



MUSLIM COLLEGE OF EDUCATION

Accredited with 'B' Grade by NAAC

HAND BOOK AND CALENDAR-2019-2020

Affiliated to Tamil Nadu Teachers Education University-
Chennai. CC : 10915, 10936, Recognised by SRC (NCTE) New Delhi
web : www.muslimcollegeofeducation.in, Email: muslimcollegeofeducation.com

PERSONAL RECORD

Name :

.....

Class No :

Subject :

Contact No :

Blood Group :

AL - FATIHA

In the Name of Allah, the Most Gracious,
The Most Merciful Praise be to Allah,
The Cherisher and Sustainer of the worlds;
The Most Gracious, the Most Merciful;
Master of the Day of Judgment,
Thee do we worship, and Thine aid we seek,
Show us the straight path,
The path of those, whom thou hast favoured,
Not of those who earn Thy wrath, not of
Those who go astray.

Al Quran 1:1-7)

NATIONAL ANTHEM

Jana-gana-mana-adhinayaka, jaya he
Bharata-bhagya-vidhata.
Punjab-Sindh-Gujarat-Maratha
Dravida-Utkala-Banga
Vindhya-Himachala-Yamuna-Ganga
Uchchala-Jaladhi-taranga.
Tava shubha name jage,
Tava shubhaasisa mage,
Gahe tavajayagatha,
Jana-gana-mangala-dayakajaya he
Bharata-bhagya-vidhata.
Jaya he, jaya he, jaya he,
Jaya jayajaya, jaya he!

OUR 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.

Jai Hind.

Message From the Secretary

Dear Parents and Beloved Teacher-Trainees,

Sincere greetings to the Muslim College of Education. The Muslim College of Education (MCE), which was born from the educational vision of the Muslim Educational Society (MES), extends its love and compassion to everyone. We, the members of MES, believe that education is essential to human development in order to fulfil one's personal and social responsibilities. We aspire to create a just and humane society in which the dignity of the human person is respected, where unjust social structures are challenged, where our cultural heritage of Ahimsa, religious harmony, and national integration are upheld, and where the poor and the marginalised are given special consideration. Our institutions are open to students of all castes and creeds; they are accepted and cherished for who they are, and they are encouraged to cultivate their cultural, social, and religious traditions. Since they are privileged to be in our institutions, they will also have the right to know Allah. We expect teachers, teacher-trainees, and parents to share our vision and collaborate with us wholeheartedly in order for these goals to be realised.

Lion. Dr. H. Mohamed Ali

Secretary

Muslim College of Education

Message from the Principal

Muslim College of Education has the enviable mission of bringing out the best in every teacher-trainee entrusted to our care, with all of his or her inherent potentials fully realised. We shape and mould our teacher- trainees so that they are able to deal with any problem they encounter, evaluate situations appropriately as they arise, and never overlook an appropriate course of action. Our mission is to provide an advanced education and thereby equip a group of socially committed, aesthetically refined, emotionally stable, physically fit, intellectually capable, morally upright, religiously pious, spiritually enlightened, and vocationally self-sufficient citizens.

Acquiring knowledge by itself is not Education, but education is what makes us better human beings and thus determines the future of the nation. Education should assist individuals in acquiring life skills, allowing them to live well, interact with others appropriately, and contribute their best to society/nation/world. Education's ultimate goal should be to create a world where only the positive qualities of individuals are utilised, developed, and spread. The father of our nation, Mahatma Gandhi, has eloquently described the meaning of education as "the total development of the child and the man, in body, mind, and spirit." Here at this college, we strive to bring out the best in our student-teachers in every way, so that they will be prepared to do the same when they become actual teachers. To achieve this common goal, the faculty have organised all activities as a team effort. Thus, the College is achieving new heights in terms of academic excellence and social engagement. Best wishes to all.

Dr. V.S. Pramod

Principal

ESTABLISHMENT AND MANAGEMENT

Details of the College

Muslim Educational Society (MES) Thiruvithancode,
Kanniyakumari District Tamil Nadu – 629 174

Affiliation and Recognition

The Government of Tamil Nadu NOC Letter No
24786/E1/2007-2, Dated 14-11-2007. NCTE Letter
F.SRO/NCTE/B.Ed./2006-2007/15931.

Affiliated to Tamil Nadu Teachers Education University,
Chennai. Tamil Nadu, India

Recognised by

NCTE (National Council for Teacher Education) SRC
(Southern Regional Committee) New Delhi, India

Recognized Strength

NCTE (National Council for Teacher Education) SRC
(Southern Regional Committee) New Delhi, India

Recognized Strength

B.A.B.Ed/ B.Sc.B.Ed -100 students (Two Units)
B.Ed - 100 Teacher-Trainees (Two Units)
M.Ed - 50 Scholars (One Unit)
M.Phil. Education - 20 Scholars (Full Time)

College address

Muslim College of Education,
No.1, New Street, Thiruvithancode, Kanyakumari Dist.,
Tamil Nadu, Pin: 629 174

Website address

www.muslimcollegeofeducation.in

Email

muslimcollegeofeducation@gmail.com

Secretary & Correspondent

Lion. Dr. H. Mohamed Ali
Secretary, Muslim College of Education,
No.1 New Street, Thiruvithancode,
Kanyakumari Dist., Tamil Nadu,
Mob : 9842130700

Contact Number

Phone : 04651- 248674,
Mob : 7402735503, 7402735504

Accreditation Status

Accredited with 'B' Grade by NAAC

VISION

To be a “Centre of Excellence” in the fields of teaching, learning, research and outreach programmes through network of vibrant educational programmes.

MISSION

To enable our teacher-trainees and research scholars acquire academic competence, sound knowledge and skill in teaching and outreach programmes coupled with international and interdisciplinary perspective.

VALUES

- ★ The institution has the following Core Values
- ★ Contributing to National Development
- ★ Fostering global competencies among the students
- ★ Inculcation of a value system among students
- ★ Promoting the use of Technology
- ★ Quest for Excellence

HOW TO REACH THE CAMPUS

Muslim College of Education is located in No1 New Street, Thiruvithancode, Kanyakumari Dist. Tamil Nadu. The College is about 10 km south of Nagercoil and 12 km. north of Marthadam. The nearest railway station is Eraniel, at a distance of 5km. The nearest airport is Trivandrum International Airport at a distance of 57.5 km away from the College. The sprawling campus of 5 acres is quiet and conducive to serious academic pursuit. Beautifully landscaped with tiles and horticultural plants it remains ideal for intellectual and emotional pursuit of the teacher-trainees.

ABOUT THE CAMPUS

The Muslim College of Education is located at No. 1 New Street, Thiruvithancode, Kanyakumari District, Tamil Nadu. About 10 km south of Nagercoil and 12 km north of Marthadam is where the college is. Eraniel, 5 km away, is the closest train station. The airport closest to the College is Trivandrum International Airport, which is 57.5 km away. The sprawling, 5-acre campus is quiet and good for serious academic work. Beautifully landscaped with tiles and plants for gardening, it is still a great place for the teacher-trainees to think and feel.

HOW THE CAMPUS WORKS

The main building of the College is a modern three storeyed, architecturally designed structure which accommodates College office, library, Secretary's Chamber, Principal's room, Labs, Seminar hall and Cubicle for teachers. Separate wash rooms and restrooms are available for both boys and girls.

Ground floor: On the ground floor there is an A/c auditorium, library, reading- room, staff -room, technology lab, M.Ed Staff room and classrooms.

First Floor: - The first floor comprises of college office, Principal's room, Extension Activities Office, Placement Assistant Cell, Anti Ragging Cell, MES office, Computer lab, Physical Science lab, Biological Science lab, multi -purpose hall, language lab, Psychology lab, classrooms and boy's washroom.

Second Floor: Second floor consists Multi-Purpose General Hall, Class Rooms and Girl's washroom

Facilities Available at the College

The College offer the following facilities

- ★ Principal's Chamber
- ★ Seminar Hall
- ★ Educational Technology Lab
- ★ Science Lab
- ★ Physical Education Lab
- ★ Separate Restrooms for boys and girls
- ★ Washrooms for Boys and Girls
- ★ Guest Room
- ★ Research and Guidance Wing
- ★ Computer Lab
- ★ Transportation Facility
- ★ Office Complex
- ★ College Library
- ★ Language Lab
- ★ Psychology Lab
- ★ Work Experience Lab
- ★ Canteen
- ★ Furnished Staff Rooms
- ★ Reading Room
- ★ Library
- ★ Bookstore
- ★ Broadband Internet facility

Laboratory

The college offer the following labs

- ★ Biological Science Laboratory
- ★ Physical Science Laboratory
- ★ Psychology Laboratory
- ★ Technology Laboratory
- ★ Computer Laboratory

Multipurpose Hall

The college has a multipurpose hall with air conditioning that can fit up to 200 people. It is used for orientation programmes, extracurricular activities, workshops, seminars, exams, guest lectures, and as a common room and method laboratory.

Book Store

On campus, there is a store that is well-stocked and open. It gives teacher-trainees good notebooks and other college supplies at a reasonable price. There are places to take Photostat.

College Publications

IJPE (International Journal of Perspectives in Education)- A peer reviewed multi-disciplinary biannual international journal

TeLeS – (Teacher, Learner and Society) - A peer reviewed multi-disciplinary biannual national journal with the ISSN

Memories : Alumni News Letter

The Teacher : A MCE Newsletter

Reflections : College Magazine

College Magazine

Every year, the college puts together an Editorial Board to make sure College Magazine comes out on time.

Only the Editorial Board is in charge of making sure the magazine is edited and published. The name of the college magazine is "Reflections."

Administration

The College is run in the same way that well-known institutions in India and around the world do. Lion Dr. H. Mohamed Ali is the General Secretary of the Muslim Educational Society and the Secretary of the Muslim College of Education. He is in charge of the College. Mr. V. Ramaswami is in charge of running the College's business side. The principal is in charge of the academic side of the College, and the Management is in charge of the business side. The College Academic Council helps the Principal with administrative tasks and gives him or her advice. The council is made up of well-known academics.

Academic Advisory Committee

In order to have an efficient academic planning and for future development activities an advisory committee with the following noted academicians in the field of education has been constituted.

HISTORY OF THE COLLEGE

The Muslim College of Education, No. 1 New Street, Thiruvithancode, Kanniyakumari Dist., Tamil Nadu, one of the pioneering teacher training institutions in Tamil Nadu, is dedicated to the cause of learning, research and outreach. It is a dream project of the Muslim Educational Society(MES) Thiruvithancode, a society fashioned to uplift the marginalized sections of the people in Kanniyakumari. The Muslim College of Education had its inception in the year 2007 with 100 B.Ed. teacher -trainees. In the year 2008, the College was granted permission to launch the M.Ed. course. Representing the minority, the college has unlocked its doors to all and sundry who cherished to get into this institution for admission. A galaxy of eminent teachers with competency, professionalism, passion, devotion and dedication, with the infinite support furnished by the management, has ignited the institution to grow with a remarkable legacy within a short span of time. Our College was accredited with “B” grade by the National Assessment and Accreditation Council (NAAC) of the UGC. They were extremely pleased with the academic excellence, organization, staff pattern, physical environment, and outreach programmes of the College. It has provided us added responsivity and commitments to work for improvement. We strongly believe in the NAAC dictum, Quality Enhancement and Quality sustenance. We strive hard to uphold it.

In 2014 the institution got permission to start M.Phil. Course in Education, with 20 full time scholars. Ours is the only College

Tamil Nadu Teachers Education University, Chennai. The College is also preparing for opening twinning

programmes with institutions of global repute. The Muslim College of Education is proud of the fact that it gives the teacher-trainees maximum opportunities for outreach programmes. We believe greatly in value, support and collaboration, discussion, and dialogue with a variety of local and regional community associates.

The College organize add on programmes like Yoga, Ornamental Decoration, Fruits and Vegetable Carving, Candle Making, Glass Painting, Flower Making and Flower Arrangement and so on. Communicative English is another area which we give maximum concentration on. The College has an association with the Junior Chamber International Trivandrum Chapter. It is an international organization formed to inspire the youth and also to empower them. The training programmes of JCI inspire our young budding teacher -trainees to explore the vast ocean of opportunities in the field of teaching.

The Muslim College of Education has started a peer reviewed biannual national journal titled Teacher Learner and Society (TeLes) in the year 2013 with the ISSN 2348-8409. After the warm recognition received by TeLeS, by the intelligentsia, inspired us to start an international journal titled International Journal of perspectives in Education, (IJPE)with the ISSN 2456-3412 in 2016. It is also a peer reviewed multi-disciplinary international journal.

Realising the feasibility of starting integrated courses the National Council for Teacher Education (NCTE) granted the Muslim College of Education, permission to start 4 year B.AB.Ed and BScB.Ed integrated courses from the academic year 2017 -2018. Only 8 colleges of education in Tamil Nadu have such a credential status.

IQAC

In response to the recommendations of NPE (1986) about addressing the issues of deterioration in quality of education, the National Assessment and Accreditation Council (NAAC) was set up in 1986. The NAAC Peer Team visits institutions and grades them in accordance with the quality standards maintained therein. Our institution was accredited 2013. Though we bagged the 'B' Grade, there was much to learn from the suggestions provided by the NAAC Peer Team. The Internal Quality Assurance Cell (IQAC) was formally composed, and each year the same is recomposed keeping in mind the needs of the institution, the nature of the staff, etc. In order to obtain objective suggestions and remarks, the IQAC panel included the Head of the Institution, a few senior administrative officers, three to eight teachers, one member from the Management, two nominees from local society, Students and Alumni representatives, two nominees from Employers, Industrialists and stakeholders and one as the Co-ordinator of the IQAC. This team consistently makes forays into various institutional activities to enhance and sustain the quality of education provided.

In 2013 the College was accredited with 'B' grade by NAAC. The IQAC (Internal Quality Assurance Cell) was formed in the year 2013 for development and application of quality benchmarks/parameters for the various academic and administrative activities of the College. The primary aim of IQAC are

- ★ To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- ★ To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Six Executive Committee Members

Mr. Rehim, (President M.E.S.)

Lion Dr. H. Mohamed Ali (General Secretary, MCE)

Mr. Mohamed Afsal Fayaz (Member)

Mr. Imran (Member)

Mr. Firosekhan (Member)

Mr. Pramod.V.S. (Member)

Courses Offered

B.Ed.

It is a Two-Year Bachelor's Degree Programme. This course is meant for students who opt teaching profession after B. A/ B.Sc./M. Com or M.A/MSc/M.Com. The duration of the course is two years. The B.Ed. subjects available in the institution are

- ★ English
- ★ Computer Science
- ★ Tamil
- ★ History
- ★ Biological Science
- ★ Physical Science
- ★ Mathematics
- ★ Commerce
- ★ Home Science
- ★ Economics

M.Ed.

The two-year M.Ed. programme is designed to provide opportunities for students to extend as well as sharpen their knowledge and understanding of education and also to develop research capacities, leading to specialization in elementary and secondary education. It is also a Two-Year Master Degree Programme. This Master Degree course is meant for students who opt teaching profession after B.Ed.

Working Hours

9.15 AM to 4.15.PM

Working Days

Monday to Saturday

Details of Faculty (B.Ed.)

Mr. Irgurala Raja Kumar.	Assistant Professor
Mr. Vigneshwar Reddy. K	Assistant Professor
Mrs. Kayathiri. S	Assistant Professor
Mrs. Sujitha. A. S	Assistant Professor
Mrs. Alpha Grace T	Assistant Professor
Mrs. Razia	Assistant Professor
Mrs. Jiley. V	Assistant Professor
Mrs. Jeyakumari. R	Assistant Professor
Mrs. Valsala. L	Assistant Professor
Mrs. Raina Rose	Assistant Professor
Mrs. JaculinSubi	Assistant Professor
Mrs. Derinoji,	Assistant Professor
Mrs. Sindhuja Y	Physical Director
Miss. Jenesha Beatrice. J	Fine Arts
Mrs. Bijoy M. Nair	Performing Arts

Details of Faculty (M.Ed.)

Dr. S. Bindhu	Profrrsor
Dr. S. Sheeba	Associate
Dr. C. L. Bini	Associate
Mrs. S. Indira	Assistant Professor
Mrs. Merline Jaya	Assistant Professor
Mrs. Anitha Mary	Assistant Professor
Mrs. Almah Joshi	Assistant Professor
Mrs. M. V. Manjusha	Assistant Professor
Mrs. M.L. AaraMithilee	Assistant Professor

Non - Teaching Staff

Mr.Ramaswamy	: Administrative Officer
Mr. Hamsa	: Clerk
Mr. Dhanya	: Clerk-cum-Typist

ACTIVITIES OF THE COLLEGE

Assembly and Thought for the Day

Morning Assembly is held every day, with the college prayer, national anthem, and 'Thought for the Day' as regular components. Under the direction of the principal, Thought for the Day and Assembly are regularly conducted between 9.15 am and 9.45 a.m. This is intended to provide teacher-in-trainings with novel ideas to meet the needs of society. In this programme, teacher-in-trainings are given opportunities to share their perspectives on various education, value system, and contemporary issues. The objectives of the programme are to develop leadership qualities and to make teacher candidates active participants in the college's programmes. Thought for the Day is indispensable for the development of communication skills, interpersonal relationships, and self-discipline.

Moral Education

The college provides prospective teachers with a value-based education and a learning environment that encourages character development and prepares them for a life of learning and service. Integral to the B.Ed. curriculum is moral education, which helps students develop morally and ethically. The college has a number of social service clubs in which students participate actively to cultivate values of service to humanity, love for nature, feelings of gratitude and brotherhood, world peace, etc.

Alumni

The Alumni Association was formed in year the 2008. Since then, every year it holds its annual meeting in which views are exchanged between members and their healthy suggestions to further the progress and prosperity of the institution are welcomed. On the occasion alumni members are also honoured for their excellence in the field of academics and their contributions toward the society. Cultural programmes are also organized on the occasion. The alumni members contribute a lot to the growth and development of the college by assisting the organization and celebrations of all important functions including annual function. The alumni association holds extension lectures for the students for personality development, capacity building, and communication skills, conducts mock interviews to enable students to face interviews with confidence. Alumni members enrich the present batch with their expertise from time to time. The alumni members also provide their expertise in preparing teams for various competitions.

Guidance and Counselling Cell

Our CounselingCenter is committed to providing teacher-trainees with the optimal learning environment. The academic performance and personality of teacher-trainees may be affected by their emotional and physical difficulties. The Cell provides proper guidance to each student in order to equip him or her to face life's challenges and advance academically. Our school offers training in Personal Counselling, Group Counselling, and Life Skill Education. Mrs. S. Indira, assistant professor in the M.Ed. section, is in charge of the Counselling and Guidance Cell.

Remedial Teaching

The college also provides remedial instruction to students who require additional guidance or instructional aids. The college strives to maintain an academic atmosphere which encourages learning, research and healthy academic competition. Teachers must diagnose and prepare instructional materials for remedial teaching to ensure the desired quality of learning. Remedial teaching is a crucial component of the teaching-learning process.

Health Club

The college constituted a Health Club to ensure the health status of the teacher- trainees. Every teacher trainee will have to undergo a medical examination. Seminars and workshops are organized for creating awareness about good health practices of the world.

Placement Cell

The Placement Cell of the college is responsible for all aspects of campus placements for B.Ed. and M.Ed. teacher-trainees. The Placement Cell has an excellent infrastructure to support each phase of the placement procedures. The Placement Cell conducts Pre-Placement Discussions, Written Tests, Group Discussions, and Interviews in accordance with the needs of the educational institutions.

Socially Useful Productive Work (SUPW)

We consider that exposure to social service is a quintessential part of B.Ed. training which leads to the wholesome development of the personality of the teacher - trainees. Hence, students are provided a range of opportunities to serve the community, both through on campus and off campus activities. Students are also rewarded with academic credits for participation in activities. SUPW is

an integral part of B.Ed. curriculum. The idea behind is to allow our teacher-trainees to give expression to their co-curricular interests and aptitudes. S.U.P.W. is an integral part of a school's curriculum as it helps the child to use his power of imagination, to express his thoughts, ideas and impressions through various activities, to develop his skills and to help the child to show his potentiality and originality. Also, the inclusion of SUPW in the School curriculum aims at enhancing the all-round, fullest possible developments of each child, thus enabling them to successfully cope with the ever-changing demands and challenges of the world around them. The aim of B.Ed. course is to produce competent and skilled teachers. A teacher can become capable of contributing to the society. There is a provision for five days SUPW camp. In this SUPW camp student-teacher develops certain skills through work experience, for example, gardening, chalk making, interior decoration, cooking, stretching & tailoring cloths, candle making etc. In this camp teacher- trainees are encouraged to participate in various community services, extension activities, sports and cultural activities.

- ★ Products from Waste Materials
- ★ Clay Modelling
- ★ Pot Painting (5 Methods)
- ★ Flower Making (25 Items)
- ★ Ornaments Preparation
- ★ Making Items Using Moulds
- ★ Eggshell Decoration
- ★ Needle Work
- ★ Drawing and Painting

List of Clubs functioning in the college

- | | | |
|-----------------|----------------|----------------|
| ★ Literary Club | ★ Nature Club | ★ Science Club |
| ★ History Club | ★ Health Club | ★ ICT Club |
| ★ English Club | ★ Women's Cell | ★ Eco Clubs |
| ★ Creative Club | ★ Tourism Club | |

Women's Cell: Members:

The Principal,
All female staff members – teaching and non-teaching
Female student representatives from B.Ed. and
M.Ed. sections

Objectives:

- ★ Sensitize students on serious gender issues,
- ★ Generate awareness of burning social issues for ensuring holistic education of students,
- ★ Educate, empower and devise preventive measures for the prevention of gender bias and sexual harassment of students

Anti - Ragging Committee

As per UGC regulations on curbing the menace of Ragging in Higher Educational Institutions 2009, all anti-ragging measures are in place in our institution. An anti-ragging committee was constituted which comprises the following members, to monitor the anti-ragging activities in the institution.

Lion Dr.H.Mohamed Ali :	Secretary MES, Chairman
Dr. Pramod. V. S :	Principal, Member
Mrs. S. Indira :	Assistant Professor, Member
Mrs. L. Valsala :	Assistant Professor, Member

Student Representatives

The nodal officer to whom the complaints of ragging can be made by the students at any time is given below.

Name: Mrs Merlin Jaya , Assistant. Prof.

email id: muslimcollegeofeducation@gmail.com

Mob:7598174494

Library

Our college has a full-fledged library and Information Centre with all the modern facilities like Computer aided information retrieval and Reprographic Services, including printer and internet facilities. The Library has a collection of nearly 8000 books and about 500 periodical archives, 200 international dissertations and 255 CDs in the thrust areas of various subjects. The library has about 285 international journals. The Library also provides information and guidance regarding electronic journals and online information retrieval to the interested readers. The Library caters to the needs of 160 regular users in the college which include faculty, M.Phil. & M.Ed. Scholars, B.Ed. Teacher- Trainees and B.Sc. B.Ed. students. It also provides information service to the P.G students, Research scholars and teachers from the neighbouring academic institutions and colleges. The Library is open on weekdays from 9 AM to 5 PM.

Library works and duties

- ★ All teacher trainees are expected to use the library regularly
- ★ Teacher trainees are allowed to borrow only two books at a time and retain them for a period of one week.
- ★ The librarian has the right to call for a book borrowed by any member even before the expiry of normal period of one week.
- ★ Reference books should not be taken out of the library.
- ★ If the borrowed books are not returned to the library on the due date, a fine of Rs 1 per day will be charged.
- ★ Indifference towards any subject, discourtesy towards any member of the staff, or any act, which affects the discipline of the College will be viewed seriously.
- ★ Books borrowed shall be kept neatly. Avoid marking, underlining or defacing the books.

- ★ If books are lost, damaged, or badly handled, their full cost with the fine will be levied from the borrower. The decision of the principal in this matter shall be final and binding.
- ★ Library books will be issued from 8.30 am to 5 pm.
- ★ All books borrowed should be returned to the library before one month of final examination.

Sports Facilities available in the College

- ★ Football ★ Volleyball ★ Chess
- ★ Caroms ★ Basketball ★ Badminton
- ★ Cricket

General Rules

- ★ Teacher-trainees should be at college before the first bell in the morning at 9.25 AM.
- ★ Teacher-trainees should be in uniform except on Fridays
- ★ Teacher-trainees are to greet all members of the college, staff with due respect and politeness.
- ★ Irregular attendance, dishonesty to peers are sufficient reasons for dismissal.
- ★ If a student is, absent due to illness or unavoidable circumstances, the matter should be reported in writing immediately.
- ★ The College properties should be handled with care. Any damage caused will be charged as per norms.
- ★ Teacher-trainees are strictly forbidden to engage themselves in any political or other movements inside the campus.
- ★ The use of intoxicants inside the campus is strictly forbidden.
- ★ The College premises should be kept neat. Waste paper baskets may be used to put waste materials and waste paper.

- ★ Teacher-trainees suffering from contagious or infectious or infectious diseases are not allowed to enter the class. Cases of such illness should be reported to the Principal in advance.
- ★ Every teacher trainee is expected to take an active part in the co-curricular activities like games, sports, literary associations, educational tours, picnics etc arranged by the college.
- ★ No teacher trainee will be excused from General Assembly and Thought for the Day, without valid reasons. Duties of a teacher-trainee
- ★ Teacher-trainees are expected to keep decorum and dignity in expressions on campus.
- ★ Every teacher-trainee shall have with him/her the textbooks and notebooks and other materials required for the classes.
- ★ All assignments shall be regularly completed and as desired by the concerned.
- ★ Indifference towards any subject, discourtesy towards any member of the staff, or any act, which affects the discipline of the College will be viewed seriously.

Leave

★ All applications for leave should be submitted in the prescribed form to the principal a day before it is required, except in case of sudden illness.

★ Casual leave may be granted amounting to not more than five days at a time exclusive of Sundays and other holidays.

★ The period of absence at any time shall not exceed 10 days in an academic year.

Computer Laboratory

Our institution has opened up the windows on knowledge by setting up a well equipped computer laboratory which assists us to keep pace with the current changing roles of the teacher in this technology driven educational scenario. The institution has full-fledged computer laboratory with LAN and 24 hours uninterrupted Internet connection. The laboratory is equipped with Scanner, CD writer and other equipments which are effectively utilized by the faculty as well as students to make their teaching learning process and research effective. Open access to online research based journals is provided to the students to equip them with the skills of conducting research.

Psychology Laboratory

The institution optimally utilizes the Psychology Laboratory which has various standardized intelligence tests, aptitude, creativity tests and also interest, adjustment and personality inventories which prove to be beneficial to the M Ed and the PhD students in their endeavors related to psychological constructs. In addition to this, the institute is equipped with the requisite equipments required for conducting the various psychology experiments for B Ed students

Physical Science Laboratory

This lab was created in 2009. It has arrangements for performing science experiments. There are cupboards for storing various models, equipments and teaching aids. This room has provision for displaying all the teaching resources of the institute. Students utilize these resources and also generate new resources during various club activities. Every year the teaching resources made by students are added to this lab.

Women's Empowerment Cell

The College has constituted Women's Empowerment Cell in 2009. The Women's Empowerment Cell (WEC) is a statutory body for the prevention/action against sexual harassment of women. It looks into the grievances/complaints of teaching, non-teaching staff and teacher-trainees, especially in cases of gender discrimination.

Objectives of the Cell

- ★ To create awareness of sexual harassment through guest lectures
- ★ To ensure protection of girls/women from sexual harassment studying/working in the premises
- ★ To redress the cases of sexual harassment if any
- ★ To enforce disciplinary framework for students
- ★ To organize workshops, seminars and talks to convey the message of Gender Equality (Gender Sensitization Workshops)
- ★ To organize the gender awareness through posters/slogans/essay competition/screening of films/street plays
- ★ To organize the programs with other associations of the college such as Students council, Cultural Association, etc.

Rules & Regulations

- ★ Every Student shall be cleanly and decently dressed.
- ★ Every student shall salute the members of the staff on the occasion of his first meeting them on the college premises.
- ★ No student shall leave the class room either with or without permission, or until the teacher has left the class room.
- ★ No student who comes to his class after the roll call is taken shall enter the class room without the permission of the teacher in charge of the class.
- ★ Every student shall sit in the place assigned to him in the class room.
- ★ Students who have leisure on any working day shall remain in the reading room.
- ★ Loitering on the verandah, disfiguring or destroying furniture and writing on walls are strictly prohibited. Students violating this rule will be fined heavily.
- ★ Students attending lectures in the class rooms or working in the laboratories or attending debates on the college premises shall maintain perfect silence.
- ★ Students getting in or getting out of a class room or moving from one class room to another shall do so in an orderly manner without making any noise.
- ★ Students are prohibited from defacing or damaging the building or furniture in any way. The cost of any damage or loss so caused will be recovered from the students collectively if the responsibility for it can not be fixed on any individual or individuals.
- ★ Students are expected to read notices posted on the college notice board and ignorance of any notice thus posted will not be accepted as an excuse for failure to comply with it.

- ★ No meeting or debate of any kind shall be conducted by students on the college premises without the written permission of the principal.
- ★ Students are advised not to align themselves with any political party or take part in any political agitation.
- ★ Students are not allowed to make a complaint in a body or address any authorities in a collective petition. Such combined action is subversive of good order.
- ★ No subscription of any kind shall be collected by any student without the written permission of the Principal.
- ★ No Student shall organize or join a strike of any kind.
- ★ Any student who contravenes this rule will be expelled from the college.
- ★ Any act of misbehavior or indiscipline will entail suspension or expulsion from the college.
- ★ Students who are not living with their parents or legal guardians shall reside in the hostel or in lodgings approved by the Principal.
- ★ In regard to all matters not specified in the forgoing rule, students shall aim at conducting themselves with the highest standard of conduct befitting the reputation of the Institution.
- ★ The Principal's decision shall be final in matters of punishment to the students for violation of any of the college rules.
- ★ Transfer certificate and conduct certificate will not be issued until all the dues to the college and hostel or paid.

Department of Attendance

- ★ Rules and Regulations for students regarding granting of Leave of absence from class.
- ★ No Student shall absent himself from the class without leave. All leave applications in the prescribed form

- should be endorsed by the Parent / Guardian / Warden.
- ★ Students residing in private building (unauthorized hostels or in rooms without guardian) must get their leave application forms countersigned by the respective Heads of Depts. in the place of parents / Guardians / Wardens.
 - ★ All leave applications duly filled must be handed over to the Prof-in-charge of Attendance in person or any person authorized by him or be sent by Post so as to reach the Prof in-charge of Attendance a day before leave begins.
 - ★ Leave applied for in time will ordinarily be granted when proper reasons are given. But in case of leave extending to three days or more for reasons of illness and other unavoidable circumstances, the Prof in-charge of Attendance may require the production of medical or other certificates.
 - ★ A student who continuously absents himself for 15 days without valid reasons will his name struck from off the rolls and recommendation will be considered only on the recommendation from the respective Heads of the Departments.
 - ★ The Applicants who plead sickness for more than five days will not be granted leave unless their application is supported by a medical certificate given by a Registered Medical Practitioner.
 - ★ All cases of French leave will be reported to the Parent / Guardian and the postal expenses will be recovered from absentees.
 - ★ A student absenting himself without leave during one hour of the day will be considered absent for half-a-day.
 - ★ A student requiring leave for a portion of a period must apply to the teacher in person before the classes

begin. Other application shall be addressed to the Prof-in-charge of Attendance.

- ★ Absence from the Examination and Tests on medical grounds must be supported by a certificate from respective Heads of the Depts. and a certificate from a registered medical practitioner.
- ★ Absentees from classes without leave for the whole day will pay a fine of Rupee 1/-
- ★ Absentees for one hour even if it is first hour in a session will be considered absent for that session and 50 paise will be the fine for such absence.
- ★ A list of absentees in a working day will be put up on the notice board on the third day of the next working week. Any discrepancy found there in must be reported to the Prof-in-charge of attendance within 48 hours, otherwise the fine will stand.
- ★ A student who finds himself wrongly in the list of absentees or in the fine lists shall meet the Prof-in-charge of attendance for rectification of the discrepancies.
- ★ Truants from classes and long absentees shall be dealt with severely. The punishment may involve suspension or removal from the College or withholding his scholarship and appearance for University Examination.
- ★ Fine should be paid in the College office within 10 days from the date of notification of the fine imposed by the Attendance Department. After this period, defaulters roll number will be struck off. A fine will be collected from defaulters at the rate of Rs.1 per day for not more than five days.
- ★ Those who want to have a personal talk with the Prof-in-charge of Attendance in connection with the grant of leave or cancellation of fine should meet him between 2.00 p.m. and 3.00 p.m. on all working days except Thursday.

Guidance & Counselling Cell

The motto of Guidance & Counselling Cell(GCC) which functions as a part of Student Support Services(SSS) for student retention. The principal and all the tutors do the counselling of the Teacher-trainees and guide them regarding curricular, co- curricular, career and personal matters. The Cell nurtures the students through the different activities and allows the students to cross the hurdles in the academic year thereby marching smoothly towards success. The Guidance and Counseling Committee is looked after by a teaching faculty. Under this cell there are different programs conducted with an aim of catering to the needs of individual differences.

The following are the activities conducted under this cell

- ★ Remedial coaching
- ★ Mentoring through study circles
- ★ Assistance through proctorial system
- ★ Linkage with bank for educational loan
- ★ Scholarship for eligible Teacher -Trainees
- ★ Career oriented training programmes

Proctorial System

The proctorial system has been introduced for effective improvement of student teacher relation in the institution. The students of a proctorial group are assigned to a member of the teaching staff who shall act as their Proctor. The students are required to meet the proctor daily to report the progress of their studies and other academic difficulties. The students of the proctorial groups shall meet the proctors at the lunch break and discuss with her their difficulties and academic problems. The students shall furnish such information to the proctors as required for the maintenance of the proctorial record. No student shall leave the campus without informing the proctor. No student can ordinarily meet

the principal on official business without the permission for the Proctor nor can any application be submitted without the recommendation of the proctor. Any adverse report against a student by the Proctor will be seriously viewed and dealt with accordingly with the intimation to their parents. Monthly fees and other fees of a student will only be accepted after submission of the monthly proctorial records by the proctor. No help from any source or other forms of assistance will be given to a student unless recommended by the proctor. The promotion in the college Examination and an issue of the final conduct and transfer certificate-from the college will also be reflected on the Proctorial records of a student during the period of study in the College. Each student will be the ward of a teaching staff who will be his/her Proctor.

Value Added Courses

The college has designed so far, many value added programmes for the students.

Some of them were as follows:

- ★ Web tools for instructional purposes
- ★ English Communication Skills
- ★ Research tools development
- ★ Developing instructional design
- ★ Preparation for NET/SET

Women Development Cell

As per the guidelines of the Vice-Chancellor of University of Mumbai, the College has introduced a Women's Development Cell in the academic year 2011-12. The Women's Development Cell (WDC) is a statutory body for the prevention/action against sexual harassment of women. It looks into the grievances/complaints of teaching, non-teaching staff and students, especially in cases of gender discrimination.

Objectives

- ★ To create awareness of sexual harassment through guest lectures
- ★ To ensure protection of girls/women from sexual harassment studying/working in the premises
- ★ To redress the cases of sexual harassment if any
- ★ To enforce disciplinary framework for students
- ★ To organize workshops, seminars and talks to convey the message of Gender Equality (Gender Sensitization Workshops)
- ★ To organize the gender awareness through posters/slogans/essay competition/screening of films/street plays
- ★ To organize the programs with other associations of the college such as Students council, Cultural Association, etc.

Placement Cell Services

The functioning of college placement cell has always proved to be effective as it remains in constant touch with the prospective employers to intimate their human resource requirement. On learning the requirements, a mutually agreeable date is fixed for holding interview at the college campus and the candidates are guided and trained for the demonstrations and interviews. The placement cell ensures and takes care to provide the best arrangements for placing its students in premier institutions. Many reputed schools and institutes sends their requisition to the college for qualified and competent teachers namely:

Academic Calendar

Academic Calendar is a holistic view of the year activities. It indicates the planning of the academic and non-academic activities throughout the year. In the beginning of the year the academic activities and non-academic activities

are chalked out keeping in mind the two vacations. From August to April, all the activities are arranged with mutual consent with the Principal & the faculty members. Each person conducting a particular activity refers to the academic calendar.

Apart from this even the decision on IQAC meetings, Faculty forums, Staff meetings are also tentatively mentioned. However, the dates of these meetings might change as per emergency. To prepare the students for 21st century, the faculty from the current year introduced the latest strategies in various subjects. It included the sessions on Activity based learning in science Multiculturalism, preparation of rubrics, etc. It will aim to conduct certificate courses on transactional analysis, Experiential learning etc. in future. Similarly, even for M Ed & PGDME academic calendars are designed so as to achieve the objectives of teaching the course could be achieved. Finally, strict monitoring of the academic activities of the course is done by the Head of the institution.

AUGUST - 2019

MUSLIM COLLEGE OF EDUCATION 2019-2020

DATE	DAY		No of Day
1	THU		
2	FIR		
3	SAT		
4	SUN	Holiday	
5	MON		
6	TUS	Holiday	
7	WED		
8	THU		
9	FIR		
10	SAT	Second Saturday Holiday	
11	SUN	Holiday	
12	MON	Bakrid	
13	TUS		
14	WED		
15	THU	Independence Day	
16	FIR		
17	SAT		
18	SUN	Holiday	
19	MON		
20	TUS		
21	WED		
22	THU		
23	FIR	Golglulashtami	
24	SAT		
25	SUN	Holiday	
26	MON		
27	TUS		
28	WED		
29	THU		
30	FIR		
31	SAT		
		No of Working Day	

SEPTEMBER - 2019

MUSLIM COLLEGE OF EDUCATION 2019-2020

DATE	DAY		No of Day
1	SUN	Holiday	
2	MON		
3	TUS		
4	WED		
5	THU		
6	FIR		
7	SAT		
8	SUN	Holiday	
9	MON		
10	TUS	Maharram	
11	WED		
12	THU		
13	FIR		
14	SAT	Second Saturday Holiday	
15	SUN	Holiday	
16	MON		
17	TUS		
18	WED		
19	THU	Ganesh Chaturthi Holiday	
20	FIR		
21	SAT	World Peace day	
22	SUN	Holiday	
23	MON		
24	TUS		
25	WED		
26	THU		
27	FIR		
28	SAT		
29	SUN	Holiday	
30	MON		
		No of Working Day	

OCTOBER - 2019

MUSLIM COLLEGE OF EDUCATION 2019-2020

DATE	DAY		No of Day
1	TUS	Holiday	
2	WED	Gandhi Jayanthi Holiday	
3	THU		
4	FIR		
5	SAT		
6	SUN	Holiday	
7	MON	Ayutha Pooja Holiday	
8	TUS	Vijayadhasami Holiday	
9	WED		
10	THU		
11	FIR		
12	SAT	Second Saturday Holiday	
13	SUN	Holiday	
14	MON		
15	TUS		
16	WED		
17	THU		
18	FIR		
19	SAT		
20	SUN	Holiday	
21	MON		
22	TUS		
23	WED		
24	THU		
25	FIR		
26	SAT		
27	SUN	Holiday	
28	MON		
29	TUS		
30	WED		
31	THU		
		No of Working Day	

NOVEMBER - 2019

MUSLIM COLLEGE OF EDUCATION 2019-2020

DATE	DAY		No of Day
1	FIR	Kanyakumari Day Holiday	
2	SAT		
3	SUN	Holiday	
4	MON		
5	TUS		
6	WED		
7	THU		
8	FIR		
9	SAT	Second Saturday Holiday	
10	SUN	Holiday	
11	MON		
12	TUS		
13	WED		
14	THU		
15	FIR		
16	SAT		
17	SUN	Holiday	
18	MON		
19	TUS		
20	WED		
21	THU		
22	FIR		
23	SAT		
24	SUN	Holiday	
25	MON		
26	TUS		
27	WED		
28	THU		
29	FIR		
30	SAT		
		No of Working Day	

DECEMBER - 2019

MUSLIM COLLEGE OF EDUCATION 2019-2020

DATE	DAY		No of Day
1	SUN	Holiday	
2	MON		
3	TUS		
4	WED		
5	THU		
6	FIR		
7	SAT		
8	SUN	Holiday	
9	MON		
10	TUS		
11	WED		
12	THU		
13	FIR		
14	SAT	Second Saturday Holiday	
15	SUN	Holiday	
16	MON		
17	TUS		
18	WED		
19	THU		
20	FIR		
21	SAT		
22	SUN	Holiday	
23	MON		
24	TUS		
25	WED	Christmas Holiday	
26	THU		
27	FIR		
28	SAT		
29	SUN	Holiday	
30	MON		
31	TUS		
		No of Working Day	

JANUARY - 2020

MUSLIM COLLEGE OF EDUCATION 2019-2020

DATE	DAY		No of Day
1	WED	New Year Holiday	
2	THU		
3	FIR		
4	SAT		
5	SUN	Holiday	
6	MON		
7	TUS		
8	WED		
9	THU		
10	FIR		
11	SAT	Second Saturday Holiday	
12	SUN	Holiday	
13	MON		
14	TUS		
15	WED	Thai Pongal - Holiday	
16	THU	Thiruvalluvar Day - Holiday	
17	FIR	Uzhavar Thirunal - Holiday	
18	SAT		
19	SUN	Holiday	
20	MON		
21	TUS		
22	WED		
23	THU		
24	FIR		
25	SAT	Holiday	
26	SUN	Republic Day Holiday	
27	MON		
28	TUS		
29	WED		
30	THU		
31	FIR		
		No of Working Day	

FEBRUARY - 2020

MUSLIM COLLEGE OF EDUCATION 2019-2020

DATE	DAY		No of Day
1	SAT		
2	SUN	Holiday	
3	MON		
4	TUS		
5	WED		
6	THU		
7	FIR		
8	SAT	Second Saturday Holiday	
9	SUN	Holiday	
10	MON		
11	TUS		
12	WED		
13	THU		
14	FIR		
15	SAT		
16	SUN	Holiday	
17	MON		
18	TUS		
19	WED		
20	THU		
21	FIR		
22	SAT		
23	SUN	Holiday	
24	MON		
25	TUS		
26	WED		
27	THU		
28	FIR		
29	SAT		
		No of Working Day	

MARCH - 2020

MUSLIM COLLEGE OF EDUCATION 2019-2020

DATE	DAY		No of Day
1	SUN	Holiday	
2	MON		
3	TUS		
4	WED		
5	THU		
6	FIR		
7	SAT		
8	SUN	Holiday	
9	MON		
10	TUS		
11	WED		
12	THU		
13	FIR		
14	SAT	Second Saturday Holiday	
15	SUN	Holiday	
16	MON		
17	TUS		
18	WED		
19	THU		
20	FIR		
21	SAT		
22	SUN	Holiday	
23	MON		
24	TUS		
25	WED	Thelungu New year	
26	THU		
27	FIR		
28	SAT		
29	SUN	Holiday	
30	MON		
31	TUS		
		No of Working Day	

APRIL - 2020

MUSLIM COLLEGE OF EDUCATION 2019-2020

DATE	DAY	No of Day
1	WED	
2	THU	
3	FIR	
4	SAT	
5	SUN	Holiday
6	MON	
7	TUS	
8	WED	
9	THU	
10	FIR	Good Friday
11	SAT	Second Saturday Holiday
12	SUN	Holiday
13	MON	
14	TUS	
15	WED	
16	THU	
17	FIR	
18	SAT	
19	SUN	Holiday
20	MON	
21	TUS	
22	WED	
23	THU	
24	FIR	
25	SAT	
26	SUN	Holiday
27	MON	
28	TUS	
29	WED	
30	THU	
		No of Working Day

MAY - 2020

MUSLIM COLLEGE OF EDUCATION 2019-2020

DATE	DAY		No of Day
1	FIR	May Day Holiday	
2	SAT	Holiday	
3	SUN	Holiday	
4	MON		
5	TUS		
6	WED		
7	THU		
8	FIR		
9	SAT	Second Saturday Holiday	
10	SUN	Holiday	
11	MON		
12	TUS		
13	WED		
14	THU		
15	FIR		
16	SAT		
17	SUN	Holiday	
18	MON		
19	TUS		
20	WED		
21	THU		
22	FIR		
23	SAT	Holiday	
24	SUN	Holiday	
25	MON	Ramzan	
26	TUS		
27	WED		
28	THU		
29	FIR		
30	SAT		
31	SUN	Holiday	
		No of Working Day	