to meet the challenges in a knowledge society.**

Time Table 2014 - 2015 (1<sup>st</sup> semester)

3:30-4:30 p.m.					
2:55-3:30 p.m.					
2:10-2:50 p.m.					
1:30-2:10 p.m.					
12:30-1:30 p.m.	INTERVAL				
11:50-12:30 am					
11:10-11:50 am					
10:15-11 am					
9:30-10:15 am					
9-9:30 am					
Days	Mon	Tue	Wed	Thurs	Fri

**ACADEMIC CALENDAR 2014-2015**

NOVEMBER 2014	FIRST SEMESTER		DECEMBER 2014
	1	Sat	
	2	Sun	
	3	Mon	1 World Aids Day
	4	Tue	2
	5	Wed	3
	6	Thu	4
	7	Fri	5
Second Saturday	8	Sat	6 Second Saturday
	9	Sun	7
	10	Mon	8 Human Rights Day
	11	Tue	9
	12	Wed	10
	13	Thu	11 National Education Meet 2014
	14	Fri	12 National Education Meet 2014
	15	Sat	13
	16	Sun	14
	17	Mon	15
	18	Tue	16
	19	Wed	17
	20	Thu	18
	21	Fri	19 Christmas Celebration-Closing
	22	Sat	20
	23	Sun	21
	24	Mon	22
	25	Tue	23
	26	Wed	24
Orientation Week	27	Thu	25
	28	Fri	26
	29	Sat	27
	30	Sun	28
	31	Mon	29 College reopens
		Tue	30
		Wed	31 Assembly Begins



**ACADEMIC CALENDAR 2014-2015**

**JANUARY 2015      FIRST SEMESTER      FEBRUARY 2015**

Talent Hunt Begins	1	Thu	
Mannam Jayandi	2	Fri	
	3	Sat	
Milad un Nabi	4	Sun	1
Observation of Video lesson starts	5	Mon	2
	6	Tue	3
ICT Enabled Lesson Preparation - GW	7	Wed	4
Video lesson script&recording - GW	8	Thu	5
	9	Fri	6
THEOSAFEST	10	Sat	7
	11	Sun	8
Discussion Lesson Starts	12	Mon	9
	13	Tue	10
	14	Wed	11
Kipooyam holiday	15	Thu	12
	16	Fri	13
	17	Sat	14
	18	Sun	15
School Induction Programme	19	Mon	16
School Induction Programme	20	Tue	17
School Induction Programme	21	Wed	18
School Induction Programme	22	Thu	19
Reflection on SIP	23	Fri	20
	24	Sat	21
	25	Sun	22
Republic Day	26	Mon	23
	27	Tue	24
Demonstration	28	Wed	25
Demonstration	29	Thu	26
Social Visit	30	Fri	27
	31	Sat	28

**ACADEMIC CALENDAR 2014-2015**

**MARCH 2015      FIRST SEMESTER      APRIL 2015**

	1	Sun	
	2	Mon	
	3	Tue	
World Maths Day	4	Wed	1
	5	Thu	2
One day Tour	6	Fri	3
Second Saturday	7	Sat	4
	8	Sun	5
	9	Mon	6
	10	Tue	7
	11	Wed	8
	12	Thu	9
	13	Fri	10
	14	Sat	11
	15	Sun	12
Inter collegiate Quiz	16	Mon	13
Ezhuthachan Quiz	17	Tue	14
	18	Wed	15
	19	Thu	16
	20	Fri	17
	21	Sat	18
	22	Sun	19
1 <sup>st</sup> Semester Model Exam	23	Mon	20
1 <sup>st</sup> Semester Model Exam	24	Tue	21
1 <sup>st</sup> Semester Model Exam	25	Wed	22
1 <sup>st</sup> Semester Model Exam	26	Thu	23
1 <sup>st</sup> Semester Model Exam	27	Fri	24
	28	Sat	25
	29	Sun	26
	30	Mon	27
	31	Tue	28
		Wed	29
		Thu	30

**ACADEMIC CALENDAR 2014-2015**

MAY 2015

**SECOND SEMESTER**

JUNE 2015

May Day	1	Fri	
	2	Sat	
	3	Sun	
	4	Mon	1 College Re-opens after Mid Summer Holidays
	5	Tue	2
	6	Wed	3
	7	Thu	4
	8	Fri	5
Second Saturday	9	Sat	6
	10	Sun	7
	11	Mon	8 Time Table Collection
	12	Tue	9
	13	Wed	10
	14	Thu	11
	15	Fri	12
	16	Sat	13
	17	Sun	14
	18	Mon	15 Teaching Practice Starts
	19	Tue	16
	20	Wed	17
	21	Thu	18
	22	Fri	19
	23	Sat	20
	24	Sun	21
	25	Mon	22
	26	Tue	23
Community Living Camp	27	Wed	24
Community Living Camp	28	Thu	25
Community Living Camp	29	Fri	26
Community Living Camp	30	Sat	27
	31	Sun	28
		Mon	29
		Tue	30

**ACADEMIC CALENDAR 2014-2015**

JULY 2015

**SECOND SEMESTER**

AUGUST 2015

	1	Wed	
	2	Thu	
St. Thomas Day	3	Fri	
	4	Sat	1
	5	Sun	2
	6	Mon	3
	7	Tue	4
	8	Wed	5
	9	Thu	6
	10	Fri	7 Teaching Practice Ends
Second Saturday	11	Sat	8 Second Saturday
	12	Sun	9
	13	Mon	10 College Reopens-regular class
	14	Tue	11
Mar Ivanios Day	15	Wed	12 Long Tour
	16	Thu	13
	17	Fri	14
	18	Sat	15 Independence Day
	19	Sun	16
	20	Mon	17
	21	Tue	18
	22	Wed	19 Sparkz
	23	Thu	20
	24	Fri	21 Onam Celebrations Closing
	25	Sat	22
	26	Sun	23
	27	Mon	24
	28	Tue	25
	29	Wed	26
	30	Thu	27 First Onam
	31	Fri	28 Thiruvonam
		Sat	29
		Sun	30
		Mon	31 College Re-opens



### ACADEMIC CALENDAR 2014-2015

SEPTEMBER 2015

SECOND SEMESTER

OCTOBER 2015

	1	Tue	
	2	Wed	
Library Fest	3	Thu	1
Library Fest	4	Fri	2
	5	Sat	3
	6	Sun	4
MCQ Exam	7	Mon	5
MCQ Exam	8	Tue	6
MCQ Exam	9	Wed	7
MCQ Exam	10	Thu	8
MCQ Exam	11	Fri	9
Second Saturday	12	Sat	10
	13	Sun	11
	14	Mon	12
	15	Tue	13
	16	Wed	14
	17	Thu	15
	18	Fri	16
	19	Sat	17
	20	Sun	18
Sree Narayana Guru Jayanti	21	Mon	19
	22	Tue	20
	23	Wed	21
	24	Thu	22
	25	Fri	23
	26	Sat	24
	27	Sun	25
	28	Mon	26
	29	Tue	27
	30	Wed	28
		Thu	29
		Fri	30
		Sat	31

### OFFICIAL TELEPHONES

Archibishop's House	(p) 2541331/(O)2541642
College Office	2530074
Principal (Office)	2530074/2533518 (Fax)
(Residence)	2530043
Bursar	9447657911
The Secretary MSC (Office)	2541514
M.T.T. Hostel for Women	2530098
St.Thomas Hostel for men	2530150
St Alphonsa Hostel (Girls)	2530160
Sarvodaya Vidyalaya	2530831
Jayamatha press	2531807
Jayamatha Ladies Hostel	2532375
St.Mary's Major Seminary	2531521
Mar Ivanios College	2531053
Bethany Hostel, Palyam	2330874
Bethany College, Nalanchira	2531152
Bethany Ashram, Nalanchira	2530052
MSC Correspondence Office, Pattom	2540574
Karunya, Nalanchira	2533178
St.Aloysious Seminary, Pattom	2448696
Sarvodaya Central Vidyalaya	0471-2530898
Nature Cure Centre, Nalanchira	2530624
Mar Baselios Engineering College.	2545868
Cardinal Cleemis School of Management Studies	2544770
Mar Gregorios Law College	2541120
Bethany Navjeevan College of Physiotherapy	2531152