

**VIRUDHUNAGAR**  
**M.S.P. NADAR COLLEGE OF EDUCATION**

(Run by Virudhunagar Indu Nadarkalukku Pathiyamana  
Senthikumara Nadar Uyarthara Kalluri Paripalana Sabai)  
**VIRUDHUNAGAR - 626 001.**



**CALENDAR & HAND BOOK**  
**2021 – 2022**

**VIRUDHUNAGAR**  
**M.S.P. NADAR COLLEGE OF EDUCATION**

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**VIRUDHUNAGAR - 626 001.**

Approved by NCTE No. F. SRO/NCTE/B.Ed/2006-2007/17456 Dt.  
30-01-2008 Affiliated to Tamil Nadu Teachers' Education  
University, Chennai TNTEU/R/Affln./2008/262 Dt. 29-09-2008



E-mail : support@vmspnce.edu.in

Website : [www.vmspnce.edu.in](http://www.vmspnce.edu.in)

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Phone Number : 04562- 208054

Mobile Number : 94889 79859

**Calendar Committee**

Dr. P. Suresh Kumar, M.Com., M.Ed., Ph.D.,

**Chairman**

Mr.B.Kannan, M.Sc.,M.Ed.,M.Phil.,M.A(Edu),SET(Edu),

**Co-ordinator**

Mrs.A. Rajamaragatham, M.A.,M.Phil., M.Ed., M.Phil .,SET(Tamil) **Member**

Mr.V. Peter Rajasekar, M.A., M.Ed.,NET(Edu),

**Member**

## PERSONAL MEMORANDA

**Name of the Student** :  
**Department** :  
**Year** :  
**Roll Number** :  
**University Register Number** :  
**Date of Birth** :  
**Religion and Community** :  
**Blood Group** :      **Height** :      **Weight** :  
**Address for Communication**  
with Pincode :  
  
**Mobile Number** :  
**E-mail ID** :  
**Aadhar Number** :  
**Other Particulars** :

## தமிழ்த்தாய் வாழ்த்து

நீராரும் கடலுடுத்த நில மடந்தைக் கெழிலொழுக்கும்  
சீராரும் வதனமெனத் திகழ் பரதக் கண்டமதில்  
தெக்கணமும் அதில் சிறந்த திராவிட நல் திருநாடும்  
தக்க சிறு பிறைநுதலும் தரித்த நறும் திலகமுமே  
அத்திலக வாசனை போல் அனைத்துலகும் இன்பமுற  
எத்திசையும் புகழ் மணக்க இருந்தபெரும் தமிழணங்கே ! தமிழணங்கே !  
உன் சீர் இளமை திறம் வியந்து செயல் மறந்து வாழ்த்துதுமே !  
வாழ்த்துதுமே ! வாழ்த்துதுமே !

- மனோன்மணியம் பெ.சுந்தரனார்

## NATIONAL 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.

## NATIONAL ANTHEM

Jana-gana-mana-adhinayaka jaya he

Bharatha-bhagya-Vidhata

Punjaba-Sindhu-Gujaratha-Maratha

Dravida-Utkala-Banga

Vindhya-Himachala-Yamuna-Ganga

Uchchhala-jaladhi-taranga

Tava Subha name jage

Tava Subha ashisha mage

Gaye tava jaya gatha

Jana-gana-mangala-dayaka-jaya he

Bharatha-bhagya-Vidhata

Jaya he, Jaya he, Jaya he

Jaya, Jaya, Jaya, Jaya he

- Rabindranath Tagore

## COLLEGE MOTTO



**LET US LEARN AND PROMOTE LEARNING**

## COLLEGE CREST

- The open book : Symbolises knowledge that liberates the human mind  
The Lotus blossom : Represents the goddess who inspires the spirit of learning  
The Lighted Lamp : Stands for wisdom, the nectar of knowledge that dispels the darkness of ignorance.

## VISION

To educate the future promising educators with excellence of knowledge, wisdom and skill and to make them ideal ambassadors of learning and serve the society with commitment and devotion.

## MISSION

- To impart quality education to the Youth by adopting new educational innovative teaching strategies and techniques.
- To transform them into adept individuals with competent teaching skills, leadership quality, managerial skills, self-confidence, self-reliance, self-expression and mastery of subtleties of arts and crafts.
- To instill in them love and compassion for children, the capability to resonate with their emotions and the zeal to transmit positive outlook to learners in correct sociological and Psychological perspectives.
- To motivate the Student Teachers to serve the less privileged in society with selflessness and concern and to sensitise the students to social needs and proper human relationship.

## ABOUT THE INSTITUTION

Virudhunagar M.S.P. Nadar College of Education was started in 2008, in pursuance of the untiring efforts taken by the Nadar community in general and Virudhunagar Hindu Nadars' Senthikumara Nadar College Managing Board in particular with the noble purpose of imparting education to teacher aspirants.

M.S.P. Nadar family, a leading business group and pioneering educationalists of Virudhunagar town has contributed Rs. Fifteen lakhs to this institution for the noble cause of education. As the institution has been started because of their munificence, the college has been fittingly named after him.

This college is administered by the Managing Board of VHNSN College(Autonomus), Virudhunagar. It is located in a rural area and aims at imparting quality education by emphasising updated teaching and learning programmes to the downtrodden section without discrimination of caste and creed.

This college is affiliated to Tamilnadu Teachers' Education University, Chennai and approved by NCTE, Bangalore. It offers B.Ed (2 Years) Programme in Tamil, English, History, Mathematics, Physical Science, Biological Science, Commerce and Accountancy and Computer Science under self-financing stream with an intake of 100 students and a staff strength of 16.

Students are provided with all educational facilities such as well equipped Library, Browsing and Computer Centre with 24 hours Wi-Fi internet facility, well furnished Laboratory etc. Separate hostels for boys and girls are functioning with all amenities. Co-curricular activities such as community-oriented activities, skill-oriented personality development programmes, Career-oriented Placement Cell activities etc are extended to the students.

Bus facility is also available for girl students.

### Internet Access:

The college has well-established and functional computer laboratory with 42 number of computer systems. The computer systems have power back-up supply with UPS facility. All the computer systems have Wi-Fi internet connectivity. The staff members make use of computer facilities as per their own requirements for preparing their MS-powerpoint presentations. The students are given training to prepare powerpoint preparation using application softwares.

**VIRUDHUNAGAR**  
**M.S.P. NADAR COLLEGE OF EDUCATION**

**VIRUDHUNAGAR.**

Thiru. **M.D.Sarpparajan**, B.B.A.,

**Secretary & Correspondent**

Dr. **P. Suresh Kumar**, M.Com.,M.Ed.,Ph.D.,

**Principal**

**VIRUDHUNAGAR INDU NADARKALUKKU**  
**PATHIYAMANA SENTHIKUMARA NADAR**  
**UYARTHARA KALLURI PARIPALANA SABAI,**  
**VIRUDHUNAGAR.**

**Office Bearers (2021-2022)**

Thiru. **MSP Mohan Rajes**, B.Com.,L.L.B.,MDIT.,

**Patron**

Thiru. **V.Palanichamy**, B.A.,

**President**

Thiru. **K.G.Mohan**,

**Vice-President**

Tmt. **A.Suganthi**,

**Vice-President**

Thiru. **M.D.Sarpparajan**, B.B.A.,

**Secretary & Correspondent**

Thiru. **S.S.S.A.S.Sakthi Babu**, B.B.A.,,

**Treasurer**

NCTE Order No.

: F. SRO/NCTE/B.Ed/2006-2007/17456

Dt. 30-01-2008

: SRO/NCTE/APS07821/B.Ed/TN/2014-15/65425

Dt.25-05-2015.

According to 2014 NCTE norms

No. of permitted students in College : 2 Units (100 Nos.)

Continuation of Provisional

: TNTEU/R/Affln./2008/262 Dt. 29.09.2008

Affiliation order No.

TNTEU/R/Cont.Affln./2018/1368 Dt.29-06-2018

Name of the College Secretary

: Thiru.**M.D.Sarpparajan**, B.B.A.,,

Contact No.

: 9443153787

Name of the College Principal

: Dr. **P. Suresh Kumar**, M.Com.,M.Ed.,Ph.D.,

Contact No.

: 9942715470

**Name of the Teacher Educators**

Dr. **P. Suresh Kumar**, M.Com.,M.Ed.,Ph.D.,

Principal

Mrs. **A. Rajamaragatham**, M.A.,M.Phil.,M.Ed., M.Phil., SET(Tamil),

Assistant Professor. in  
Pedagogy of Tamil

Mr. **M. Karthik**,

M.Sc.,M.Phil.,M.Ed.,M.Phil.,PGDCA.,SET(Edu),NET(Edu),

Assistant Professor. in  
Pedagogy of Mathematics

Mr. **V. Peter Rajasekar**, M.A.,M.Ed.,NET(Edu),

Assistant Professor in  
Pedagogy of English

Mr. **S. Paramasivam**, M.A.,M.Ed.,M.Phil.,SET(His),

Assistant Professor in  
Pedagogy of History

Dr. **S. Simon**, M.Sc.,M.Ed.,M.Phil.,M.Sc(PSY),M.A(Soci),PGDCA.,Ph.D.,

Assistant Professor in  
Pedagogy of Biological Science

Mr.**B.Kannan**,M.Sc.,M.Ed.,M.Phil.,M.A(Edu),SET(Edu),

Assistant Professor in  
Pedagogy of Physical Science

**Mrs.C.Hemasoundari**, M.Sc.,M.Ed.,

Assistant Professor in  
Computer Science

Mrs. **P. Jeyakodi**, M.Sc.,M.Ed.,

Assistant Professor in  
Perspective in Education

Mr. **M. Nagarajan**, M.A.,M.A(Socio),M.Ed.,

Assistant Professor in  
Perspective in Education

Mr. **S. Manikandan**, M.A.,M.Ed.,

Assistant Professor in  
Perspective in Education

Mr. **R.Vijayakumar**, M.A.,M.Ed.,

Assistant Professor in  
Perspective in Education

Mr. **M. Ramkumar**, B.Sc.,M.P.Ed.,M.Phil.,

Assistant Professor in  
Health and Physical Education

## NON-TEACHING STAFF

Tmt. <b>J.Yogeswari</b> , B.Com., M.L.I.Sc., PGDCA.,	- Librarian
Thiru. <b>V.Balaji</b> , DMOP.,	- Store keeper
Tmt. <b>S.Jananija</b> , M.C.A., B.Ed.,	- Office – cum Account Assistant
Thiru. <b>V.Ramesh</b> , M.A., M.Phil.,	- Office Assistant – cum Computer Operator
Tmt. <b>B.Suriya Prabha</b>	- Office Assistant
Tmt. <b>V.Pethammal</b>	- Sweeper

## Committees of our College

### Admission Committee

Mr. **B.Kannan**, M.Sc., M.Ed., M.Phil., M.A(Edu), SET(Edu),  
Asst. Prof. in Pedagogy of Physical Science Co-ordinator

### Scholarship Committee

Dr. **S. Simon**, M.Sc., M.Ed., M.Phil., M.Sc(PSY), M.A(Socio), PGDCA., Ph.D.,  
Asst. Prof. in Pedagogy of Biological Science Co-ordinator

### TET Committee

Mr. **V.Peter Rajasekar**, M.A., M.Ed., NET(Edu),  
Asst. Prof. in Pedagogy of English Co-ordinator

### Research Cell

Mr. **M. Karthik**, M.Sc., M.Phil., M.Ed., M.Phil., PGDCA., SET(Edu), NET(Edu),  
Asst. Prof. in Pedagogy of Mathematics Co-ordinator

### Examination Committee

Dr. **S. Simon**, M.Sc., M.Ed., M.Phil., M.Sc(PSY), M.A(Socio), PGDCA., Ph.D.,  
Asst. Prof. in Pedagogy of Biological Science Co-ordinator

### E – Content Development Cell

Mrs. **C.Hemasoundari**, M.Sc., M.Ed.,  
Asst. Prof. in Pedagogy of Computer Science Co-ordinator

### Placement Cell

Mr. **V.Peter Rajasekar**, M.A., M.Ed., NET(Edu),  
Asst. Prof. in Pedagogy of English Co-ordinator

### Red Ribbon Club

Mr. **S. Paramasivam**, M.A., M.Ed., M.Phil., SET., (His),  
Asst. Prof. in Pedagogy of History Co-ordinator

### National Service Scheme

Dr. **S. Simon**, M.Sc., M.Ed., M.Phil., M.Sc(PSY), M.A(Socio), PGDCA., Ph.D.,  
Asst. Prof. in Pedagogy of Biological Science Co-ordinator

### Career and Counseling Cell

Mr. **B.Kannan**, M.Sc., M.Ed., M.Phil., M.A(Edu), SET(Edu),  
Asst. Prof. in Pedagogy of Physical Science Co-ordinator

### Women Empowerment Cell

Mrs. **A. Rajamaragatham**, M.A., M.Phil., M.Ed., M.Phil., SET(Tamil),  
Asst. Prof. in Pedagogy of Tamil Co-ordinator

### Student Grievance Redressal Cell

Mr. **S. Paramasivam**, M.A., M.Ed., M.Phil., SET(His),  
Asst. Prof. in Pedagogy of History Co-ordinator

### Youth Red Cross

Mrs. **C.Hemasoundari**, M.Sc., M.Ed.,  
Asst. Prof. in Pedagogy of Computer Science Co-ordinator

### Personality Development Cell

Mr. **S. Paramasivam**, M.A., M.Ed., M.Phil., SET(His),  
Asst. Prof. in Pedagogy of History Co-ordinator

### Parent Teachers Association

Mrs. **A. Rajamaragatham**, M.A., M.Phil., M.Ed., M.Phil., SET(Tamil),  
Asst. Prof. in Pedagogy of Tamil Co-ordinator

## Internal Quality Assurance Cell

### Anti - Ragging Committee

Mr. **M. Karthik**, M.Sc.,M.Phil.,M.Ed.,M.Phil.,PGDCA.,SET(Edu.),NET(Edu.),  
Asst. Prof. in Pedagogy of Mathematics Co-ordinator

### Fine Arts Club

Mrs. **A. Rajamaragatham**, M.A.,M.Phil.,M.Ed.,M.Phil.,SET(Tamil),  
Asst. Prof. in Pedagogy of Tamil Co-ordinator

### Alumni Association Committee

Mr. **S. Paramasivam**, M.A.,M.Ed.,M.Phil.,SET.,(His),  
Asst. Prof. in Pedagogy of History Co-ordinator

### Disaster management Committee

Dr. **S. Simon**, M.Sc.,M.Ed.,M.Phil.,M.Sc(PSY),M.A(Socio),PGDCA.,Ph.D.,  
Asst. Prof. in Pedagogy of Biological Science Co-ordinator

### Calendar Committee

Mr. **B.Kannan**, M.Sc.,M.Ed.,M.Phil.,M.A(Edu),SET(Edu),  
Asst. Prof. in Pedagogy of Physical Science Co-ordinator

### Magazine Committee

Mr. **M. Karthik**, M.Sc.,M.Phil.,M.Ed.,M.Phil.,PGDCA.,SET(Edu.),NET(Edu),  
Asst. Prof. in Pedagogy of Mathematics Co-ordinator

### Environmental Club

Mr. **V.Peter Rajasekar**, M.A.,M.Ed.,NET(Edu),  
Asst. Prof. in Pedagogy of English Co-ordinator

### Library Committee

Mrs. **J.Yogeswari**,B.Com.,M.L.I.Sc.,PGDCA.,  
Librarian Co-ordinator

Chairperson	<b>Dr. P. Suresh Kumar</b> ,M.Com.,M.Ed.,Ph.D., Principal
Co-ordinator of the IQAC	<b>Mr.B.Kannan</b> , M.Sc.,M.Ed.,M.Phil.,M.A(Edu),SET(Edu), Asst. Prof. in Physical Science
Additional Co-ordinator of the IQAC	<b>Mr. S.Paramasivam</b> , M.A., M.Ed. M.Phil.,SET(His), Asst. Professor in History
Member from the Management	<b>Mr. M.D.Sarpparajan</b> , B.B.A.,Secretary & Correspondent
Nominee from local society	<b>Mr. O.M.S.P.S. Kumaraguru</b> , M.B.A., Industrialist
Nominee from Employers	<b>Mr. P.C.S. Govindaraja Perumal</b> , B.A., Management Member
Nominee from Industrialist	<b>Mr. S.A.S. Muralitharan</b> , M.B.A., Management Member
Nominee from Stakeholders	<b>Mr. M.V.R.R. Manickavel</b> , B.Sc., Industrialist
Teaching Representatives	<b>Mrs. A. Rajamaragatham</b> , Asst.Professor in Tamil
	<b>Mr. M. Karthik</b> , Asst. Professor in Mathematics
	<b>Mr. V. Peter Rajasekar</b> , Asst. Professor in English
	<b>Mr. S. Paramasivam</b> , Asst. Professor in History
	<b>Dr. S. Simon</b> , Asst. Professor in Biological Science
	<b>Mrs. C. Hemasoundari</b> , Asst. Professor in Computer Science
	<b>Mrs. P. Jeyakodi</b> , Asst. Prof. in Perspective in Education
	<b>Mr. M. Nagarajan</b> , Asst. Prof. in Perspective in Education
	<b>Mr. S. Manikandan</b> , Asst. Prof. in Perspective in Education
	<b>Mr. R.Vijayakumar</b> , Asst. Prof. in Perspective in Education
	<b>Mr. M. Ramkumar</b> ,Asst. Prof.in Health & Physical Education
Nominee from Alumni	<b>K.Sundaravel</b> <b>S.Sasireka</b>
Nominee from Students	<b>R.Vijayasri</b> - II B.Ed., <b>A.Anitha</b> , I B.Ed.,

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	<b>Optional Courses: (Any one )</b> 1.Yoga, Health and Physical Education 2. Environmental Education 3. Values and Peace Education	35	15	50
<b>Sub Total</b>		<b>245</b>	<b>105</b>	<b>350</b>
Engagement with the Field (EPC) for Second Year Courses on Enhancing Professional Capacities (EPC)				
Course EPC 4	<b>Understanding the Self</b>	<b>50 Marks</b>		
	School Internship	250 Marks		
<b>Sub Total</b>		<b>300 Marks</b>		
<b>Total Marks</b>		<b>650 Marks</b>		

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

#### 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 are as described below:

Type of Course	Type of Questions	marks	Total Marks	maximum word/page limits for each question
Full Course	Essay Question (7 out of 10)	7x10	70	600 words/5 pages for each Question
Half a Course	Essay Question (5 out of 7)	5x7	35	300 words/3 pages for each 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 University will examine the teaching competency of each candidate as mentioned in Part –A below and also his/ her practical works, records and instructional materials as mentioned in Part –B below.

PART-A		
Activity No.	Assessment of Teaching Competency	Marks
1	Teaching Competency Level I	50
2	Teaching Competency Level II	50
<b>Total</b>		<b>100</b>
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
<b>Total</b>		<b>150</b>
<b>Grand Total (100 + 150)</b>		<b>250</b>

## 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

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**4 weeks**  
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### 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

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**16 weeks**  
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### 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 the theory component and the practicum components.

Successful candidates shall be classified as specified hereunder by taking into account of their secured marks 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	Destination

### CLASSIFICATION FOR PRACTICAL EXAMINATION

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

### CERTIFICATES

Requisition for obtaining a certificate should be addressed to the Principal. A student desiring to obtain T.C. or C.C. shall apply in the prescribed form.

The charge for obtaining a certificate is Rs.2/-. A fee of Rs.25/- will be charged for the issue of a duplicate Transfer Certificate or Conduct Certificate. To obtain the duplicate, the student shall come in person and apply to the Principal along with the Certificate from Tahsildar with true reason for the loss of the certificate and giving declaration in writing that the originals are lost beyond recovery.

## RULES AND REGULATIONS

### ATTENDANCE AND LEAVE RULES

- Every student is expected to attend the classes regularly.
- Attendance is marked at the beginning of every period. A student abstaining from the class for any one hour will be regarded as absent for half-a-day.
- Students are instructed to submit to the Principal leave letters duly countersigned by Parent / Guardian / Warden before taking leave.
- Students applying for leave on medical grounds for more than three days are asked to submit medical certificates.
- The names of the students availing leave for more than ten days consecutively without prior permission will be removed from the Register.
- Students failing to earn sufficient attendance are not entitled to appear for the University Examination.
- Attendance certificate will be issued only to those whose progress and conducts have been satisfactory and to those who have earned the necessary attendance.
- Students are instructed to submit the duly signed Attendance Certificate from the Heads of the Institutions where they undergo Internship /training programme after completion.
- The Candidates fulfilling 85% of attendance norms or with 75% attendance with Condonation alone will be allowed to appear for the Theory Examination. Others who are not fulfilling the attendance eligibility norms will not be eligible to appear for Theory Examination even if he/ she has appeared for the practical Examination in that academic Year.

## GENERAL RULES

- Every student is obliged to obey the rules of the college so as to uphold the dignity of the institution.
- Punctuality should be strictly observed by the students. They should be inside the class room before the second bell. No one is permitted to leave the class room without prior permission from the Principal. If anybody wants to leave the campus, he/she should get the gate pass from the Principal.
- Students are not permitted to use modern Communication gadgets like Mobile Phone, Walkman etc inside the College campus.
- Eve-teasing and ragging are strictly prohibited. Boys are prohibited from discussing any matter other than subjects with the girl students. Students found guilty of these crimes will be dismissed from the college.
- Students are instructed not to participate in party, communal and religious politics.
- Students should handle the college property with care. Damage caused to college property will be charged from the accounts of the concerned students.
- Students are to dress in a modest way. Boys should not wear Jeans, T-shirts with multicolours and write-ups. Girls should wear sarees only. They should wear uniform dresses on all working days.
- Students are to keep their Identity cards when they are inside the College campus.
- Strict silence should be observed during working hours.
- In short students are expected to behave themselves with dignity and decorum.
- Students are to avoid unwanted text messages, audio and videos to classmates.
- In case of violation of the above said rules disciplinary action will be taken by the Principal.

## LIBRARY RULES

The General Library of the College has nearly 5000 books with open access system Browsing facility has been provided to both staff and students. Reference section comprising of nearly 500 books is functioning in the department.

**SILENCE SHOULD BE STRICTLY OBSERVED IN THE LIBRARY AND READING ROOM.**

Every student shall be provided with THREE Library tickets and he/she has to return the tickets to the Librarian on leaving the College.

The transaction should be carried out only by the concerned student member.

Books will be issued everyday from 3.30 to 5 p.m. Students are responsible for the books they borrowed. They are not permitted to sublate either the library books or library tickets.

Students are not allowed to keep a book for more than ten days, failing which they have to pay a fine of Re.1/- per day per book.

Renewal is permissible for another ten days in case of availability.

All the students after the completion of the course or in the event of discontinuing the course should surrender their books and library tickets and obtain a 'No Dues Certificate' from the Librarian.

A student who has lost a ticket should make a written complaint to the Librarian and should pay a fine of Rs.5/- to receive duplicate ticket.

Books, magazines and journals should be handled with utmost care. Defaulters will be penalised.

A student who has lost a library book should report the same immediately to the Librarian for further action.

### VALUE ADDED PROGRAMMES

S.No	Course Name	Code
1	Certificate Course in Communicative English	VCE101
2	Certificate Course in Art of Speech	VAS102
3	Certificate Course in Epigraphy	VEPIC103
4	Certificate Course in Origami	VORI104
5	Certificate Course in Guidance & Counseling	VGC105
6	Certificate Course in ICT	VICT106

### SELF STUDY PROGRAMMES

S.No	Course Name	Code
1	Gandhian Thought	SGT201
2	Human Rights	SHR202

### ENDOWMENT GOLD MEDALS

1. B. Paramasivam, M.A., M.Ed., - D. Nageswari, M.Sc., M.Ed., M.Phil., - First Rank

2. B. Paramasivam, M.A., M.Ed., - D. Nageswari, M.Sc., M.Ed., M.Phil., - Second Rank

### FUNCTIONARIES

Curricular, Co-Curricular and Extra – Curricular Activities.

### SCHOLARSHIP

#### Minority Scholarship Department

Residential and Non-Residential scholarship are sanctioned by the Backward Class Department to the students belonging to BC (Muslim), BC (Christian), if their parents' annual income does not exceed Rs.2, 00,000/-.

#### Adi Dravida Welfare Department

Adi Dravida Welfare Scholarship is granted under Govt. of India and State Government Schemes. SC/ST students whose parent's annual income is below Rs.2,50,000/- are eligible for the above scholarships.

### PERSONALITY DEVELOPMENT CELL

It functions under the Chairmanship of the Principal and is assisted by a senior staff.

#### Objectives

- To promote positive thinking and communicative skill.
- To bring in self awareness and self motivation
- To train the teacher educators in the art of stress coping management, time management and emotional intelligence
- To impart Hi-Tech teaching skills and empower them with better teaching skills.

#### Activities

- Conducting personality development courses
- Organizing courses on Mini-teaching and computer mode of teaching.

### **STUDENTS GRIEVANCE CELL**

The main objective of the students Grievances Cell is to solve the problems of the students. If the students have any problems, they are advised to approach the cell and adopt the following procedures:

- Procedure for presenting the grievances: Grievances should be presented to the cell in writing in the undermentioned way.
- Those who sign the grievance petition should be prepared to appear before the cell and give their explanation, if the cell so desires.
- Efforts will be taken to find an amicable solution, to the Satisfaction of everybody concerned.

When the grievances are under scrutiny the students are instructed not to resort to any other unwanted activities.

### **CAREER AND COUNSELLING CELL**

Career and Counselling Cell is functioning very effectively and successfully in our college. Its functions are

- To provide career guidance to students
- To create an awareness among students about job opportunities
- Arranging guest Lecturers on career and vocational guidance by inviting the concerned personnel.
- To teach them resume – preparation
- To train them in personality development
- To enhance their soft skills

### **WOMEN EMPOWERMENT CELL**

Women Empowerment Cell helps to bring out and enhance the talents of the girl students by organizing programmes like career guidance, Personality development, entrepreneurship training etc., It conducts competitions to expose the hidden talents in the girl students. Moreover, the cell organizes programmes for the women in society and thus builds a rapport between the college and the society.

### **PLACEMENT CELL**

It functions under the chairmanship of the Principal who in turn is assisted by a senior staff.

#### **Objectives**

- To transmit information to students about vocational opportunities.
- To train the students on interview techniques.

#### **Activities**

- To arrange campus interviews in our college
- To take our students to other colleges for campus interviews
- Conducting model interview
- To teach them effective communication

### **OLD STUDENT ASSOCIATION**

V.M.S.P. Nadar College of Education Old Student Association was established on 27.10.2009. The main objectives of the association are:

- To foster the spirit of co-operation among the old students of our College.
- To deepen the love of the old students to their Alma mater.
- To encourage the performance of the students in the fields of education, discipline, culture, service, sports and other co-curricular and extra-curricular activities.
- To arrange debates, elocution contests and cultural competitions.
- To arrange personality development and career guidance programmes.

Every year the Association felicitates the meritorious students. All the outgoing students are expected to become the members of the association.

### **FINE ARTS CLUB**

The Principal shall be the President of the Club. He will nominate the convener and the co-ordinators to the club from the teaching staff, who are interested in Fine Arts. All the interested students can be the members of the club.

The Fine Arts Club helps to develop oratorical and cultural talents among students. It also encourages the students to participate in the various cultural events at college and university levels.

### **DISASTER MANAGEMENT**

Disaster refers to the mishap, calamity or the grave occurrence from the nature or man – made reasons which can't be stopped or tackled immediately by the importance in recent times. To handle any unforeseen situation efficiently, we need to be well equipped with latest technologies. It is of utmost importance to be prepared with a proper disaster management team which can take change as soon as possible when the disaster happens.

During natural calamity anywhere in India if it happens, students, teaching and non teaching staff and NSS volunteers with great involvement helps the needy people by supplying with clothes, food and stationeries' in time. Fund will be also generated by receiving donations from wishful donors and send to the respective distributing government agencies directly in the affected areas.

### **YOUTH RED CROSS**

The Youth Red Cross is a service organization functioning in the college. It is the youth wing of international organization, ICRC.

The Youth Red Cross strives to inculcate in the youth awareness especially the care of their own health and that of others, to understand and accept civic and human responsibilities, to maintain a spirit of service and to cultivate helping tendencies.

### **RED RIBBON CLUB**

RRC is functioning in our College from 2011 onwards with the following objectives:

- To reduce new HIV infection among youth by raising their risk perception through life skills education and creating awareness on sex, sexuality and HIV & AIDS.
- To induce among youth the spirit to help and support people living with HIV/AIDS (PL WHA) there by reducing stigma and discrimination against people living with HIV/AIDS.
- To motivate youth and build their capacity as peer educators and change agents by developing their skills on leadership, negotiation, and team building.
- To promote the sense of voluntary non-remunerated blood donation among youth.

### **COLLEGE MAGAZINE**

College Magazine is an essential record of a college, eye-opener to the extensive range of activities in both curricular and co-curricular activities in one full year. A committee, composed of learned professors and experts from various disciplines as its members, is constituted every year to bring out the same. Students are motivated and encouraged to come up with innovative creations in writing jokes, riddles, stories, essays, poetry, articles in arts and science and drawing pictures to get published in the magazine. The teachers also take equal interest in publishing the article. In addition, the magazine highlights the highest distinctions achieved by the students and teachers in various activities of the institution.

## NATIONAL SERVICE SCHEME

The NSS is intended to impart service mindedness in the students. NSS regular work in the form of campus cleaning. Services at adopted villages, awareness meetings etc. will be held according to the Time table between 3.30 p.m. to 4.30 p.m.

### OBJECTIVES OF NSS:

- i. To acquire leadership and democratic attitude.
- ii. To develop social and civic sense among students.
- iii. To gain skill in mobilizing community participation.

## DEPARTMENT ASSOCIATIONS

Each department has its own association and is run by the Staff-in-charge and a Student Secretary.

### Objectives

- To promote the leadership quality among the youth.
- To develop the rhetorical skill and style.
- To instill a sense of inspiration for attaining excellence in respective subjects.

### Activities

- Organizing meetings / debates / seminars / symposium / workshop / quiz / Special guest Lectures etc.

## EDUCATIONAL TOUR

Educational tour will be organized every year to train the student teachers in the art of planning, organizing and executing the tour programmes.

## CYCLE STAND

A spacious cycle stand is available for the benefits of the students at the college entrance adjacent to south-west compound wall. Students are expected to park their vehicles only at the respective stands allotted for them.

பெற்றோர்களுக்கு வேண்டுகோள்

பெற்றோர்கள் பெற்றோர்- ஆசிரியர் கழகக் கூட்டங்களில் கலந்து கொண்டும், கல்லூரி ஆசிரியர்களுடன் அடிக்கடி நேரடித் தொடர்பு கொண்டும், தங்கள் பிள்ளைகளின் வருகைப்பதிவு, படிப்பில் முன்னேற்றம் ஆகியவற்றைப் பற்றி தெரிந்து கொள்ள வேண்டுமென்று கேட்டுக் கொள்ளப்படுகிறார்கள்.

Day order system will be followed and changes in Calendar, if any will be informed in due time.

Use of cell phone inside the College campus is Strictly Prohibited.

Students should wear identity cards when they are in the College premises.

**CALENDAR 2021 - 2022**

**SEPTEMBER 2021**

Date	Days	Particulars	No. of Working Days	
			II Year	I Year
1	Wednesday			
2	Thursday			
3	Friday			
4	Saturday			
5	Sunday	Teachers Day - Holiday		
6	Monday			
7	Tuesday			
8	Wednesday			
9	Thursday			
10	Friday	Vinayagar Chaturthi - Holiday		
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			

**OCTOBER 2021**

Date	Days	Particulars	No. of Working Days	
			II Year	I Year
1	Friday			
2	Saturday	Gandhi Jeyanthi - Holiday		
3	Sunday	Holiday		
4	Monday			
5	Tuesday			
6	Wednesday			
7	Thursday			
8	Friday			
9	Saturday			
10	Sunday	Holiday		
11	Monday			
12	Tuesday			
13	Wednesday			
14	Thursday	Ayutha Pooja - Holiday		
15	Friday	Vijaya Dasami - Holiday		
16	Saturday			
17	Sunday	Holiday		
18	Monday			
19	Tuesday	Milad-Un-Nabi - Holiday		
20	Wednesday			
21	Thursday			
22	Friday			
23	Saturday			
24	Sunday	Holiday		
25	Monday	Classes commencing for II year		
26	Tuesday			
27	Wednesday			
28	Thursday			
29	Friday			
30	Saturday			
31	Sunday	Holiday		

**NOVEMBER 2021**

Date	Days	Particulars	No. of Working Days	
			II Year	I Year
1	Monday	School Internship commencing for II year		
2	Tuesday			
3	Wednesday			
4	Thursday	Deepavali - Holiday		
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	Classes commencing for I year		
24	Wednesday			
25	Thursday			
26	Friday			
27	Saturday			
28	Sunday	Holiday		
29	Monday			
30	Tuesday			

**DECEMBER 2021**

Date	Days	Particulars	No. of Working Days	
			II Year	I Year
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	Christmas - Holiday		
26	Sunday	Holiday		
27	Monday			
28	Tuesday			
29	Wednesday			
30	Thursday			
31	Friday			



**JANUARY 2022**

Date	Days	Particulars	No. of Working Days	
			II Year	I Year
1	Saturday	New Year - Holiday		
2	Sunday	Holiday		
3	Monday			
4	Tuesday	I Year (Sem I) – First Periodic Test		
5	Wednesday			
6	Thursday			
7	Friday			
8	Saturday			
9	Sunday	Holiday		
10	Monday			
11	Tuesday			
12	Wednesday			
13	Thursday			
14	Friday	Pongal - Holiday		
15	Saturday	Thiruvalluar Day - Holiday		
16	Sunday	Uzhaver Thirunal - Holiday		
17	Monday			
18	Tuesday			
19	Wednesday			
20	Thursday			
21	Friday			
22	Saturday			
23	Sunday	Holiday		
24	Monday			
25	Tuesday			
26	Wednesday	Republic Day - Holiday		
27	Thursday			
28	Friday			
29	Saturday			
30	Sunday	Holiday		
31	Monday			

**FEBRUARY 2022**

Date	Days	Particulars	No. of Working Days	
			II Year	I Year
1	Tuesday			
2	Wednesday			
3	Thursday			
4	Friday			
5	Saturday			
6	Sunday	Holiday		
7	Monday			
8	Tuesday			
9	Wednesday			
10	Thursday			
11	Friday			
12	Saturday			
13	Sunday	Holiday		
14	Monday			
15	Tuesday			
16	Wednesday			
17	Thursday			
18	Friday			
19	Saturday			
20	Sunday	Holiday		
21	Monday	I Year (Sem I)–Second Periodic Test		
22	Tuesday			
23	Wednesday			
24	Thursday			
25	Friday			
26	Saturday			
27	Sunday	Holiday		
28	Monday	National Science Day		

**MARCH 2022**

Date	Days	Particulars	No. of Working Days	
			II Year	I Year
1	Tuesday			
2	Wednesday			
3	Thursday			
4	Friday			
5	Saturday			
6	Sunday	Holiday		
7	Monday			
8	Tuesday	Women's Day		
9	Wednesday			
10	Thursday			
11	Friday			
12	Saturday			
13	Sunday	Holiday		
14	Monday	I Year (Sem I) – Model Test		
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			
31	Thursday			

**APRIL 2022**

Date	Days	Particulars	No. of Working Days	
			II Year	I Year
1	Friday			
2	Saturday	Telugu New Year - Holiday		
3	Sunday	Holiday		
4	Monday			
5	Tuesday			
6	Wednesday			
7	Thursday			
8	Friday			
9	Saturday			
10	Sunday	Holiday		
11	Monday			
12	Tuesday			
13	Wednesday			
14	Thursday	Tamil New Year - Holiday		
15	Friday	Good Friday - Holiday		
16	Saturday			
17	Sunday	Holiday		
18	Monday			
19	Tuesday			
20	Wednesday			
21	Thursday			
22	Friday			
23	Saturday			
24	Sunday	Holiday		
25	Monday	II Year – First Periodic Test		
26	Tuesday			
27	Wednesday			
28	Thursday			
29	Friday			
30	Saturday			

**MAY 2022**

Date	Days	Particulars	No. of Working Days	
			II Year	I Year
1	Sunday	May Day - Holiday		
2	Monday			
3	Tuesday	Ramzan - Holiday		
4	Wednesday			
5	Thursday			
6	Friday			
7	Saturday			
8	Sunday	Holiday		
9	Monday			
10	Tuesday			
11	Wednesday			
12	Thursday			
13	Friday			
14	Saturday			
15	Sunday	Holiday		
16	Monday			
17	Tuesday			
18	Wednesday			
19	Thursday			
20	Friday			
21	Saturday			
22	Sunday	Holiday		
23	Monday			
24	Tuesday			
25	Wednesday			
26	Thursday			
27	Friday			
28	Saturday			
29	Sunday	Holiday		
30	Monday			
31	Tuesday			

**JUNE 2022**

Date	Days	Particulars	No. of Working Days	
			II Year	I Year
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	I Year (Sem II) – First Periodic Test II Year – Second Periodic Test		
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			

**JULY 2022**

Date	Days	Particulars	No. of Working Days	
			II Year	I Year
1	Friday			
2	Saturday			
3	Sunday	Holiday		
4	Monday			
5	Tuesday			
6	Wednesday			
7	Thursday			
8	Friday			
9	Saturday			
10	Sunday	Bakrid - Holiday		
11	Monday			
12	Tuesday			
13	Wednesday			
14	Thursday			
15	Friday			
16	Saturday			
17	Sunday	Holiday		
18	Monday			
19	Tuesday			
20	Wednesday			
21	Thursday			
22	Friday			
23	Saturday			
24	Sunday	Holiday		
25	Monday	I Year(Sem II) –Second Periodic Test II Year – Model Test		
26	Tuesday			
27	Wednesday			
28	Thursday			
29	Friday			
30	Saturday			
31	Sunday	Holiday		

**AUGUST 2022**

Date	Days	Particulars	No. of Working Days	
			II Year	I Year
1	Monday			
2	Tuesday			
3	Wednesday			
4	Thursday			
5	Friday			
6	Saturday			
7	Sunday	Holiday		
8	Monday			
9	Tuesday	Muhram - Holiday		
10	Wednesday			
11	Thursday			
12	Friday			
13	Saturday			
14	Sunday	Holiday		
15	Monday	Independence Day - Holiday		
16	Tuesday			
17	Wednesday			
18	Thursday			
19	Friday	Krishna Jeyanthi - Holiday		
20	Saturday			
21	Sunday	Holiday		
22	Monday	I Year(Sem II) – Model Test		
23	Tuesday			
24	Wednesday			
25	Thursday			
26	Friday			
27	Saturday			
28	Sunday	Holiday		
29	Monday			
30	Tuesday			
31	Wednesday	Vinayagar Chathurthi - Holiday		

**SEPTEMBER 2022**

Date	Days	Particulars	No. of Working Days	
			II Year	I Year
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			
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			

**TIME TABLE**

Hour	Day Order						
		I	II	III	IV	V	VI
	9.30-10.30						
	10.30-11.30						
	11.30-12.30						
	12.30-1.30	LUNCH					
	1.30-2.30						
	2.30-3.30						
	3.30-4.30						

