

SRI RAAJA RAAJAN

COLLEGE OF EDUCATION FOR WOMEN

**Amaravathipudur, Karaikudi-630 301.
Sivagangai- Dist. Tamilnadu.**

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HAND BOOK

2016-2017



NAME :

ROLL NO :

ADDRESS :

ABOUT The TRUST

SRI MUTHUMARI CHARITABLE AND EDUCATIONAL TRUST

The formation of the Trust was initiated by a group of likeminded patrons who are highly regarded for their academic interest and bountiful service for the promotion of education in the rural areas. Sri Muthumari Charitable and Educational Trust is taking initiative in developing educational institutions with the objectives of imparting quality education through sharing its social commitment and disseminating professional education to the downtrodden sections of the community. As a part of its academic expansion activities, the Trust started an institution of higher learning named '**Sri Raaja Raajan College of Education for Women**' which is provided with necessary instructional and infrastructural facilities essential for the professional preparation of teachers. Qualified and experienced staffs of this college ensure standards in teacher education.

Now, our College has been shifted to permanent building at Amaravathipurur. The trust has taken up earnest efforts in developing permanent well-furnished building at Amaravathipurur, located just five kilometers from Karaikudi. The main objectives of the Trust are to promote innovative in higher education with professional commitment. It has also added a feather to founding a Sri Raaja Raajan College of Engineering and Technology and Sri Raaja Rajan CBSE School. "The teacher is the ideal book for the students" is a maxim. In accordance with this quote, our entire teaching faculties have been excellent guides for our students.

ABOUT THE COLLEGE

Sri Raaja Raajan College of Education for Women is located in the heart of the serene atmosphere about 6 kms from karaikudi on the NH210 to Rameshwaram. Karaikudi is a town well known for its heritage and culture. It is just 15kms away from the Kanadukathan Chettinadu Palace, a symbol of royal architecture. This gives a friendly blend of tradition and appreciation for new ideas. A railway station is at a walking distance from

progress of the whole country. Sri Raaja Raajan College of Education is a feather added

VISION OF THE COLLEGE

“Empowerment through Education and To emerge as an Excellent Teacher Education Institution of Global Reputation”.

MISSION OF THE COLLEGE

“To bring about competent, value based and dedicated teaching Professional who can provide quality education to the future generation”.

VALUES OF THE COLLEGE

The college attempts to develop values of integrity, national unity, peace and international understanding. It intends to inculcate among rural women teacher trainees values of duty, discipline, dignity, dedication, innovation, adoptability, tolerance, service mindedness, sprit of patriotism, social and secular outcome, love and modesty.

MOTTO OF THE COLLEGE

“Empowerment Through Education”

PROGRAMME CONTENT

The B.Ed. Programme will consist of Theory courses in ‘Perspectives in Education’, and ‘Curriculum and Pedagogic Studies’ along with ‘Engagement with the Field’ as practical.

COURSES IN PERSPECTIVES IN EDUCATION

Course 1: Childhood and Growing up

Course 2: Contemporary India and Education

Course 3: Learning and Teaching

Course 6: Gender, School and Society (1/2 Course)

Course 8: Knowledge and Curriculum

Course 10: Creating an Inclusive School (1/2 Course)

COURSES IN CURRICULUM AND PEDAGOGIC STUDIES

Course 4: Language across the Curriculum (1/2 Course)

Course 5: Understanding Disciplines and Subjects (1/2 Course)

Course 7 (a&b): Pedagogy of a School Subject (1/2 Courses)

Course 9: Assessment for Learning

Course 11: Optional Course (1/2 Course)

ENGAGEMENT WITH THE FIELD - THE SELF, THE CHILD, COMMUNITY AND SCHOOL

This curricular area would have three components:

1. Tasks and Assignments that run through all the courses as indicated in the year wise distribution of the syllabus.

2. School Internship.

3. Courses on Enhancing Professional Capacities (EPC):

i) Course EPC 1: Reading and Reflecting on Texts (1/2 Course)

ii) Course EPC 2: Drama and Art in Education (1/2 Course)

iii) Course EPC 3: Critical Understanding of ICT (1/2 Course)

iv) Course EPC 4: Understanding the Self (1/2 Course)

ANNUAL DISTRIBUTION OF THE COURSES AND DISTRIBUTION OF MARKS

Theory Courses for First Year				
Serial No.	Course Name	Marks for Theory	Marks for T&A	Total

Course 1	Childhood and Growing Up	70	30	100
Course 2	Contemporary India and Education	70	30	100
Course 3	Learning and Teaching	70	30	100
Course 4	Language across the Curriculum	35	15	50
Course 5	Understanding Disciplines and Subjects	35	15	50
Course 6	Gender, School and Society	35	15	50
Course 7 (a)	Pedagogy of a School subject – Part – I (Methodology)	35	15	50
	Sub - Total	350	150	500

Engagement with the Field for First Year

[Courses on Enhancing Professional Capacities (EPC)]

Course EPC 1	Reading and Reflecting on Texts	50 Marks
Course EPC 2	Drama and Art in Education	50 Marks
Course EPC 3	Critical Understanding of ICT	50 Marks
Sub - Total		150 Marks
Grand Total (500+150)		650 Marks

Theory Courses for Second Year				
Serial No.	Course Name	Marks for Theory	Marks for T & A	Total
Course 7(b)	Pedagogy of a School Subject – Part II (Content Mastery)	35	15	50
Course 8	Knowledge and Curriculum	70	30	100
Course 9	Assessment for Learning	70	30	100
Course 10	Creating an Inclusive School	35	15	50
Course 11	Course 11 Optional Courses: (Any one) 1. Yoga, Health and Physical Education 2. Environmental Education 3. Values and Peace Education	35	15	50
Engagement with the Field (EPC) for Second Year Courses on Enhancing Professional Capacities (EPC)				
Course EPC 4	Understanding the Self	50 Marks		
	School Internship	250 Marks		
Total Marks		650 Marks		

Note: T& A refers to *Tasks and Assignments* which are evaluated by continuous internal assessment.

[The course on '*Enhancing Professional Capacities*' (EPC 4) is evaluated by continuous internal assessment.]

DISTRIBUTION OF MARKS FOR TASKS AND ASSIGNMENTS FOR EACH COURSE

S.No.	Type of Course	Marks
1.	Full course	2 x 15 = 30
2.	Half a course	2 x 7.50 = 15

Note: Students have to undertake Tasks and Assignments in each course given in the syllabus.

MEDIUM OF INSTRUCTION

The candidates admitted into the B.Ed degree course in the Colleges of Education affiliated to Tamil Nadu Teachers Education University should select the medium of instruction either as English or as Tamil (as per the availability of medium of instruction in the colleges of education). After the last date of admission, Principals of the Colleges of Education should submit the name list along with the Teachers Education University.

In case, if the admitted candidates prefer to change their medium of instruction at a later stage of the course it should be permitted only after obtaining necessary written permission from the Tamil Nadu Teachers

Medium of instruction chosen by the candidate to pursue the B.Ed. degree course will be indicated in the B.Ed. degree course transfer certificate alone. Classroom instruction shall be carried out separately for different medium of instruction.

ATTENDANCE

Each candidate whose admission is approved by Tamil Nadu Teachers Education University should gain 85% (i.e., 170 days) of attendance, failing which they will not be permitted to appear for the B.Ed. degree examination. However, as per the decision of the Syndicate of Tamil Nadu Teachers Education University in its meeting held on 10.08.2010 candidates who are able to gain attendance only upto 75% on medical ground, will be permitted to appear for the examination after getting condonation of attendance, adhering to the norms of Tamil Nadu Teachers Education University.

EXAMINATIONS

Each candidate whose admission is approved by Tamil Nadu Teachers Education University should apply for the written examination and practical examinations in the first appearance itself. Candidates who have failed to satisfy the minimum attendance norms of Tamil Nadu Teachers Education University will not be permitted to appear for the written examination. Such candidates appearance in the practical examination will stand cancelled automatically.

WRITTEN EXAMINATIONS

The first year written examinations will be conducted for six and a half theory courses by the University after the completion of 200 working days in the first year.

Each theory course question paper will be designed for 3 hours for full course and 1 ½ hours for half a course. The questions and allotment of marks

Type of Course	Type of Questions	Marks	Total Marks	Maximum Word / Page Limits for each Question
Full Course	Essay Questions (7 out of 10)	7x10	70	600 words/ 5 pages for Question
Half Course	Essay Questions (5 out of 10)	5x10	50	300 words/ 3 pages for Question

PASSING MINIMUM FOR WRITTEN EXAMINATION

Each candidate who appears for the written examination in the first attempt shall be declared to have passed the Written Examination only if he or she secures not less than 50% in aggregate in each course with a minimum of 45% in the external examination in each full course and half a course. All other candidates shall be deemed to have failed in the Written Examination. A candidate who fails in one or more courses in the Written Examination shall be permitted to appear again only for those courses in which he/she failed.

REVALUATION / RETOTALLING / XEROX COPY OF ANSWER SCRIPTS

Candidates can apply for revaluation / retotalling / xerox copy of answer scripts to the Tamil Nadu Teachers Education University within 10 days after the publication of results by paying necessary fees prescribed by the University.

REAPPEARANCE FOR WRITTEN EXAMINATION

Each unsuccessful candidate shall be permitted to reappear for the written examinations within the next three consecutive academic years.

PRACTICAL EXAMINATION

Tamil Nadu Teachers Education University will conduct practical examination after the successful completion of 16 weeks of school internship in the second year. Practical examination shall be normally conducted three months prior to the commencement of written examination. A panel consisting of two external members (one Convener, one member) appointed by the

PART- A		
Activity No.	Assessment of Teaching Competency	Marks
1.	Teaching Competency Level I	50
2.	Teaching Competency Level II	50
Total		100
PART- B		
Activity No.	Assessment of Teaching Competency	Marks
1.	Observation Record Level I	5
2.	Demonstration Record Level I	5
3.	Lesson Plan Record Level I (30 lesson Plans)	20
4.	Instructional Materials Record Level I	10
5.	Test and Measurement Record Level I	10
6.	Observation Record Level II	5
7.	Demonstration Record Level II	5
8.	Lesson Plan Record Level II (30 lesson Plans)	20
9.	Instructional Materials Record Level II	10
10.	Test and Measurement Record Level II	10
11.	Teaching Skills (Mini-teaching) Practice Record	10
12.	Visit to Innovative schools and Healthy Practices	5
13.	Students Portfolios / CCE Record	10
14.	Reflective Journal - Diary	5
15.	Environmental Education Record	10
16.	Community based Engagement / Skill Development Record	10
Total		150

**PRACTICAL COMPONENTS IN THE FIRST YEAR 4-WEEK
INTERNSHIP**

- | | |
|--|----------------|
| 1. Lesson Plan Writing and Achievement Test Construction | - 2 |
| weeks | |
| 2. Teaching Skills Practice (Mini-teaching) | - 1 week |
| 3. Visit to Innovative Schools | - 1 week |
| | ----- |
| | 4 weeks |
| | ----- |

**PRACTICAL COMPONENT IN THE SECOND YEAR 16-WEEK
INTERNSHIP**

- | | |
|---|-----------------|
| 1. Observation of Regular Class Teacher in Regular
Classroom | - 1 week |
| 2. Intensive Teaching Practice (Teaching 30 lessons,
lesson plan preparation, preparation of teaching-learning
materials, conducting test & measurement, knowing the
self / psychological tests, conduct of school assembly,
organization of PTA meeting, conducting case study). | - 15 |
| weeks | |
| | ----- |
| | 16 weeks |

PASSING MINIMUM FOR PRACTICAL EXAMINATION

Each candidate should apply for the practical examination in the first appearance. Candidates who have secured not less than 50% in each of the practical activities for which weightage is given shall be deemed to have passed in the practical examination. Others will be treated as unsuccessful candidates in the practical examination.

All the records related to the practical components should be made available to the duly appointed Practical Examination Board at the time of Practical Examination in the second year and their decision on the marks to be awarded shall be final.

REAPPEARANCE FOR PRACTICAL EXAMINATION

Each unsuccessful candidate shall be permitted to reappear for the practical examinations within the next three consecutive academic years in the main examinations only.

CLASSIFICATION OF SUCCESSFUL CANDIDATES

A candidate shall be awarded the B.Ed. degree if he/she has passed both theory examination and the practical components. Successful candidates shall be classified as specified hereunder by taking into account of the marks secured in Theory and Practical Examination separately.

CLASSIFICATION FOR WRITTEN EXAMINATION

Percentage of Marks	Classification
50 to 59	Second Class
60 to 74	First Class
75 and Above	Distinction

CLASSIFICATION FOR PRACTICAL EXAMINATION

Percentage of Marks	Classification
50 to 59	Second Class
60 to 74	First Class
75 and Above	Distinction

August – 2016

Date	Days	Information	Working Days
1	Monday		
2	Tuesday		
3	Wednesday	International Friendship Day	
4	Thursday		
5	Friday		
6	Saturday		
7	Sunday	Holiday	
8	Monday	World Senior Citizen Day	
9	Tuesday		
10	Wednesday		
11	Thursday		
12	Friday		
13	Saturday		
14	Sunday	Holiday	
15	Monday	Independence Day	
16	Tuesday		
17	Wednesday		
18	Thursday		
19	Friday		

20	Saturday		
21	Sunday	Holiday	
22	Monday		
23	Tuesday		
24	Wednesday		
25	Thursday	Gokulashtami	
26	Friday		
27	Saturday		
28	Sunday	Holiday	
29	Monday		
30	Tuesday		

September-2016

Date	Days	Information	Working Days
1	Thursday		
2	Friday		
3	Saturday		
4	Sunday	Holiday	
5	Monday	Teacher's Day/Vinayagar Chadhurthi	

6	Tuesday		
7	Wednesday		
8	Thursday		
9	Friday		
10	Saturday		
11	Sunday	Holiday	
12	Monday		
13	Tuesday	Bakrid	
14	Wednesday		
15	Thursday		
16	Friday		
17	Saturday		
18	Sunday	Holiday	
19	Monday		
20	Tuesday		
21	Wednesday		
22	Thursday		
23	Friday		
24	Saturday		
25	Sunday	Holiday	
26	Monday		

27	Tuesday		
28	Wednesday		
29	Thursday		
30	Friday		

October Day

Date	Days	Information	Working Days
1	Saturday		
2	Sunday	Gandhi Jajaynthi	
3	Monday		
4	Tuesday		
5	Wednesday		
6	Thursday		
7	Friday		
8	Saturday		
9	Sunday	Ramzan	
10	Monday		
11	Tuesday		
12	Wednesday	Moharam	
13	Thursday		
14	Friday		
15	Saturday		

16	Sunday	Holiday	
17	Monday		
18	Tuesday		
19	Wednesday		
20	Thursday		
21	Friday		
22	Saturday		
23	Sunday	Holiday	
24	Monday		
25	Tuesday		
26	Wednesday		
27	Thursday		
28	Friday		
29	Saturday	Diwali	
30	Sunday	Holiday	
31	Monday		

November -2016

Date	Days	Information	Working Days
1	Tuesday		
2	Wednesday		

3	Thursday		
4	Friday		
5	Saturday		
6	Sunday	Holiday	
7	Monday		
8	Tuesday		
9	Wednesday	Holiday	
10	Thursday		
11	Friday		
12	Saturday		
13	Sunday	Holiday	
14	Monday	Children's Day	
15	Tuesday		
16	Wednesday		
17	Thursday		
18	Friday		
19	Saturday		
20	Sunday	Holiday	
21	Monday		
22	Tuesday		
23	Wednesday		

24	Thursday		
25	Friday		
26	Saturday		
27	Sunday	Holiday	
28	Monday		
29	Tuesday		
30	Wednesday		

Date	Days	Information	Working Days
1	Thursday		
2	Friday		
3	Saturday		
4	Sunday	Holiday	
5	Monday		
6	Tuesday		
7	Wednesday		
8	Thursday		
9	Friday		
10	Saturday		

11	Sunday	Holiday	
12	Monday		
13	Tuesday	Mila-di-Nabi	
14	Wednesday		
15	Thursday		
16	Friday		
17	Saturday		
18	Sunday	Holiday	
19	Monday		
20	Tuesday		
21	Wednesday		
22	Thursday		
23	Friday		
24	Saturday		
25	Sunday	Christmas	
26	Monday		
27	Tuesday		
28	Wednesday		
29	Thursday		
30	Friday		
31	Saturday		

January -2017

Date	Days	Information	Working Days
1	Sunday	New Year - Holiday	
2	Monday		
3	Tuesday		
4	Wednesday		
5	Thursday		
6	Friday		
7	Saturday		
8	Sunday	Holiday	
9	Monday		
10	Tuesday		
11	Wednesday		
12	Thursday		
13	Friday	Pogi	
14	Saturday	Pongal	
15	Sunday	Uzhavar Thirunaal	
16	Monday	Thiruvalluvar Day	
17	Tuesday		
18	Wednesday		
19	Thursday		

20	Friday		
21	Saturday		
22	Sunday	Holiday	
23	Monday		
24	Tuesday		
25	Wednesday		
26	Thursday	Republic Day	
27	Friday		
28	Saturday		
29	Sunday	Holiday	
30	Monday		
31	Tuesday		

February-2017

Date	Days	Information	Working Days
1	Wednesday		
2	Thursday		
3	Friday		
4	Saturday		
5	Sunday	Holiday	
6	Monday		
7	Tuesday		

8	Wednesday		
9	Thursday		
10	Friday		
11	Saturday		
12	Sunday	Holiday	
13	Monday		
14	Tuesday		
15	Wednesday		
16	Thursday		
17	Friday		
18	Saturday		
19	Sunday	Holiday	
20	Monday		
21	Tuesday		
22	Wednesday		
23	Thursday		
24	Friday		
25	Saturday		
26	Sunday	Holiday	
27	Monday		
28	Tuesday		

March-2017

Date	Days	Information	Working Days
1	Wednesday		
2	Thursday		
3	Friday		
4	Saturday		
5	Sunday	Holiday	
6	Monday		
7	Tuesday		
8	Wednesday	International Women's Day	
9	Thursday		
10	Friday		
11	Saturday		
12	Sunday	Holiday	
13	Monday		
14	Tuesday		
15	Wednesday		
16	Thursday		
17	Friday		
18	Saturday		
19	Sunday	Holiday	
20	Monday		
21	Tuesday		
22	Wednesday		
23	Thursday		

24	Friday		
25	Saturday		
26	Sunday	Holiday	
27	Monday		
28	Tuesday		
29	Wednesday		
30	Thursday		
31	Friday		

April-2017

Date	Days	Information	Working Days
1	Saturday		
2	Sunday	Holiday	
3	Monday		
4	Tuesday		
5	Wednesday		
6	Thursday		
7	Friday		
8	Saturday	Telugu New Year	
9	Sunday	Holiday	
10	Monday		
11	Tuesday		
12	Wednesday		
13	Thursday	Tamil New Year	
14	Friday		

16	Sunday	Holiday	
17	Monday		
18	Tuesday		
19	Wednesday	Mahavir Jayanthi	
20	Thursday		
21	Friday		
22	Saturday		
23	Sunday	Holiday	
24	Monday		
25	Tuesday		
26	Wednesday		
27	Thursday		
28	Friday		
29	Saturday		
30	Sunday	Holiday	

May – 2017

Date	Days	Information	Working Days
1	Monday	May Day	
2	Tuesday		
3	Wednesday		
4	Thursday		
5	Friday		
6	Saturday		
7	Sunday	Holiday	
8	Monday		
9	Tuesday		

10	Wednesday		
11	Thursday		
12	Friday		
13	Saturday		
14	Sunday	Holiday	
15	Monday		
16	Tuesday		
17	Wednesday		
18	Thursday		
19	Friday		
20	Saturday		
21	Sunday	Holiday	
22	Monday		
23	Tuesday		
24	Wednesday		
25	Thursday		
26	Friday		
27	Saturday		
28	Sunday	Holiday	
29	Monday		
30	Tuesday		
31	Wednesday		

Total number of Working Days- 200

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