

N.S.S. TRAINING COLLEGE OTTAPALAM

P.B. No. 3, OTTAPALAM, PALAKKAD 679101

Research Centre in Education

Accredited by NAAC with 'A' Grade

Established in 1960



**A College of Teacher Education under N.S.S. Management
Affiliated to University of Calicut, Kerala State**



Tel : 0466-2244359, Fax : 0466 - 2247259

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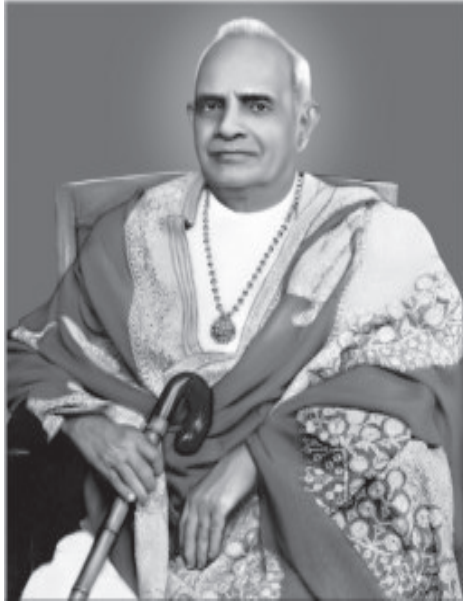
CALENDAR 2022 - 2023

COLLEGE MOTTO

Tamaso Maa Jyotir-Gamaya |

Lead me from darkness to light.” When the Vedas refer to darkness and light, they mean ignorance and knowledge, respectfully. This is so because ignorance, like darkness, obscures true understanding. And in the same way that the only remedy for darkness is light, the only remedy for ignorance is knowledge. The knowledge spoken of here is again the knowledge of one’s true nature.

Currently, in the darkness of our ignorance, we believe ourselves to be bound and limited (otherwise we would not be reciting these mantras in the first place). But the Guru and the scriptures are telling us that, in truth, we are not, never will be and never have been bound. Eternally we satcit-ananda. The only thing that can remove our ignorance regarding our true nature is a spiritual education at the hands of a True Master like Amma. At the culmination of such an education, light floods the room, as it were; darkness vanishes.



1878 - 1970

Bharathakesari
SREE MANNATHU PADMANABHAN
FOUNDER
NAIR SERVICE SOCIETY

“പ്രൗഢാകാരം മസ്യണനയനം
മന്നഗേഹേ പ്രഭുതം
സ്നേഹാധാരം സരസവചനം
കർമ്മയോഗീന്ദ്രമുഖ്യം
വിദ്യാലോലം കഠിനയതിനം
പത്മനാഭം സുദക്ഷിണം
വന്ദേജിഷ്ണു ജനഹിതകരം
ഭാരതേ കേസരീന്ദ്രം”

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Web : www.nssce.org
E-mail: nsstcottapalam@gmail.com

STUDENT'S PERSONAL DATA

Name

Class

Admission No Class No

Date of Birth Blood Group

Name of Guardian

Home Address

.....

Telephone Mobile No

Staying at

Local Guardian, if any

Name & Address

.....

Telephone Mobile No

CARRY YOUR IDENTITY CARD ALWAYS WITH YOU

The Logo



The logo of NSS fitted in the shield of Glory is imbued with its trust and loyalty, it provides to the manhood. The protective Shield enriched with its spike of Golden Grains consecrates wisdom for spreading the light of truthful knowledge, dispelling the darkness of ignorance. The best form of knowledge it dispenses, paves way to explore the vast ocean of knowledge and to uncover eternal life.

OUR VISION

*Professional Excellence through
Empowering transformation*

OUR MISSION

*To produce Teachers who are intellectually alert
Professionally competent, Morally upright
emotionally integrated, spiritually enlightened,
physically sound, socially conscious and committed*

PLEDGE

India is my country.

All Indians are my brothers and sisters.

I love my country, and

I am proud of its rich and varied heritage.

I shall always strive to be worthy of it.

I shall give my parents, teachers and all elders respect
and treat everyone with courtesy.

To my country and my people, I pledge my devotion.

In their well being and prosperity alone
lies my happiness

പ്രാർത്ഥന

സത്യസ്വരൂപനാം കർമ്മ ചൈതന്യമേ
എന്നെന്നുമുള്ളിൽ ഉണരണമേ
നേർവഴിതേടും ഞങ്ങളെയും
നിന്റെ ചൈതന്യമേകി അനുഗ്രഹിക്ക

(സത്യസ്വരൂപനാം....)

അറിവാകുമൊരണിജ്വാലയേകി
മനസ്സിനെ നിർമ്മലമാക്കണമേ
ഏന്തിടാം ഞങ്ങളൊരണിയാക്കി
പകർന്നിടാം ഞങ്ങൾതൻ കുരുന്നുകളിൽ

(സത്യസ്വരൂപനാം....)

വിജ്ഞാന സാഗരമുള്ളിലൊതുക്കി
ഉജ്ജ്വല വാമിത്വം കൈവരുത്തേണം
ഉണ്ണിക്കിടാങ്ങൾ തൻ ഉള്ളുണർത്താൻ
ഞങ്ങളെ വിജ്ഞരാക്കീടണമേ

(സത്യസ്വരൂപനാം....)



Scan the QR code to listen the prayer

NATIONAL ANTHEM

Jana Gana Mana Adhinaayak Jaya Hey,
Bhaarat Bhaagya Vidhaataa
Panjaab Sindhu Gujarat Maraatha,
Draavid Utkal Banga
Vindhya Himaachal Yamuna Ganga,
Uchchhal Jaladhi Taranga
Tav Shubh Naamey Jaagey,
Tav Shubh Aashish Maage
Gaahey Tav Jayagaathaa
Jana Gana Mangal Daayak,
Jaya Hey Bhaarat Bhaagya Vidhaataa
Jaya Hey, Jaya Hey, Jaya Hey,
Jaya Jaya Jaya, Jaya Hey

ENGLISH TRANSLATION OF NATIONAL ANTHEM

Thou art the ruler of the minds of all people,
Dispenser of India's destiny.
Thy name rouses the hearts of Punjab, Sindhu,
Gujarat and Maratha,
Of the Dravida and Orissa and Bengal;
It echoes in the hills of the Vindhyas and Himalayas,
mingles in the music of Jamuna and Ganges and is
chanted by the waves of the Indian Sea.
They pray for thy blessings and sing thy praise.
The saving of all people waits in thy hand,
Thou dispenser of India's destiny.
Victory, victory, victory to thee.

PROFILE OF THE COLLEGE

N.S.S. Training College, Ottapalam is one of the scores of educational institutions, ranging from elementary schools to Grade I colleges, owned and managed by Nair Service Society. Nair Service Society, a registered charitable society, was founded in the year 1914 by late Mannath Padmanabhan, the legendary social reformer, educationist and visionary. Today its organs or units sprawl from one end of the state to the other, and even beyond the boundaries of the state playing pivotal role in the social transformation of the state by means of the mighty tool of widespread education.

Most of the N.S.S. Educational institutions are in remote villages that would ever have remained obscure and unawakened had it not been for the temples of learning N.S.S. chose to establish in these areas. Chroniclers have never been slow or hesitant in acknowledging the signal role these institutions have been playing as agents of speedy progress and change with its motto, **“EDUCATION FOR ALL”**.

The crying need for a college of Teacher Education in Palakkad District struck Mannath Padmanabhan as early as 1960, a time when such a college was absent in the entire area. Aspiring students of Education, therefore, had to move to places far from their homes, and the result was that trained teachers were hard to come by. Often schools had to recruit untrained teachers which affected adversely the standards of teaching and learning in the schools.

Comparatively women were the worst affected in the absence of teacher-education facilities near their homes. Though there were plenty of girl's schools in the area, the number of women-teachers available was fewer. The opening of this institution was a boon for the women who aspired for the profession of teaching. This institution has paved for them the way to empower themselves with greater educational attainments. Thus the role that this institution has played in the development and empowerment of the women community of the state is a vital and pioneering one.

Ottapalam stands on the banks of Nila, the river that meanders through the whole of south Malabar districts of Thrissur and Palakkad and Malappuram and it epitomizes the rich age old culture of Valluvanad, a geographical area that still stands untouched by the pathetic aftermaths of mindless industrial growth and wanton commercial exploitation. A paradise marked by pure serene idyllic charm, Ottapalam is also known for top diplomats like Mr. K.P.S. Menon, Scientists like Dr. M.G.K. Menon and legal luminaries and statesmen like Mr. Chettur Sankaran Nair and Mr. V.P. Menon. The very high standards of education the area maintained justified the founder's plan to set up an institution of teacher's training here.

The college was established in 1960 and is affiliated to the University of Calicut. To start with it imparted instruction for one year B.Ed. Degree course with eighty students on the rolls and in thirty five years the student strength rose to three hundred and became the biggest college of teacher education in the state. Another mile stone in the growth of the college was the commencement of M.Ed.

course in 1995 which raised the status of the college to a full fledged institution of teacher education.

Consequent upon the introduction of the two year B.Ed. and M.Ed. program in 2015 the institution offers B.Ed. course in six subjects viz, English, Malayalam, Mathematics, Natural Science, Physical Science and Social Science to 100 students and M.Ed. program to 50 students. The college has 22 teachers on its faculty including the principal and 11 administrative staff.

The college functions in 5 multi storied blocks - the administrative block, Library block, Auditorium block, P.G. block and annexe.

The college was reaccredited by NAAC with A grade (CGPA of 3.36) because of its outstanding performance in curricular, Co-curricular, research and extension activities and its contributors to the students and community.

The college became an approved Research Centre in Education under University of Calicut in the year 2017 with 7 of its teaching faculty as approved research guides in education.

The college is set up with the broad objective of providing education for the prospective teachers. We aim at forming socially committed, intellectually competent, secular minded, truthful, just and humane teachers of tomorrow. Excellence is our motto. The institution will nurture each student to actualize his/her potentials to become efficient, skilful, competent, responsible and dedicated to the profession of teaching and to the community. The college offers adequate opportunities of curricular and co-curricular activities for the mental as well as spiritual development of the student.

SUCCESSION LIST OF PRINCIPALS

	From	To
1. Prof. C. Krishna Das	15-06-1960	24-07-1962
2. Prof. P. Kuttiraman Nair	28-07-1962	03-07-1978
3. Prof. M.P. Sarojini Amma	04-07-1978	31-03-1991
4. Dr. G. Saratchandra Raj	24-04-1991	16-10-2000
5. Dr. S. Sreekumar	17-10-2000	31-05-2001
6. Dr. K. Radhamani Amma	01-06-2001	05-11-2002
7. Dr. G. Saratchandra Raj	06-11-2002	31-03-2005
8. Dr. K.E. Valsala	01-04-2005	31-03-2007
9. Dr. S. Premakumar	01-04-2007	06-07-2010
10. Dr. K.S. Viswanathan	07-07-2010	31-03-2014
11. Dr. K.S. Girija	02-06-2014	01-06-2015
12. Dr. Lakshmi K. Nair	02-06-2015	31-05-2019
13. Dr. Ampili Aravind	07-06-2019	

Scan the QR code to view the profile of the Teaching faculty



TEACHING STAFF

No.	Name	Designation	Qualification
1.	Prof. (Dr.) Ampili Aravind ampiliaravind@gmail.com	Principal	M.Sc., M.Ed., Ph.D, NET & JRF Mob: 9447455051
2.	Dr. Smitha R. smitha3000@gmail.com	Associate Professor	M.Sc., M.Ed., Ph.D, NET Mob: 9446945894
3.	Dr. K.S. Sajan sajan@nssce.org	Assistant Professor	M.Sc., M.A., M.Ed., M.Phil, Ph.D., NET & JRF Ph: 9496354916
4.	Dr. Sunil Kumar A.S. sunilkns@gmail.com	Associate Professor	M.A. Economics, M.A. Philosophy, M.A. Sociology, M.Ed., NET, Ph.D Mob: 9496360138
5.	Dr. Suresh Kumar K. kskumaremail@gmail.com	Associate Professor	M.A., M.Ed., Ph.D, NET Mob: 9495016861
6.	Dr. Seema Menon K.P. seemamkp@gmail.com	Associate Professor	M.Sc., M.Ed., Ph.D, MA (Socio.), M.Phil, NET, Mob: 9446948947
7.	Dr. Sreekala. S drsreekalanss@gmail.com	Assistant Professor	MA, M.Ed., Ph.D, NET Mob: 9447290425
8.	Dr. Mridula K. drmgath@gmail.com	Assistant Professor	M.A., M.Ed., NET, Ph.D Mob: 9495341550
9.	Dr. Minikumari. D. minidevu1976@gmail.com	Assistant Professor	M.Sc., M.Ed., NET, Ph.D Mob: 9747521513
10.	Dr. Sankaranarayanan Paleeri paleeri@gmail.com Mob : 9946681761	Asst. Professor	M.A. History, M.A. Sociology, M.Ed., NET, Ph.D

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11. Dr. Sheeba Krishnan Assistant Professor M.Sc., M.Ed., MA (Socio.)
Ph.D, NET & JRF
sksrkds@gmail.com Mob: 9539955921
12. Dr. Lekshmi. V. Assistant Professor M.Sc., M.A., M.Ed.,
Ph.D, NET
vlekshmiavnair@gmail.com Mob: 9447863424
13. Dr. Anu S Assistant Professor M.Sc, M.Ed, Ph.D, NET
E-mail anumanoj2020@gmail.com Mob: 9995964569
14. Dr. Sreevidya Nair N. Assistant Professor MA (English), MA
(Philosophy), MA (Sociology),
E-mail :sreevidyaremashnair@gmail.com M.Ed, NET, PhD
Mob: 9846803265
15. Dr. Aswathy K S Assistant Professor MSc, M.Ed, NET, JRF, PhD
E-mail :aswathysomasekharan@gmail.com Mob : 9633496761
16. Dr. Anjana B. Nair Assistant Professor M.A. (Economics),
M.A. (Sociology), M.Ed.,
E-mail :anjujinu@gmail.com M.Phil., NET, JRF, Ph.D.
Mob : 8075468725
17. Smt. Seema C Assistant professor M.A. (Hindi) M.A. (Psychology)
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18. Dr. MPRavishanker Assistant Professor MSc, M.Ed, NET, PhD
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19. Ms. Anju Guest faculty M.A, M.Ed, M.Phil.
E-mail : anjuka85959@gmail.com Mob : 9656618952
20. Sri. Subhash P. S. Guest faculty M.Sc., M. P. Ed, NET
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21. Dr. K.U. Haridas Part-Time Faculty BTA, MTA, UGC NET, Ph.D.
haridasku@gmail.com Mob: 9495022603
22. Sri. Sasidharan S.T. Part-Time Faculty MA Music
sasidharanst1949@gmail.com Mob: 9048517520

ADMINISTRATIVE STAFF

No.	Name	Designation	Phone
1.	Sri. K. Suresh Kumar sureshgovindnss@gmail.com	Head Accountant	9400225656
2.	Sri. Manoj Kumar. K.G. manojkavanal@gmail.com	Senior Clerk	9388647563 9539118800
3.	Sri. Madhu. N	Clerk (Higher grade)	8943045081
4.	Sri. C.N. Jayan jayanchethala@gmail.com	U.D. Computer Asst.	9447909340
5.	Sri. C. Jagannivasu jagannivasan.c@gmail.com	Library Assistant (Adhoc)	9249757183
6.	Sri. Saneesh K	Office Asst. (Adhoc)	9037492412
7.	Smt. Ramani	Office Asst. (Adhoc)	9072738677
8.	Smt. Surya. M	Sweeper (Adhoc)	
	Librarian - 1 (Vacant)		
	Library Assistant - 1 (Vacant)		
	Office Attendant. - 2 (Vacant)		

RULES AND REGULATIONS

A) Admission

- 1) Admission to the institution is done as per the government rules and regulation issued from time to time.
- 2) Students from other universities are required to submit eligibility certificate at the time of admission.
- 3) Identity card will be issued to students on enrolment. All transactions in the college can be carried out only on production of the identity card.
- 4) Any candidate found to have obtained admission with false documents shall be summarily dismissed and is liable for prosecution.
- 5) Fee concession will be provided on the basis of certificate of caste and income submitted to the office as stipulated by the government,
- 6) A student applying for T.C. shall clear all his/her dues including Fee.

II) FEE STRUCTURE

	B.Ed.	M.Ed.
1. Tuition Fee	2,100.00	3,150.00
2. Details of Special Fee		
a) Admission Fee	55.00	110.00
b) Library Fee	105.00	160.00
c) Medical Inspection Fee	10.00	10.00
d) Calendar Fee	35.00	35.00
e) Laboratory Fee	55.00	55.00
(Science Group Only)		
f) Magazine Fee	55.00	55.00
g) Audio Visual Education Fee	30.00	30.00
h) Association Fee	105.00	105.00
i) Excursion Fee	55.00	55.00

j) Stationary Fee	30.00	30.00
k) Games Fee	80.00	80.00
l) University Union Fee	80.00	80.00
m) Sports Affiliation Fee	265.00	265.00
n) Women's Study	55.00	55.00
o) Teaching Practice	55.00	55.00
p) Students Aid Fund	10.00	10.00
3. Caution Deposit	360.00	360.00
4. Recognition/Matriculation Fee	85.00	85.00

C) ATTENDANCE & LEAVE

1. Classes begin every day at 9.30 a.m. immediately after first bell. Students shall assemble at the college auditorium for prayer. The prayer is followed by pledge and thought for the day. After the morning assembly students shall move to their respective class rooms. Morning session will be over at 12.30 p.m. After Noon session begin at 1.20 p.m. Students must be in their class rooms at the first bell. Students should be punctual and regular in class. Attendance will be marked at the beginning of each period.
2. Students should be in their seats at the begining of each class. They are allowed to leave their class rooms only with the permission of the teacher. Late comers shall not enter the class without permission of the teacher. Serious action will be taken against frequent late comers.
3. During Free hours students should make use of the available facilities in the reading room or in the computer room.
4. Students are not permitted to absent themselves from classes without leave. Leave application should be submitted to the principal in advance signed by the concerned faculty incharge.

5. Absence without leave from class for one period will be considered absence for the concerned session.
6. Application for leave for a single period may be made to and granted by the teacher in charge of the class during the period.
7. Application for leave on grounds of illness should be supported by medical certificate.
8. A student absenting himself/herself from the college without leave for more than five consecutive working days shall report to the principal before attending any class.
9. A student absenting himself from college for more than fifteen consecutive working days without satisfactory explanation is liable to have his/her name removed from the roll and will be readmitted subject to the discretion of the principal on payment of readmission Fee.
10. In case of absence from any test paper or academic exercise, the paper or exercise missed must be answered and the answer paper or book should be submitted to the teacher concerned.

D) LIBRARY

1. Library is sub-divided into:
 - i) Reference section
 - ii) Lending section
 - iii) Reading section
2. The library will be under the supervision of the college librarian.
3. The library is open to all students and staff of the college.
4. The library will be kept open on every working day from 8.30 a.m. to 4.30 p.m. and it will be closed on sundays and all recognized holidays.

5. Books from the reference section will not be allowed to be taken out of the library. They can be consulted in the library room on all days during which the library remains open.
6. Strict silence must be observed in the library
7. The students must satisfy themselves as to whether the book issued to them is in sound condition and if it is not, bring the matter to the notice of the librarian. For all damages to books noticed at the time of their return to the library the borrower will be held responsible and will have to pay the cost of replacement.
8. If a book is lost by the borrower he/she must at once report the loss to the librarian. He/she must also pay the cost of replacing it along with any fine that the Librarian/Principal may impose upon him/her.

Note: If copies of the lost books are available in the market the missing book should be replaced by a new copy of it, or its market price at the time with the postal charges for getting the book.

If the book is not available in the market, value at the following rates should be paid.

- a) 3 times the face value of the books which are published prior to 1994.
- b) 'Two times the books' value in the case of the books published after 1-1-1994.
- c) If the books value cannot be ascertained, the principal will fix the price on the basis of the market price of similar publications at the time of fixation.

(Vide circular No. P.G. 6/45921/184/Coll Edn/9-11-1984 of the Director of Collegiate Education, Government of Kerala)

9. If one book out of a set is lost and cannot be replaced by itself, the cost of replacing the whole set will be recovered from the person responsible for the loss.
10. Periodicals, Journals, Reference Books etc. which might be difficult to replace and such other works as may from time to time be regarded as unsuitable for lending will not be lent out.
11. No book shall be kept for more than seven days (date mentioned in the date label of the book) by a borrower. If the due date falls on a holiday, the next working day will be considered as the date. This however will not apply to due date falling within the mid-term, Christmas and Summer Vacations. In such cases the books will have to be returned on the date on which the holiday commences.
12. The same book may be reissued to the same student at his/her request if there is no demand for it from any other student.
13. The principal/Librarian may recall any book lend to a student at any time.
14. All books should be returned before the commencement of Annual Examinations.
15. If a book is not returned when due or, called for, a fine of minimum Ps. 50 (paise fifty) per day (minimum fine Rs. 1) from defaulters will be levied (G.O.M.S. No. 183/92 H.Edn. Government of Kerala dtd. 04-12-1992) (revised D.O.)
16. A student against whom any fine or other charge is outstanding will not be permitted to take books from the library till he/she has paid up in full.
17. Two books may be taken out for Onam and Christmas holidays. All such books should be returned not later than the third working day after the re-opening of the college.

18. All staff should return library books at the end of every academic year (before March 31st for Physical Verification and the same book may be reissued, if it is necessary).

i) Reference Section

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

ii) Periodical Section

1. Periodicals will not be allowed to be taken out of the library. They can be 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 Periodicals Issue Register. Before leaving, the readers must replace the periodicals properly in the Periodicals Rack.

iii) Career Corner and Career Guidance Cell

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

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.

iv) Internet, E-mail Centre

Internet, E-mail facility is available in the library.

E) INTERNAL EXAMINATIONS

1. Examination will be held at the end of each term. No student is permitted to absent himself/herself from the examination without the permission of the principal.
2. Class test will be held from time to time whenever necessary.

F) CONDUCT AND MANNERS

1. In regard to all matters connected with their conduct in and out of the college the students of the college are expected to conduct themselves in accordance with the best standards of manners and behaviour.
2. The students should maintain modesty in their dressing.
3. When a class is in progress no student shall enter or leave the class without the permission of the teacher.
4. Students are not allowed to loiter on the verandhas or corridors of the college during class hours.
5. Students should handle all college properties with care. They are not allowed to disfigure the building, compound walls, desks or benches with any writings or engraving or posters.
6. No notice or appeal of any kind should be circulated among the students or pasted on the notice board or anywhere within the college premises. Students are also not allowed to organise or conduct meeting in the college or collect money for any purpose without prior permission of the Principal.
7. Smoking and chewing are strictly prohibited within the college premises.
8. Students should take note of the announcements and other notifications put on the Notice Board and failure to do so will not be an excuse for acts of commission or omission.

G) STAFF COUNCIL

The college council is constituted to advise and assist the principal in academic and non academic matters.

1. All the members of the teaching staff will be the members of the college council.
2. If however, the principal is not available to preside over a meeting or session the principal in charge will preside over the meeting.
3. The council will elect one of its members as the secretary who will hold office for one year but shall be eligible for re-election.
4. It shall be the duty of the secretary to give notice of meeting of the council and keep record of its proceedings.
5. Not less than two days notice of meetings shall ordinarily be given to each member but the principal can summon the council at any time.
6. The agenda paper should ordinarily accompany the notice of the meeting.
7. The college council is only an advisory body. Policy matters are to be decided finally by the principal in consultation with the management.

IX. COLLEGE UNION AND ASSOCIATIONS

Several associations have been set up to promote cooperate life, cultural, moral integrity and civic consciousness among students and improve their capacity for thinking and expression. There shall be a college union representing the whole college and associations at the department level.

A. COLLEGE UNION

Election to the college union will be held every year on the date notified by the University of Calicut and the union will function in accordance with the rules framed by the University.

B. SUBJECT ASSOCIATIONS

There shall be the following Association. Each association will have an elected secretary and a representative.

1. M.Ed Association
2. Mathematics Association
3. Physical Science Association
4. Natural Science Association
5. Social Science Association
6. Malayalam Association
7. English Association

X. INTERNAL QUALITY ASSURANCE CELL (IQAC)

As per the UGC guidelines, Internal Quality Assurance Cell (IQAC) is to be established in higher Educational Institutions. The UGC has established National Assessment and Accreditation Council (NAAC) to monitor the standards of the Higher Education Institutions (HEIs) under section 12 (ccc) of its Act I in Sept 1994. NAAC has been instilling a momentum of quality consciousness amongst Higher Educational Institutions aiming for continuous improvement in quality of education and enhancing awareness of Institutional Quality Assurance with all stakeholders.

NAAC proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC become a part of the institution's system & work towards realisation of the goals of quality enhancement & sustenance. The major aim of the IQAC is to develop a system for conscious, consistent & catalytic improvement in the overall performance of institution to achieve it's vision and mission through academic excellence.

FUNCTIONS

Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution

Facilitating the creation of a learner-centric environment to provide quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process

Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes

Dissemination of information on various quality parameters of higher education

Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles

Documentation of the various programmes/activities leading to quality improvement

Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices

Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality

Development of Quality Culture in the institution

Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

The IQAC was constituted in our college on 30th May 2006, Dr. K.E.Valsala was the first Chairman and Dr. K. Rajagopalan was the first IQAC Co-ordinator. The current IQAC is as follows

1) PARENT TEACHER ASSOCIATION

The Parent Teacher Association is a non-government organization of the parents of all students of the College and the teaching faculty. It is a very active organization working in the College

to provide a common forum for interaction of parents and teachers so as to improve facilities for academic excellence. It also provides special and essential services to the students and the staff.

To maintain continued association between the parents and teachers and to promote activities for the well-being of the students, a Parent Teacher Association is formed. The Association meets at regular time intervals to discuss various problems relating to the general welfare of the students

ANTI-RAGGING CELL

Anti-Ragging Cell should be one of the important parts of Educational Institution's mechanism. As per the guidelines of UGC under the Act of 1956, which is modified as UGC regulations on curbing the menace of Ragging in higher Educational Institutions, 2009, establishment of Anti-Ragging Cell is very compulsory.

GRIEVANCE REDRESSAL CELL (GRC)

The Grievance Redressal Cell (GRC) aims to look into the complaints lodged by any student and redress it as per requirement. The students can state their grievance regarding any academic and non-academic matter within the campus through the online and grievance/ suggestion box. The institution aims at solving the grievances of the students within stipulated academic and non-academic matter within the campus through the online and grievance/ suggestion box. The institution aims at solving the grievances of the students within stipulated time.

ETHICS COMMITTEE

An Ethics Committee has been constituted as per the Govt. order (RT) No.346/05/H.Edn. dated. 01-03-2005 to monitor implementation of the decision banning mobile phones, cinematic dance and fashion show on the campus with the co-operation of the college PTA, staff members, students' union, management committee, and local authorities.

INTERNAL COMPLAINTS COMMITTEE

As per the recommendations of UGC 2019, Internal Complaint Committee is constituted under the auspicious of women cell to deal with the issue of gender based violence and to conduct gender sensitization programmes. It also aims to provide healthy and secure atmosphere for all women at all the places and facilities on the campus.

WOMEN DEVELOPMENT CELL

The women development cell is a statutory cell working as per the directions of MHRD and UGC. The primary aim of this cell is women empowerment. It enables economic and emotional self-reliance of women through various activities.

Women cell in our institution aims to ensure gender friendly and neutral learning and working atmosphere leading to empowerment and sound inter relationship between all genders. The cell plays an important role in voicing opinions on important matters that affect the daily life of women students. It provides a platform where students can comfortably participate and share their views. The cell actively promotes gender equality. Its role includes the receiving and redressal of complaints and grievances of injustice, harassment against women. Justice and dignified life with proper addressing into female issues is serious concern of cell. Apart from providing a discussion forum, the cell organizes debates and panel discussions on matters concerning to women, poetry competitions, cultural and social events etc. for the upliftment of women and spread the real importance of gender equality in the society through students. The cell always stresses upon the development of women in every sphere and in creating an environment that will help women realise their full potential and give their best.

YOUNG INNOVATIVE PROGRAMME (YIP)

The “Young Innovators Program” (YIP) is a program launched by the Government of Kerala to nurture a new culture of innovation

among students in Kerala. Through this program, students will be provided with the technical and financial support they need to develop and implement their innovations. The event is organized under the auspices of K-Disk, an advisory body of the Government of Kerala.

EQUAL OPPORTUNITY CELL (EOC)

Equal Opportunity Cell (EOC) has been established in our college to aid and advise the students belonging to marginalized sections including the Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Communities (OBCs), minority communities, etc. pursuing various programs in the college.

Aims and Objectives

To oversee the effective implementation of policies and programmes for disadvantaged Groups

To provide guidance and counselling with respect to academic, financial, social and other matters

To enhance the diversity within the campus.

PUBLIC INFORMATION AND RTI

Our college has RTI wing which functions effectively to promote transparency and accountability of the institution and its activities. It provides information to the queries of the public regarding the institution and related matters.

EK BHARAT SHRESHTHA BHARAT (EBSB) CLUB

Ek Bharat Shreshtha Bharat (EBSB) has been one of the major flagship programmes of the Government to bring in cultural integration of the country as a part of the vision to build a “New India by 2022”.

The program was launched by the Honorable Prime Minister to promote engagement amongst the people of states and union territories in the country in order to enhance mutual understanding and bonding between people of diverse cultures, thereby securing stronger unity and integrity of India.

ALUMNI ASSOCIATION

An Alumni Association is operating in the college. The membership is open to all students who have passed out of this college. All students newly admitted are enrolled as life members of the college Alumni Association. The association contributes much to the progress of the college by providing fund for extension activities like seminar, poor aid fund and scholarships.

FILM CLUB

There is a film club in our college, which conducts film shows, discussions and classes on making short films of educational importance. Film club provides a safe space for teacher trainees and teacher educators to grow, flourish and gain confidence as well as creating a sense of unity across age ranges and social classes through a shared application of film.

NATURE CLUB

Environmental education is one of our major concerns and this is achieved through Nature Club. Under the auspices of this club various eco-friendly programmes are conducted. This club helps the students to create awareness about our mother nature.

RED RIBBON CLUB

The Red Ribbon is the international symbol of hope and support for those living with HIV and AIDS awareness. It stands for care and concern. Our college have a Red Ribbon club conducted the regular activities to encourage voluntary blood donation and increase awareness on AIDS and its related issues.

DEBATE CLUB

College has a debate club, which provides opportunity to students to express their views on different topics of current importance.

ENERGY CLUB

Energy conservation plays a significant role in our lives as this will ultimately make the environment healthy and pollution free and also help us to lead a healthy life. The main purpose of our college energy club is to enable the teacher trainees to educate the students for saving energy so that the ongoing energy crisis can be addressed.

MUSIC CLUB

College has a music club, which provides opportunities to students expand their minds and increase their self-confidence. Music serve as a greater purpose in our lives will also teach children to develop time management skills and discipline.

IT CLUB

College has an Information Technology (IT) club, which provides students with opportunities to discuss various IT issues outside the classroom in order to create a greater appreciation for and understanding of technology. In addition to their own education, IT club members plan to give guest lectures, and special events during the year and also educate the masses on the use of technology.

Scan the QR code to view the IT Club



BLUE ARMY CLUB

The college Blue Army Club was formed as per the direction of collector, Palakkad for the conservation of ground water and to literate masses the importance of water in both quantitative and qualitative terms.

SPORTS CLUB

The Sports Club is committed to provide a healthy sporting habit among the students. It helps to learn teamwork at work,

coordination among diverse cultural & ethnic groups and mainly infuses discipline & instills the value system in students.

TOUR AND TOURISM CLUB

The Tour and Tourism club committed to make the teacher trainees aware of tourism as a sustainable development. It also finds out the local tourist destinations to prepare new projects and tries to relate tourism with history and culture.

LITERARY CLUB

A literary association is functioning in the college to promote the talents in the field of literature. Students who are interested can join this association irrespective of their subject of specialization.

SCIENCE CLUB

The College Science club will create students in the scientific thinking process and also to develop a scientific and rational attitude. A focus on long term, academically focused relationships between youth club members and practicing scientists.

SOCIAL SCIENCE CLUB

The aim of college social science club will create interest and makes the students active in the subject. It will encourage intellectual curiosity among teacher trainees. College social science club has taken the initiative to run career placement cell in our college.

MATHEMATICS CLUB

Mathematics club for the academic year 2020-21 of NSS Training College, Ottapalam in collaboration with IQAC was inaugurated on 29th September 2020 by our chief guest Sri. R. Ramanujam virtually at 2pm. The name (INSpRE) as well as the logo of the club was announced officially on that day.

BLOOD DONOR'S FORUM

The college has a Blood Donor's Forum. Members of this forum donate blood to the needy. All students are members of this forum.

MEDICAL INSPECTION

An annual medical inspection is arranged for the students and a health card is maintained in the college.

M) COLLEGE MAGAZINE

A magazine committee is in charge of publishing the college magazine every year. The committee is constituted every year comprising of the principal (Ex-officio chairman), Staff editor, Student editor and six selected members from different optional subjects.

N) THOUGHT FOR THE DAY PROGRAMME

The students of this college are asked to present their views on various topics for half an hour just after the morning prayer. One student from each optional subject is assigned to present his/her views on the concerned topic. There is a committee to monitor the programme.

XI. STUDENT SUPPORT SERVICES

A) Computer Facility : Computer Lab can be used by the students for preparing power point presentations, and data processing. Internet facility is available in the library.

B) Photocopying : The college has photo copying facility. Students can make use of this facility from the college.

C) Grievance Redressal Cell : There is a grievance redressal cell in the college with the principal as the chairman. The committee receives the complaints and grievances and take appropriate action for their redressal.

D) Endowments

1. Dr. K.S. Menon memorial endowment instituted by Dr. Sarojini Menon for the best outgoing student in Social Science optional.

2. Vijayasree Menon Memorial endowment instituted by Sri. P.K. Gangadhara Menon for the student who secure the highest mark in the college in Malayalam optional.

E) TUTORIAL PROGRAMME

With a view of comprehensively improving the allround performance of the students and for providing greater opportunities for personal rapport between the teacher and the students, tutorial system has been introduced in this college. Students of the college are divided into groups of 15 and each group is placed under the charge of a teacher, designated as “Group Tutor” for organizing the tutorial.

G) CULTURAL PROGRAMME

The cultural committee of this college is constituted by the students and two faculty members. The students, with the proper guidance of the faculty members organise programmes every week. One hour is set apart for conducting various cultural activities. We promote inter institutional linkage by conducting cultural exchange programmes with other colleges. Our students are encouraged to take part in various inter collegiate festivals.

Scan the QR code to view the Academic Clubs



Scan the QR code to view the Curriculum



COURSE DETAILS

B.Ed. and M.Ed. Programme consist of four semesters of 100 days each spread over two years.

Structure of the B.Ed. Programme

SEMESTER I

Course Code	Courses Core Courses	Hours/ Semester	External	Internal	Total
EDU 01	Education in Contemporary India	100	80	20	100
EDU 02	Development of the learner	100	80	20	100
EDU 03	School Organization	50	40	10	50
EDU 04	Understanding Disciplines and Subjects	50	40	10	50

Optional Course(i)

EDU 05.1	Theoretical Bases of Teaching English, Malayalam, Mathematics, Natural Science, Physical Science & Social Science	100	80	20	100
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TOTAL **320** **80** **400**

Practical Courses

<i>Tasks and Assignments for Courses</i>					
EDU 01-05	College based Practicum and Tests for courses 01-05	30(1 Week)		-	-
EDU 101	Micro Teaching	30		30	30
EDU102	(EPC1) Language Across Curriculum - Reading and Reflecting on Texts	50		50	50
EDU103	Yoga Health & Physical Education- 1	30		20	20
<i>Co-curricular Activities/Tutorials/Guidance / Utilizing Library Resources</i>					
		50		00	00
TOTAL		600	320	180	500

SEMESTER II

<i>Course Code</i>	<i>Courses</i>	<i>Hours/ Semester</i>	<i>External</i>	<i>Internal</i>	<i>Total</i>
EDU 06	<i>Perspectives on Education</i>	50	40	10	50
EDU 07	<i>Facilitating learning</i>				
	<i>Assessment for learning</i>	100	80	20	100
EDU 08	<i>Assessment for learning</i>	100	80	20	100
Optional Course(ii)					
EDU 09	<i>Theoretical Bases of Teaching English, Malayalam, Mathematics, Natural Science, Physical Science & Social Science</i>				
		100	80	20	100
	TOTAL	350	280	70	350

Practical Courses

<i>Tasks and Assignments for Courses</i>					
EDU 01-05		30(1 Week)	-	-	
<i>College based Practicum and Tests for courses 06-09</i>					
		30			
EDU201.1	<i>Peer discussion lessons</i>	20		20	20
EDU201.2	<i>Observation Lessons & Faculty Demonstration lessons</i>	10		10	10
EDU201.3	<i>Peer Criticism lessons</i>	20		30	30
EDU201.4	<i>Workshop on Teacher Enrichment (Preparation of Teaching-Learning Materials)</i>	20		20	20
EDU201.5	<i>Initiatory School Experiences</i>	30 (1 Week)			
<i>Co-curricular Activities Utilizing</i>					
	<i>Library Resources</i>	90		00	00
TOTAL		600	320	180	450

SEMESTER III

Course Code	Courses	Hours/ Semester	External	Internal	Total
EDU 301	School Internship	16 Weeks		260	260
EDU 302 (EPC2)	Art and Drama in Education	30		30	30
EDU 303	Yoga, Health & Physical Education-II	30		30	30
EDU 304	Community Living Camp	30		30	30
				350	350

SEMESTER IV

Course Code	Courses	Hours/ Semester	External	Internal	Total
EDU 10	Gender, School & Society	50	40	10	50
EDU 11	Educational Thoughts and Practice	50	40	10	50
EDU 12	Creating an inclusive School Optional Course (iii)	50	40	10	50
EDU13.2	Professionalizing English Education	50	40	10	50
EDU13.4	Professionalizing Malayalam Education	50	40	10	50
EDU13.10	Professionalizing Mathematics Education	50	40	10	50
EDU13.11	Professionalizing Natural Science Education	50	40	10	50
EDU13.12	Professionalizing Physical Science Education	50	40	10	50
EDU13.13	Professionalizing Social Science Education	50	40	10	50
EDU 14	Additional Optional Course	50	40	10	50
EDU 14.2	Environmental Education				
EDU 14.4	Guidance and Counselling				
EDU 14.5	Health and Physical Education				
			200	50	250

Tasks and Assignments for courses 30 (1 week)

EDU 11-14

College based Practicum and Test for courses 11-14 20

EDU 401 (EPC3) Critical Understanding of ICT	30		30	30
EDU 402 (EPC4) Understanding the self	30		30	30
EDU 403.1 SUPW & Working with Community	30		20	20
EDU 403.2 Field Trip/Study Tour	30		20	20
EDU 404 Practical Examination and Viva Voce		100		100
Seminar	50			
Co-Curricular Activities/ Tutorials/Guidance/ Utilizing Library/e-resources	130			0
Total	600	300	150	450
Grand Total				1750

The practical courses of the B.Ed. Programme collectively come under the broad category **Engagement with the Field**. The practical courses are classified into three groups - **college based, community based and school based practicals**. These field attachment practical courses enable student teachers to engage with children and their contexts, school and their contexts.

	Community Based Practicals	School based Practicals
Semester I		
Edu 101 Microteaching EDU102 (EPCI) Language Across curriculum	-----	-----
- Reading and Reflecting on Texts		
EDU103. Yoga Health & Physical Education-1		

Semester II

Edu201.2 Peer discussion lesson	-----	EDU201.6
EDU201.3 Observation lessons & faculty demonstration lessons		Initiatory School Experience
EDU201.4 Peer criticism lessons		
EDU201.5 Preparation of teaching- learning materials		

Semester III

Edu 302 (EPC2) Art and Drama in Education	EDU 304 Community	EDU 301 School
EDU 303 -Yoga, Health & Physical Education - II	Living Camp	Internship

Semester IV

Edu 401 (EPC3) Critical understanding of ICT	EDU 403.1 ----- SUPW & working with community
EDU 402(EPC4) understanding the self	EDU 403.2 Field Trip / Study Tour

Scheme of Examination and Internal Assessment

Assessment of Students

Assessment of students for each subject will be done by internal continuous assessment and end semester examination. Internal assessment shall be conducted throughout the semester. It shall be based on internal examinations, assignments (such as tasks and assignments that run through all courses) as specified in the syllabus. **End-semester examination of theory subjects will be conducted by the university and those of all practical subjects will be conducted at institutional level.**

There shall be end semester university Examination in 1st, 2nd and 4th semesters, 3rd semester is an exclusive practical semester and hence there will be no end semester university Examinations for theory in the 3rd semester. However results of the practical courses internally evaluated will be published by the university. End semester examinations will be conducted only once in a year, failed candidates will have to appear for the end semester examination along with regular students of the next batch. There shall not be any chance for improvement for internal marks. There shall be no separate minimum for internal assessment of theory courses. Student may seek redress of grievance of internal evaluation at the teacher educator level or at the college evaluation committee level.

Assessment in Theory subject

The ratio of internal to external examination for theory courses is 20 : 80.

The marks allotted for internal continuous assessment and end - semester university examinations shall be **20 marks and 80 marks** respectively with a maximum of **100** marks for each *theory subject with full weightage* and shall be **10 marks and 40 marks** respectively with a maximum of **50 marks** for *each theory subject with half weightage*.

Internal Evaluation : The internal evaluation of Theory courses shall be based on predetermined transparent system involving periodic writtern tests, practicum/tasks and assignments. The weightage to award internal continuous assessment marks should be as follows:

Test papers (minimum **two** for 100 marks courses and **one** for 50 marks courses) - 50%

Task and assignments (**two** for 100 marks courses and **one** for 50 marks courses) - 50%

Assessment of Practical Courses

Practical courses viz. School based, college based and community based practical will be subjected to internal assessment through continuous evaluation. Comprehensive assessment of the college, school & Community Based Practical for semester I (EDU 101, EDU 102) for semester II (EDU 201.1, EDU 201.2, EDU 201.3, EDU 201.4, EDU 201.5, EDU 201.6) for semester III (EDU 301, EDU 302, EDU 303, EDU 304) and for semester IV (EDU 401, EDU 402, EDU 403.1, EDU 403.2) will be done internally by the teacher educators concerned on the basis of the criteria fixed for the purpose. Internal assessment of initiatory school experiences (EDU 201.6) of semester II and Internship (EDU 301) of semester III will be carried out by optional teachers. The only one external assessment for the practicals is for EDU 404 (Practical Examination and viva voce)

Pattern of questions for end - semester examinations of Theory Subjects

End semester examinations shall normally be conducted at the end of each semester. There are two types of theory examinations - 80 marks- 3 Hours paper and 40 marks - 2 Hours Paper There shall be one end-semester examination of **3 hours** duration in each *full weightage* theory courses and of **2 hours** duration in each *half weightage* theory courses.

A question paper may contain very short answer type, short answer type/annotation, short essay type questions, essay type questions/long essay type questions depending on its duration and marks. Different types of questions shall have different weightage to quantify their range. The pattern of questions for theory subjects shall be as follows

80 marks-3Hours papers (for courses EDU01, EDU 02, EDU 07, EDU 08, EDU 05.1-13 and EDU 09.1-13) should contain

- a) 10 questions of 2 marks each = 20 (Answer 10 questions out of 10)
- b) 10 questions of 4 marks each = 40 (Answer 10 questions out of 12)
- c) 2 questions of 10 marks each = 20 (Answer 2 questions out of 3)

Maximum Marks : 80

40 Marks - 2 Hours Papers (for courses EDU 03, EDU 04, EDU 06, EDU 10.1.13, EDU.11, EDU.12, EDU.13 and EDU.14.1-7) should contain

- a) 6 questions of 1 mark each = 06 (Answer 6 questions out of 6)
- b) 4 questions of 2 marks each = 08 (Answer 4 questions out of 4)
- c) 4 questions of 4 marks each = 16 (Answer 4 questions out of 6)
- d) 1 question of 10 marks each = 10 (Answer 1 questions out of 2)

Maximum Marks : 40

Minimum for pass

Minimum marks for a pass in each theory course shall be 50% (marks obtained in internal and external evaluation put together). A candidate shall be declared to have passed the programme if he/she obtain not less than 50% of marks in each theory courses, in each practical course in each EPC courses and internship as well as 50% of the total marks assigned to the whole programme.

A student who does not secure this pass marks in one or more subject/component will have to repeat the respective course. Candidate shall not be allowed to improve the grade already obtained. However cancellation and reappearance will be permitted.

Practical Examination and Viva voce

Practical examination will be conducted in the 4th semester by an external examination board constituted by the university. The subject expert for the optional paper will conduct practical examination for the concerned optional. The board shall observe and assess the teaching competency of all candidates for a maximum of **75 marks** and conduct a viva voce on the subject. Each student should attend the viva-voce on pedagogy of their subject (for **25 marks**) There shall be no minimum for a pass in viva - voce.

Structure of M.Ed. programme

Semester I

<i>Course Code</i>	<i>Course Title</i>	<i>Credits</i>	<i>External Marks</i>	<i>Internal Marks</i>	<i>Total</i>
MED 01	<i>Advanced Philosophy of Education</i>	4	80	20	100
MED 02	<i>Psychology of Learning and development</i>	4	80	20	100
MED 03	<i>Trends and issues in Education</i>	4	80	20	100
MED 04	<i>Introduction to Educational Research and Statistics</i>	4	80	20	100
MED 101	<i>Yoga Education Practical</i>	1		25	25
MED 102	<i>ICT Cum Soft Skills / Expository writing workshop</i>	1		25	25
Total		18			450

Semester II

<i>Course Code</i>	<i>Course Title</i>	<i>Credits</i>	<i>External Marks</i>	<i>Internal Marks</i>	<i>Total</i>
MED 05	<i>History, Sociology and Political Economy of Education</i>	4	80	20	100
MED 06	<i>Psychology of individual differences</i>	4	80	20	100
MED 07	<i>Curriculum Development and Transaction</i>	4	80	20	100
MED 08	<i>Advanced Educational Research and Statistics</i>	4	80	20	100
MED 201	<i>Research Proposal</i>	2		50	50
MED 202	<i>Internship in Teacher Education Institutions (For core papers of B.Ed. Syllabus)</i>	3		75	75
Total		21			525

Semester III

Course Code	Course Title	Credits	External Marks	Internal Marks	Total
MEd 09	Teacher Education (Part 1 - Theory)	4	80	20	100
MEd 10	Teacher Education (Part II - Practicals) Specialisation	4		100	100
MED 12	B. Secondary Education				
MED 12.1	Context and issues of Secondary Education	4	80	20	100
MEd 12.2	Optional Paper (Based on B.Ed. Specialization)* Advanced Methodology of teaching English, Hindi, Malayalam, Physical Science, Natural Science, Commerce, Social Science, Mathematics Data Collection of the proposed Research work (Field work based on M.Ed. 201) for three weeks				
	Total	16			400

Semester IV

Course Code	Course Title	Credits	External Marks	Internal Marks	Total
	Group A- Current Practices in Education	4	80	20	100
MEd 13.1	Guidance and counselling				
	Group B - Levels of Education	4	80	20	100
M.Ed.14.4	Alternative Education				
	Group C - Emerging issues in Education	4	80	20	100
M.Ed.15.1	Inclusive Education				
M.Ed.15.2	Environmental Education				
M.Ed.401	Field attachment / Internship as per Specialization (For Optional Paper of B.Ed. syllabus)	4		50	50

<i>M.Ed 402 Dissertation</i>	8	100	100	200
<i>M.Ed 403 Viva Voce</i>	2	50		50
<i>Academic Writing Workshop (Workshop on preparation of research articles on the basis of research work should be conducted by each institution)</i>				
<i>Total</i>	25			625
<i>Grand Total</i>				2000

M.Ed Scheme of Examination and Internal Assessment Assessment of Students

Assessment of students for each subject will be done by internal continuous assessment and end semester examinations. Internal assessment shall be conducted throughout the semester. It shall be based on internal examinations, assignments (such as home work, problem solving, group discussions, literature survey, term-project, workshops, field attachment, etc.) as specified in the syllabus. **End-semester examinations of theory subjects will be conducted by the University and those of all practical subjects will be conducted at institutional level.**

There shall be End Semester University Examinations in each semester. Endsemester examinations will be conducted only once in a year; failed candidates will have to appear for the end-semester examinations along with regular students of the next batch. To ensure transparency of the evaluation process, the student should be made aware of the criteria / indicators of assessment well in advance and the internal assessment marks awarded to the students in each course (theory and practical) shall be published on the notice board at least one week before the commencement of external examination so as to enable the students to report any corrections. There shall not be any chance for improvement for internal score. There shall be no separate minimum for internal assessment of theory courses. Students may seek redress of grievances of internal evaluation at the teacher

educator level or at the department/ college evaluation committee level. The consolidated mark lists of all courses of a semester shall be submitted to the University immediately after the closure of each semester.

Assessment in Theory Subjects

The ratio of internal to external examination for theory courses is 20:80. The marks allotted for internal continuous assessment and end-semester university examinations shall be **20 marks and 80 marks** respectively with a maximum of **100** marks for each theory subject. There shall be single valuation for theory courses. There shall be revaluation for theory courses

Internal evaluation

The internal evaluation of Theory courses shall be based on periodic written tests, and assignments.. The weightage to award internal continuous assessment marks should be as follows: Two written Tests - 5 marks each and two Assignments- 5 marks each per paper.

Pattern of Questions for End-Semester Examinations of Theory Subjects

End-Semester Examinations shall normally be conducted at the end of each semester. There shall be one end-semester examination of 3 hours duration in each Theory based course. The question papers of end-semester examinations of theory subjects shall be able to perform achievement testing of the students in an effective manner. The question paper shall be prepared in accordance with the following guidelines.

A question paper may contain short answer type/annotation, short essay type questions/problems and long essay type questions. Different types of questions shall have different weightage to quantify their range. The pattern of questions for theory subjects shall be as follows:

should contain

(a) **5** questions of **2** marks each= **10** (Answer 5 Questions out of 5)

(b) **8** questions of **5** marks each= **40** (Answer 8 Questions out of 12)

(c) **2** questions of **15** marks each=**30** (Answer 2 Questions out of 4)

Maximum Marks: 80

Internship and its Evaluation

Internship is viewed as an intensive on site engagement of a student in institution of teacher education. The internship has been conceptualized in two parts or 3 credits each. Internship is the culmination of theoretical understandings developed in transacted courses.

First part involves a compulsory attachment with a secondary teacher education institution. They are expected to take classes of Core courses of B.Ed using different types of lesson plans.. As a part of internship they also study other academic and administrative procedures of a B.Ed college/ programme.

The second part involves interning in B.Ed colleges relevant to the area of specialization and classes on Optional subjects for B.Ed students. The M.Ed students also observe B.Ed lessons, guide B.Ed students in lesson planning and give them feedback .Both these internships will be organized for duration of three weeks each.

A student's regularity, engagement in the field sites, and discussions with mentors (during pre-planning and during and after the internship) should also be included in the assessment. This implies that the internship should be seen as a mentored component whereby a faculty and a member from the host institution (field mentor) together guide the students.

Internship	Credit	Marks
Internship I - Core course of B .Ed	3	75
Internship II –Optional course of B Ed	3	75

Duties Assigned to the teachers for the academic Year 2021-22
(As per Staff Meeting on 13/07/2021)

Sl. No.	Duty	Coordinator/Nodal Officer/ In-Charge teacher	Members
1	Staff Secretary	Dr. Minikumari. D	
2	Staff Advisor	Dr. Lekshmi. V	
3	Staff Editor	Dr.Sreevidya Nair N	
4	PTA Secretary	Dr.SureshKumar K	
5	PTA Treasurer	Dr.Sreekala.S	
6	PTA Executive Members		Dr.Smitha R, Dr. Mridula. K Dr. Minikumari. D, Dr.Sheeba Krishnan, Dr. Lekshmi. V,, Dr. M P Ravishanker
7	Remedial Teaching Coordinator		
	Language Education	Dr. Mridula. K	
	Mathematics Education	Dr. Minikumari. D	
	Science Education	Dr. Anu. S	
	Social Science Education	Dr. Sankaranarayanan Paleeri	
	M.Ed.	Dr. K.S. Sajan	

8	Tutorial	Dr.Smitha R	
9	Research Advisory Committee	Dr SunilKumar A S	All Research Supervisors
10	Fine Arts	Dr. Aswathy K.S. Dr. Anjana B. Nair	
11	Film Club	Dr.SankaraNarayanan Paleeri Dr.Mridula K	
12	Grievance Redressed Cell	Dr.Smitha R	Dr.Sreekala.S, Dr.SankaraNarayanan Paleeri, Dr. Lekshmi. V., Dr.MiniKumari D, Dr. M P Ravishanker
13	Anti Ragging cell	Dr.Smitha R	Dr.SureshKumar K, Dr. Minikumari. D, Dr.Sheeba Krishnan, Dr.Lekshmi V, Dr. M P Ravishanker
14	Discipline Committee	Dr.SankaraNarayanan Paleeri	Dr.Smitha R, Dr.SureshKumar K, Dr. Minikumari. D, Dr. Leksmi. V.
15	Sports Promotion Council	Dr. M P Ravishanker	Dr. Seema C.
16	Tour And Tourism Club	Dr.SureshKumar K	Dr. Seema C, Dr.Sreevidya Nair N, Dr.Aswathy K S, Dr. Anu S, Dr. Anjana B Nair
17	Women Development Cell	Dr.Seema Menon K P	Dr.Smitha R, Dr.MiniKumari D , Dr.Sheeba Krishnan

18	Equal Opportunity Cell	Dr. K S Sajan	Dr SunilKumar A S ,Dr.Mridula K, Dr.Sheeba Krishnan, Dr. Lekshmi V
19	Academic Monitoring Cell	BEd- Dr.SureshKumar K	Dr.MiniKumari D ,Dr.Sheeba Krishnan, Dr. Lekshmi V
		MEd-Dr. K S Sajan	Dr.Smitha R, Dr Sunil Kumar A S Dr.Seema Menon K P, Dr.S Sreekala,
20	Nature Club	Dr.Sheeba Krishnan	Dr. Anu. S
21	Scholarship Committee	Dr SunilKumar A S	All class teachers
22	Medical Inspection Committee	Mr Subhash. P. S.	
23	Placement Cell	Dr.SanakaraNarayanan Paleeri	Dr. K S Sajan, Dr.Seema Menon K.P
24	NET Coaching Centre	Dr. K S Sajan	
25	SET Coaching Centre	Dr.MiniKumari D	
26	Human Rights Forum	Dr.SureshKumar K	Dr. K S Sajan, Dr. Lakshmi V
27	Palliative care cell	Dr.Seema Menon K P	Dr. Smitha. R., Dr.MiniKumari D
28	Red Ribbon Club	Dr. Lekshmi V	
29	Blood Donors Forum	Dr. M P Ravishanker	Dr. Anjana B. Nair
30	Debate Club	Dr.SankaraNarayananPaleeri	

31	Energy Club	Dr.Seema Menon K P	Dr.Smitha R, Smt Lakshmi V
32	Music Club	Dr. K S Sajan	Dr.MiniKumari D ,Dr. Lekshmi V, Dr. Seema C
33	Bhasha Vedi	Dr.Mridula K Dr.Sreevidya Nair N	
34	Science Club	Dr.Smitha R	Dr. Anu. S
35	Social Science Club	Dr.SankaraNarayanan Paleeri	Dr. Anjana B Nair
36	Mathematics Club	Dr.MiniKumari D	Dr. Lekshmi. V
37	Literacy Club	Dr. SunilKumar A S. Dr.Sreekala.S	
38	EBSB Club	Dr. SunilKumar A S, Dr.Mridula K	
39	Extension Programme	Dr.Seema Menon K P	Dr.Mridula K
40	Library Advisory Committee	Dr.Sreekala.S	Dr.SureshKumar K. Dr SunilKumar A S, Dr. MiniKumari D
41	Community Living Camp	Dr. M P Ravishanker	
42	EPC	Dr. M P Ravishanker	Dr. Seema C, Dr.Sreevidya Nair N, Dr.Aswathi K S, Dr. Anu S Dr. Anjana B Nair

43	Examination	Dr Anu. S.	Dr. MiniKumari D
44	Election	Dr SunilKumar A S	
45	Practice Teaching	B.Ed - Dr.MiniKumari D	Dr.Mridula K, Dr. SankaraNarayanan Paleeri, Dr. Smitha R, Dr Anu S
	Internship	MEd - Dr SunilKumar A S	
46	Attendance Coordination	Sreevidya Nair. N	All class teachers
47	Thought For The Day	Dr.SureshKumar K	
48	Alumni Association	Dr.Smitha R	Dr. K S Sajan, Dr.Seema Menon K P
49	Computer lab and IT Club	Dr. K S Sajan	Dr Anu. S.
50	Technology Lab	Dr. Lekshmi V	
51	Psychology Lab	Dr.Seema Menon K P	Dr. Lekshmi V, Dr. Sreekala. S
52	SUPW	Dr. Seema C.	
53	Purchase Committee	Dr SunilKumar A S	Dr. K S Sajan, Dr.SureshKumar K, Dr. Sreekala S, Dr.MiniKumari. D Dr.Sheeba Krishnan,
54	UGC Coordinator	Dr.SankaraNarayananPaleeri	

55	IQ AC Coordinator	Dr. K S Sajan	Dr.Smitha R, Dr SunilKumar A S, Dr Sureshkumar K, Dr. Mrudula. K Dr.Seema Menon K P, Dr.Sreekala.S, Dr.MiniKumari D
56	Planning Forum	Dr.Smitha R	Dr. K S Sajan, Dr SunilKumar A S, Dr Sureshkumar K, Dr.Seema Menon K.P. Dr.Sreekala.S, Dr.MiniKumari D
57	Uniform Committee	Dr.SankaraNarayananPaleeri	Dr.Smitha R, Dr.SureshKumar K, Dr.MiniKumari D, Dr. Leksmi. V
58	Admission Committee	Dr SunilKumar A S (Nodal Officer)	Dr.Smitha R, Dr.Sureshkumar K, Dr.Smitha R, Dr.Sureshkumar K, Dr.MiniKumari D, Dr.Lekshmi.V, Mr.Suresh Kumar K.(HA), Mr.Manoj Kumar KG
59	College Journal	Dr. Seema Menon K P (Staff Editor)	Dr. Sunil Kumar A.S., Dr.MiniKumari D, Dr.SankaraNarayanan Paleeri
60	MOOC	Dr. Mridula K	
61	Unnat Bharat Abhiyan Coordinator	Dr.Mridula K	

62	College Calendar	Dr. Aswathy. K.S.	
63	National And International education opportunities cell	Dr.SankaraNarayanan Paleeri	Dr.Smitha R , Dr. K S Sajan Dr.SureshKumar K, Dr. Mridula.K,
64	Right To Information Cell	Dr.Sreekala. S	
65	NAAC	Dr.Seema Menon K P	Dr.Smitha R , Dr. Sunil Kumar A.S Dr.Sreekala. S, Dr.SureshKumar K, Dr. Mridula.K, Dr.Sheeba Krishnan , Dr. Lekshmi V
66	RUSA Project Monitoring Committee	Dr SunilKumar A S	Dr. K S Sajan , Dr.SureshKumar K, Dr.SeemaMenon K P, Dr.Mridula K, Dr.MiniKumari D, Dr.Sheeba Krishnan
67	Kerala Higher Education Council Nodal Officer	Dr SunilKumar A S	
68	Centralized College Portal Nodal Officer	Dr.Sureshkumar K	Dr. K.S. Sajan (Technical Assistant)
69	AISHE Nodal Officer	Dr. Lekshmi. V	
70	Social Media Champion of College Online Platforms	Dr. K S Sajan	

71	Blue Army Club	Dr. Sheeba Krishnan	
72	Language Lab	Dr. Mridula K	
73	International Committee for Disabled	Dr.Sureshkumar K	Dr. K S Sajan, Dr.Sheeba Krishnan
74	National Scholarship Portal Nodal Officer	Dr. K S Sajan	
75	Inflibnet	Dr. Sreekala.S (N-List College Admin)	Dr. K S Sajan (Technical Person)
76	N.S.S. Programme Officer	Dr. Sunil Kumar A.S.	
77	Covid Cell in charge	Dr. Seema Menon K.P.	
78	Ethics Committee	Dr.SureshKumar K	Dr.Smitha R, Dr SunilKumar A S, Dr. Sankaranarayanan Paleeri, Dr. Minikumari D., Dr. Leksmi. V.
79	Waste Management Cell	Dr. Mridula K	Dr.Sreevidya Nair N, Dr. MP Ravishanker
80	Practical Examination	Dr. Sunil Kumar A.S.	
81	Stock Verification Committee	Dr.Smitha R	Dr. KS Sajan, Dr.SeemaMenon K P, DrLeksmi V, Dr. MP Ravishanker Dr.Anu S

BEd ACADEMIC CALENDAR 2022-23

BEd 2022-2024 Semester 1		
1	Semester I begins	22/09/2022
2	Orientation programme	26/09/2022
3	Induction programme	06/10/2022
4	EPC I Orientation	19/10/2022
5	Talents Day	20/10/2022 & 21/10/2022
6	Micro Teaching and Link Practice	25/10/2022 to 18/11/2022
7	EPC I Presentation	On or Before 25/11/2022
8	Physical Education I	1 st Week of November 2022
9	Task and Assignments	16/12/2022
10	Model Examination	16/01/2023 to 20/01/2023
11	Publishing internal marks	27/01/2023
12	Semester I Ends	31/01/2023

BEd 2021-2023 Semester 3

1	Semester III begins	16/8/2022
2	EPCII-Drama & Art in Education	23/08/2022 to 24/08/2022
3	Yoga, Health and Physical Education-II	25/08/2022 to 26/08/2022
4	Community Living Camp	29/08/22 to 01/09/2022
5	Onam Holidays	02/09/2022 to 12/09/2022
6	School Internship	14/09/2022 to 23/12/2022
7	Semester Ends	23/12/2022

MED ACADEMIC CALENDAR 2022-2023

III SEMESTER 2021-2023 Batch		
1.	Tool Preparation Dimensions and Review Submission	August 22
2.	Introduction chapter.	August 30
3.	DRAFT tool submission	August 31
4.	Final tool submission	September 12
5.	DATA COLLECTION	September 14
6.	Tool Standardisation	October 11
7.	Third Chapter submission	November 15
8.	Model Exam	December 31
9.	Internal (Only theory INTERNAL MARK) Mark submission	January 3
I SEMESTER 2022 - 2024 ADMISSION		
1	Commencement of Class	22/09/22
2	Induction Program	22/09/22
3	M Ed orientation Classes	23/09/22 to 30/09/22
4	Yoga Workshop	9/11/22 to 15/11/22
5	ICT Workshop	21/11/22 to 25/11/22
6	Internal Mark Submission	30/1/23
7	End of Semester	02/02/23

Scan the QR code to view the Academic Calendar



Almanac - 2021-22

June 2022

<i>Day</i>	<i>Date</i>	<i>Activities</i>
Wed	1	
Thu	2	
Fri	3	
Sat	4	
Sun	5	<i>Sunday</i> World Environmental day
Mon	6	
Tue	7	
Wed	8	
Thu	9	
Fri	10	
Sat	11	<i>Second Saturday</i> World day against child labour
Sun	12	<i>Sunday</i> - World Youth Day
Mon	13	
Tue	14	World blood donor day
Wed	15	
Thu	16	
Fri	17	
Sat	18	
Sun	19	<i>Sunday</i>
Mon	20	
Tue	21	International day of Yoga
Wed	22	
Thu	23	International widow's day
Fri	24	
Sat	25	
Sun	26	<i>Sunday</i> Antinarcotics day
Mon	27	
Tue	28	
Wed	29	
Thu	30	

July 2022

<i>Day</i>	<i>Date</i>	<i>Activities</i>
Fri	1	Commencement of Third Semester Classes
Sat	2	
Sun	3	<i>Sunday</i>
Mon	4	
Tue	5	
Wed	6	
Thu	7	
Fri	8	
Sat	9	<i>Second Saturday</i>
Sun	10	<i>Sunday</i>
Mon	11	World population day
Tue	12	
Wed	13	
Thu	14	
Fri	15	World Youth skills day
Sat	16	
Sun	17	<i>Sunday</i>
Mon	18	
Tue	19	
Wed	20	
Thu	21	
Fri	22	
Sat	23	
Sun	24	<i>Sunday</i>
Mon	25	
Tue	26	
Wed	27	
Thu	28	<i>Holiday - Karkkidaka Vavu</i>
Fri	29	
Sat	30	International day of Friendship
Sun	31	

August 2022

<i>Day</i>	<i>Date</i>	<i>Activities</i>
Mon	1	
Tue	2	
Wed	3	
Thu	4	
Fri	5	
Sat	6	
Sun	7	<i>Sunday</i>
Mon	8	
Tue	9	
Wed	10	
Thu	11	
Fri	12	International Youth day
Sat	13	<i>Second Saturday</i>
Sun	14	<i>Sunday</i>
Mon	15	<i>Holiday</i> - Independence Day
Tue	16	
Wed	17	College Foundation Day
Thu	18	
Fri	19	
Sat	20	
Sun	21	<i>Sunday</i>
Mon	22	
Tue	23	Sreenarayana Guru Jayanthi
Wed	24	
Thu	25	
Fri	26	
Sat	27	
Sun	28	<i>Sunday</i> Ayyankali Jayanthi
Mon	29	
Tue	30	
Wed	31	

September 2022

<i>Day</i>	<i>Date</i>	<i>Activities</i>	<i>Work.Day</i>
Thu	1	College closes for Onam vacation	
Fri	2		
Sat	3		
Sun	4	<i>Sunday</i>	
Mon	5	Teacher's Day	
Tue	6		
Wed	7	Holiday - Ist Onam	
Thu	8	Holiday - IInd Onam	
Fri	9	Holiday - IIIrd Onam International Literacy Day	
Sat	10	<i>Second Saturday</i> Holiday - IVth Onam	
Sun	11	<i>Sunday</i>	
Mon	12	College reopens after Onam vacation	
Tue	13		
Wed	14		
Thu	15	International day of Democracy	
Fri	16		
Sat	17		
Sun	18	<i>Sunday</i>	
Mon	19		
Tue	20		
Wed	21	Sree Narayana Guru Samadhi	
Thu	22		
Fri	23		
Sat	24		
Sun	25	<i>Sunday</i>	
Mon	26		
Tue	27	World Tourism day	
Wed	28		
Thu	29		
Fri	30		
Sat	31		

October 2022

<i>Day</i>	<i>Date</i>	<i>Activities</i>
Sat	1	
Sun	2	<i>Sunday - Gandhi Jayanthi (Service Day) International Non-violence day</i>
Mon	3	
Tue	4	<i>Holiday</i> - Mahanavami
Wed	5	<i>Holiday</i> - Vijayadasami - World Teacher's Day
Thu	6	
Fri	7	
Sat	8	<i>Second Saturday - Nabi dinam</i>
Sun	9	<i>Sunday Postal day</i>
Mon	10	
Tue	11	
Wed	12	
Thu	13	
Fri	14	
Sat	15	
Sun	16	<i>Sunday World Food day</i>
Mon	17	
Tue	18	
Wed	19	
Thu	20	
Fri	21	
Sat	22	
Sun	23	<i>Sunday</i>
Mon	24	<i>Holiday</i> - United Nation's day, Deepavali
Tue	25	
Wed	26	
Thu	27	
Fri	28	
Sat	29	
Mon	30	
Tue	31	<i>NSS Flag Day</i>

November 2022

<i>Day</i>	<i>Date</i>	<i>Activities</i>
Tue	1	Kerala Piravi
Wed	2	
Thu	3	
Fri	4	
Sat	5	
Sun	6	<i>Sunday</i>
Mon	7	
Tue	8	
Wed	9	
Thu	10	World Science Day
Fri	11	
Sat	12	<i>Second Saturday</i>
Sun	13	<i>Sunday</i>
Mon	14	Childrens day
Tue	15	
Wed	16	
Thu	17	Student's Day
Fri	18	
Sat	19	
Sun	20	<i>Sunday</i>
Mon	21	
Tue	22	
Wed	23	
Thu	24	
Fri	25	
Sat	26	
Sun	27	<i>Sunday</i>
Mon	28	
Tue	29	
Wed	30	

December - 2022

<i>Day</i>	<i>Date</i>	<i>Activities</i>	<i>Work.Day</i>
Thu	1	World Aids Day	
Fri	2		
Sat	3		
Sun	4	<i>Sunday</i>	
Mon	5	World Soil Day	
Tue	6		
Wed	7		
Thu	8		
Fri	9		
Sat	10	<i>Second Saturday - Human Right's Day</i>	
Sun	11	<i>Sunday</i>	
Mon	12		
Tue	13		
Wed	14		
Thu	15		
Fri	16		
Sat	17		
Sun	18	<i>Sunday</i>	
Mon	19		
Tue	20		
Wed	21		
Thu	22	Closing for X'mas Vacation	
Fri	23		
Sat	24		
Sun	25	<i>Sunday - X'mas</i>	
Mon	26		
Tue	27		
Wed	28		
Thu	29		
Fri	30		
Sat	31		

January 2023

<i>Day</i>	<i>Date</i>	<i>Activities</i>
Sun	1	<i>Sunday</i>
Mon	2	Mannam Jayanthi
Tue	3	Opens After X'mas Vacation
Wed	4	
Thu	5	
Fri	6	
Sat	7	<i>Second Saturday</i>
Sun	8	<i>Sunday</i>
Mon	9	
Tue	10	
Wed	11	
Thu	12	National Youth Day
Fri	13	
Sat	14	
Sun	15	<i>Sunday</i>
Mon	16	
Tue	17	
Wed	18	
Thu	19	
Fri	20	
Sat	21	
Sun	22	<i>Sunday</i>
Mon	23	
Tue	24	
Wed	25	
Thu	26	Republic Day
Fri	27	
Sat	28	
Sun	29	<i>Sunday</i>
Mon	30	
Tue	31	

February 2023

<i>Day</i>	<i>Date</i>	<i>Activities</i>
Wed	1	
Thu	2	
Fri	3	
Sat	4	World Cancer Day
Sun	5	<i>Sunday</i>
Mon	6	
Tue	7	
Wed	8	
Thu	9	
Fri	10	
Sat	11	<i>Second Saturday</i>
Sun	12	<i>Sunday</i>
Mon	13	
Tue	14	
Wed	15	
Thu	16	
Fri	17	
Sat	18	
Sun	19	<i>Sunday</i>
Mon	20	
Tue	21	
Wed	22	
Thu	23	
Fri	24	
Sat	25	<i>Holiday</i> - Mannam Samadhi
Sun	26	<i>Sunday</i>
Mon	27	
Tue	28	National Science Day

March 2023

<i>Day</i>	<i>Date</i>	<i>Activities</i>
Wed	1	
Thu	2	
Fri	3	
Sat	4	
Sun	5	<i>Sunday</i>
Mon	6	
Tue	7	
Wed	8	International Women's Day
Thu	9	
Fri	10	
Sat	11	<i>Second Saturday</i>
Sun	12	<i>Sunday</i>
Mon	13	
Tue	14	
Wed	15	
Thu	16	
Fri	17	
Sat	18	
Sun	19	<i>Sunday</i>
Mon	20	
Tue	21	
Wed	22	World Water Day
Thu	23	
Fri	24	
Sat	25	
Sun	26	
Mon	27	
Tue	28	
Wed	29	
Thu	30	
Fri	31	

UNIVERSITY OF CALICUT
Application for Re-valuation of Answer Paper

1. Name and address of the Applicant :
2. Centre of Examination :
3. Name, year and Session of Examination :
4. Register number of the candidate :
5. Details of Papers to be revalued :
 - i) Examination :
 - ii) Part :
 - iii) Name of Papers :
6. Details of Fees Remitted :
 - a) Chalan No. :
 - b) Date :
 - c) Name of Treasury :
 - d) Amount :

Place:

Date :

Signature of the Applicant

Scan the QR code to view the Student Zone



**APPLICATION FOR TRANSFER CERTIFICATE,
CONDUCT CERTIFICATE AND OTHER CERTIFICATE**

1. Name of the Student
2. Course /Subject and Academic Year
3. Class/ Roll No
4. Admission No
5. Date of Birth
6. Reason for Applying for T.C and other Certificate
7. Whether appeared for the University Examination
8. Reg No. and Year of the Examination
9. Whether the Student Was in receipt of any Scholarship, Fees concession/
Stipend etc. (give details)

9. Date of application Signature of the student

Remarks of the Head of the department

Remarks of the Tutor regarding Conduct and Character

Remarks of librarian

FOR OFFICE USE

Remarks of cashier :

Section clerk Signature of supt

Orders of principal

APPLICATION FOR THE REFUND OF CAUTION DEPOSIT

1. Name of (in block letters)
2. Class Group/ Subject
3. Roll No/ Class No. Admn No
4. Years of study in the college
5. Amount of caution deposit to be refunded
6. Whether T.C has already been taken, if so State No and Date od T.C obtained
7. Address (permanent home address)
8. Date of application Signature of applicant

Order of Principal

A receipt in the following form should be attached to the application for refund of caution deposit

Received from principal, the sum Rupees.....

Ps.....only being the amount of caution deposit due to me

Name :

Roll/Class No :

Subject/Group :

Signature :

(to be signed on revenue stamp if the amount exceeds Rs/-500)