

MOTHER TERESA COLLEGE OF TEACHER EDUCATION

PERAMBRA

Kozhikode Dist., PIN - 673 525

Affiliated to the University of Calicut
GA. D3/3987/2006. Dated 06-06-06

Recognised by N.C.T.E
F. KL/SEC/N/259/SRC/NCTE-2005-2006/3921



COLLEGE HAND BOOK 2023 - 24

NAME :

PROGRAMME :

OPTIONAL SUBJECT :

ROLL NO. :

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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.



“Education is a Progressive Discovery
of our own Ignorance”

-Will Durant

PREFACE

Mother Teresa College of Teacher Education, Perambra, is one of the top Teacher Training Colleges affiliated to the University of Calicut and recognized by NCTE. The college has successfully trained and sent 17 batches of students and most of them are now doing excellent service in various educational institutions grooming the future citizens. With confidence, and with the same commitment, the college continues its service of training future teachers.

With thankful heart to all, the college handbook 2023-24 is published. We hope that this handbook will be of much use to the staff, the students and all others concerned with this college.

I wish a fruitful and blessed academic year 2023-24 to all.

Perambra
01-08-2023

Prof. Dr. K.Y. Benedict
Principal

OUR PATRON



MOTHER TERESA

Mother Teresa was born on August 27, 1910 in Skopje, Macedonia. Her original name was Agnes Gonxha Bojaxhiu. The youngest of the children born to Nikola and Drane Bojaxhiu, her father was a successful merchant and she was youngest of the three siblings. She received her First Communion at the age of five and a half and was confirmed in November 1916. From the day of her First Holy Communion, a love for souls was within her. Her father's sudden death when Gonxha was about eight years old left the family in financial straits. Drane raised her children firmly and lovingly, greatly influencing her daughter's character and vocation. Gonxha's religious formation was further assisted by the vibrant Jesuit parish of the Sacred Heart in which she was much involved. At the age of 12, she decided that she wanted to be a missionary and spread the love of Christ. At the age of 18 she left her parental home in Skopje and joined the Sisters of Loreto, an Irish community of nuns with missions in India. There she received the name Sister Mary Teresa after St. Thérèse of Lisieux.

After a few months of training at the Institute of the Blessed Virgin Mary in Dublin Mother Teresa came to India on 6 January 1929. On May 24, 1931, she took her initial vows as a nun. From 1931 to 1948, she taught geography and catechism at St. Mary's High School in Calcutta. On 24 May 1937, she made her Final Profession of Vows, becoming, as she said, the "spouse of Jesus" for "all eternity." From that time on she was called Mother Teresa. She continued teaching at St. Mary's and in 1944 became the school's principal. A person of profound prayer and deep love for her religious sisters and her students, Mother Teresa's twenty years in Loreto were filled with profound happiness. Noted for her charity, unselfishness and courage, her capacity for hard work and a natural talent for organization, she lived out her consecration to Jesus, in the midst of her companions, with fidelity and joy.

On 10 September 1946 Mother Teresa got a call from Jesus to abandon teaching and to work in the slums of Calcutta. In January 1948 she got the permission to leave Loreto convent and to work for the unwanted, the unloved and the uncared. In 1957 she started the religious congregation for sisters called the Missionaries of Charity. Mother Teresa has received 124 awards and the important among them include the following.

1962 - Padmasree

1971 - Pope John Paul XXIII Peace Prize

1971 - John F Kennedy International Award

1972 - Jawaharlal Nehru Award for International Understanding

1973 - Templeton Prize for Progress in Religion

1979 - Nobel Peace Prize

1980 - Bharat Ratna

1983 - Order of Merit from Queen Elizabeth

1987 - Gold medal of the Soviet Peace Committee

1997 - United States Congressional Gold Medal

The whole of Mother Teresa's life and labour bore witness to the joy of loving, the greatness and dignity of every human person, the value of little things done faithfully and with love, and the surpassing worth of friendship with God. On March 13, 1997, Mother Teresa stepped down from the head of Missionaries of Charity. She died on September 5, 1997, just 9 days after her 87th birthday. She was given the honour of a state funeral by the Government of India and her body was buried in the Mother House of the Missionaries of Charity. Her tomb quickly became a place of pilgrimage and prayer for people of all faiths, rich and poor alike. Mother Teresa left a testament of unshakable faith, invincible hope and extraordinary charity. Her response to Jesus' plea, "Come, be My light," made her a Missionary of Charity, a "mother to the poor," a symbol of compassion to the world, and a living witness to the thirsting love of God. Following Mother Teresa's death, the Holy See began the process of her canonisation. In 2002 Vatican recognized a miracle through which an Indian woman Monica Besra was cured of abdominal tumor through the intercession of Mother Teresa. On 19 October 2003 she was beatified by Pope John Paul II. On 17 Decemer 2015 Pope Francis recognized a second miracle through her intercession. It was healing of a Belgian man named Marcilio Andrino who was in coma due to a viral brain infection. On 4 September 2016 Pope Francis declared Mother Teresa a Saint.



ST. KURIAKOSE ELIAS CHAVARA CMI

(1805 - 1871)

Founder, C.M.I Congregation

St. Kuriakose Elias Chavara C.M.I was a Catholic priest in Kerala. He was a saint and a great reformer of the Church and the society. He started the first Sanskrit school at Mannanam in 1846. He was the root cause of tremendous growth of education in Kerala. He started schools and gave education to all including girls and dalits. He is the first Indian dared to admit untouchables to schools, and provided them Sanskrit education that was forbidden to lower casts. He started the first school and boarding for girls in 1868. As the Vicar General in Kerala he insisted in 1864 that schools should be opened attached to churches. Then many schools were opened and thus schools came to be called Pallikudams (schools attached to Palli). He encouraged learning English, which was generally discouraged. He introduced midday meal to poor students and to support it introduced the pidiyari scheme. (families setting apart a handful of rice every day to feed the poor). Thus he took special initiative for the education of girls and dalits. Thus Fr Chavara revolutionalised the education sector of Kerala. Following the example of St.Chavara the C.M.I congregation started a number of educational institutions in India and now it has a large net work of educational institutions including play schools, schools, colleges, professional colleges and schools for the mentally challenged.

St. Chavara is the founder of CMI congregation for men and C.M.C congregation for sisters. He started the first old age home. He started the first printing press by the Church. He himself was a good writer and has written many books.

Fr. Chavara is the first male Catholic Saint of Indian origin. He was declared a saint on 23 November 2014 by Pope Francis.

CMI EDUCATION POLICY STATEMENT

We, the Carmelites of Mary Immaculate, after the example of our founder St. Kuriakose Elias Chavara consider education integral to the formation of the human person for the fulfilment of his/her individual and social responsibilities.

Our educational endeavours aim at forming leaders who are intellectually competent, spiritually mature, morally upright, psychologically integrated, physically healthy and socially acceptable; who will champion the cause of justice, love, truth and peace and who are ever open to further growth.

The secret of the success of our educational institutions is a community of teachers who are committed to their vocation, professionally competent, morally upright, just and humane in dealings, and who grow in the true vision of education.

We aspire towards creating a just and human society where dignity of the human person is respected, where unjust social structures are challenged, where our cultural heritage of ahimsa, religious harmony and national integrations is upheld, and where the poor and the marginalised are specially taken care of.

We have to reach out of the families, primarily of the students, to assist them in their needs, to share in their joys and sorrows, and to help them experience love and freedom so that the students realize that our educational institutions are an extension their homes.

Our institutions are open to all students irrespective of caste and creed; they are accepted and cherished as they are and are helped to grow in their cultural, social and religious traditions. As they are privileged to be in our institutions, they will also have the right to get acquainted with the person of Jesus Christ and His Gospel. Being institutions established by and for a minority community based on religion, they will give preference to Christians in admissions and appointments and have a special concern for the faith formation of the Christian youth.

Our Institutions have to be open to society at large by making their resources available for the ongoing education and non - formal teaching, parents and teachers to share this vision and to co-operate with us wholeheartedly.

Issued by:

CMI General Department of Education
Prior General's House, Kochi - 682 011

VISION AND MISSION OF THE COLLEGE

VISION

“To form teachers who are dedicated, skillful, resourceful, enthusiastic and inspirational who will dream for the country, teach students to dream high and uphold the motto “PRO DEO ET PARTRIA.” (For God and Country)

MISSION

- ❖ To prepare student teachers committed to the common pursuit of truth and moral excellence.
- ❖ To help student-teachers achieve self-discipline, cultivate good habits and become open to the Spirit.
- ❖ To train student-teachers in clarity of thought, accuracy of expression and to develop in them leadership qualities.
- ❖ To promote a healthy modern outlook among the student teachers while drawing inspiration from our ancient cultural heritage and tradition.
- ❖ To inculcate in the student-teachers a sense of responsibility to the nation, encourage their creative involvement in the building up of a new India - a country free from exploitation, injustice, ignorance, poverty and misery.

THE COLLEGE EMBLEM



The emblem of the college is a vivid and graphic portrayal of its holistic vision that corresponds with the educational policy of the Carmalities of Mary Immaculate, the first indigenous religious congregation whose pioneering efforts and sustained support this institution owes its existence and progress. The “flame” at the vertex is quite essential insignia of spiritual enlightenment, cleansing, healing, truth seeking, activity, creativity, unity, health, passion, love, strength, courage and willpower. The “globe” below the flame and above the open text is symbolic of the didactic mission entrusted on every teacher. The open text can imply any book as a source of information. It also symbolizes the Bible - word of God. If a teacher dedicates himself to listen to the word of God he will shine like a flame. The radiance of his knowledge will liberate the body and soul of all men and women. The image of a pen in the center is the embodiment of literacy and education. The society can only be enriched and prosperous if persons are educated and literate. A pen also symbolizes inspiration. It gives the driving force. The motto “PRO DEO ET PATRIA” - FOR GOD AND COUNTRY, inscribed at the bottom of the Emblem, is a concise Latin rendering of this institution’s commitment to the Creator and the Fatherland.

ABOUT THE COLLEGE

Mother Teresa College of Teacher Education was established in 2006 and is owned and managed by Rural Educational & Social Trust. This Trust is directed by CMI St. Thomas Province Calicut. Rural Educational and Social Trust (REST) is a voluntary organisation registered as 500/94 before the District Registrar (general) Kozhikode under Societies Registration Act of 1860.

The main objective of the organisation is to provide best quality education especially to the poor who are residing in rural areas, and develop them to accept and adopt latest technologies for earning a better living.

The organisation intends to provide its service to general public as a charitable one benefiting the rural poor with out any distinction or regard to religion, race, caste, creed, community, gender, colour or nativity.

The organisation intends to work for the upliftment of the people by giving them a holistic training approach i.e, spiritual, mental and physical development in their life style.

In terms of section 14(3) of NCTE Act and in accordance with the regulations, 2014, the Southern Regional Committee, NCTE has granted recognition to Mother Teresa College of Teacher Education for Conducting B.Ed Programme of two years duration with an annual intake of 50 students from the Academic session 2015-16.

CONTACT DETAILS

Postal Address : Mother Teresa College of
Teacher Education,
Perambra, Kozhikode - 673 525

Phone:

Manager : 0496 - 2615776, 9447445534

Principal : 0496 - 2615775
: 9387829922

Office : 0496 - 2615774

Email: info@motherteresacollege.net

Website: www.motherteresacollege.net

COURSES OFFERED :

The college offers Two –Year B.Ed Degree Course in the following subjects:

1. English
2. Mathematics
3. Physical Science
4. Social Science

Total seats available are 50 per year.

SUCCESSION LIST OF MANAGERS

1. **Adv. K. A. Devasia** - August 2006 - May 2008
2. **Mrs. Lissy Devasia** - June 2008 - September 2010
3. **Fr. John Panamthottam CMI** - October 2010 - May 2014
4. **Fr. Mathew Kalarickal CMI** - May 2014 - May 2017
5. **Fr. Joseph Vayalil CMI** - MAY 29, 2017

DIRECTOR

1. **Fr. Mathew Kalarickal CMI** - October 2010 - 29 MAY 2017
2. **Fr. Joseph Vayalil CMI** - 29 May 2017

SUCCESSION LIST OF PRINCIPALS

1. **Mr. C.V. Gopinath Kaimal** - October 2006 – October 2007
2. **Mr. Rafeek C.K. (in charge)** - November 2007 – April 2008
3. **Mr. K. G. Manirajan** - May 2008 – May 2010
4. **Mr. Rafeek C.K. (in charge)** - June 2010 – October 2010
5. **Dr. T. P. Pavithran** - November 2010 – October 2013
6. **Mr. Rimshuth K.K. (in charge)** - November 2013 – September 2014
7. **Mr. Vijay Mathew** - October 2014 – April 2016
8. **Dr. Bindu. T. V.** - May 2016 - April 2023
9. **Prof. Dr. K.Y. Benedict** - June 2023

FACULTY MEMBERS

1. Principal
Prof. Dr. K.Y. Benedict M.Sc., M.Ed., NET,
Ph.D., PGDCJ
+91 - 9387829922
email : benedictdrky@gmail.com
2. **Mrs. Shyni N.**
Asst. Prof.
(Social Science) M.A. (History), MA (Sociology),
M.Ed., SET (History); Doing Ph.D
Ph : +91- 9495232346
email : abanuesbiju@gmail.com
3. **Mr. Rejish M.**
Asst.Prof.
(Physical Science) M.Sc. (Chemistry), M.Ed., NET
doing Ph.D
Ph : +91 - 9946552255
email : rejish2255@gmail.com
4. **Sr. Gracelin K. Joseph** M.A. (English), M.Ed.NET, Doing Ph.D
Asst.Prof. (English) Ph : +91-9447630864
email : kjgracelin@gmail.com
5. **Mrs. Swaroopa P.K.** M.A. Political Science, MA History
Asst. Prof. M.Ed., NET, Doing Ph.D
(General Education) Ph : +91-9496614032
email : pkswaru10@gmail.com
6. **Mrs. Uma P.** MSc. Mathematics
Asst. Prof. M.Ed., NET
(Mathematics) Ph : +91-9846622165
email : umapremarajan@gmail.com
7. **Mr. Ratish K.** M.A. (Economics) M.Ed. Doing Ph.D
Asst. Prof. Ph : +91-9496384670
(Education) (LV) email : ratishkunnoth007@gmail.com

8. Mr. Suresh A.K. Asst. Prof. (General Education)	M.A.History M.Ed., NET in Education NET in History Ph : +91- 9495575483 email : sureshcheruvady@gmail.com
9. Mrs. Jilsha K.M. Asst. Prof. (Mathematics) (LV)	MSc (Mathematics) M.Ed. Ph: 7034347581 email : jishapalangad@gmail.com
10. Mr. Emil I.R. Asst. Prof. Performing Arts (Part time)	BPA, MPA, NET Ph: 9061517000 email : ircalicut@gmail.com
11. Mr. Bipin P.S. Asst. Prof. Physical Edn. (Part time)	BPed, MPed Ph: 9746964202 email : bibincheekilode@gmail.com
12. Mr. Nidhin N. Asst. Prof. Fine Arts (Part time)	BFA, MFA Ph: 9745083809 email : nidhinmulyangal@gmail.com
ADMINISTRATIVE STAFF	
1. Mr. Jiju Thomas	Office Superintendent Ph: +91- 9496343801 email : jijuthomas00@gmail.com
2. Mr. Surendran P. G. Librarian	B.LIS, M.LIS Ph : +91- 9446816865 email : surendranmarudonkara@gmail.com
3. Mrs. Smitha Mathew	Clerk / Typist Ph : +91- 9072772045 email : getsmitha4u@gmail.com
4. Mrs. Syamala K.	House Keeping Ph : +91- 8086883674

DISCIPLINARY RULES OF THE COLLEGE

The students are hereby instructed to observe the disciplinary rules strictly. No student is expected to plead that he/she is unaware of the existing disciplinary rules. Ignorance of rules has no excuse.

- ❖ The students should be regular and punctual in attendance. Late comers shall be permitted to attend further sessions only after the ratification of genuine reason by the authority.
- ❖ The Morning assembly begins with a prayer song followed by readings from the Holy Books of Bible, Bhagavat Geetha and Quran. Important news of the day are announced in the Assembly and a thought for the day is given and they are followed by patriotic song. The Assembly ends with singing of the National Anthem.
- ❖ Students, teachers and administrative staff should wish each other.
- ❖ Crowding on the varanda, door way and shouting etc. will be treated as act of indiscipline.
- ❖ Students are expected to keep silence responsibly.
- ❖ Students shall behave with modesty and dignity both inside and outside the campus.
- ❖ During free periods, students shall either use library or engage in useful independent work.
- ❖ Students shall keep classroom and college premises neat and tidy.
- ❖ The students should always wear identity card.
- ❖ Students should wear college uniform as directed by authorities. Boys shall not be found with tuck up dhoti, unbuttoned shirts, low waist pants and T shirts in the college. Girls are instructed to use two uniforms : One Saree and one Churidar as per the decision of the staff council.

- ❖ Activities of party politics are strictly prohibited inside the college campus. As per high court order on writ appeal No.535/2003 and judgement on review petition dated 20th Feb 2004 all strikes, demonstration, agitation, dharna gharao and like are banned in the college campus. Students who violate the above rules are liable to be dismissed from the college.
- ❖ Banners, flags, posters etc. shall not be allowed inside the campus and at the gate for the purpose of any activity without the permission of the Principal.
- ❖ No external involvement will be allowed in the affairs of the college.
- ❖ All sorts of intoxicating substances are strictly prohibited.
- ❖ Except parents and guardians any outsider to the college will be permitted only with the prior permission of the principal
- ❖ Prior written permission from principal is required for the following activities.
- ❖
 1. For organizing procession, any meeting, entertainment or special function in the college.
 2. Collecting any sort of funds from the students or from the staff and from the public.
 3. Distributing notice or putting up any matter on the notice board.
 4. Programmes arranged by Associations and Clubs and outing of any type conducted by students.
- ❖ Any indecent behaviour from the part of students inside or outside the college will be considered as misconduct and may lead to further disciplinary actions.
- ❖ Students shall not cause any loss, damage or defile any of the college properties. Such loss will proceed to recovery.

- ❖ The use of mobile phone is strictly prohibited inside the college as per Govt. Order .Offenders will be levied fine and the mobile phone will be confiscated.
- ❖ Conduct certificate at the end of the course is not taken for granted. The decision of the Principal shall be final regarding this matter.
- ❖ The student shall not indulge in Ragging or in any other activity causing physical or mental harassment or difficulties to the co-students in the college. Any student involving in a such activities will have to face penal proceedings in accordance with the provision in the Ragging Prohibition Act of the Govt. of Kerala.
- ❖ The Principal reserves the right to reject any admission to any student without assigning any reason.
- ❖ Students are forbidden from entering the Laboratory except with consent of the teacher incharge.
- ❖ No student shall appear for an interview or examination without prior permission of the principal.
- ❖ Cinematic dance and Fashion show shall not be allowed inside the college campus.
- ❖ Fees once remitted will not be refunded in any case.
- ❖ 3rd January will be celebrated as Founders Day of the CMI congregation.
- ❖ Any other issue which is not covered in this will be decided according to need by the Principal or the authority of the college.

RULES OF ATTENDANCE AND LEAVE

1. Students are not permitted to absent themselves without leave letter. Application for leave in the prescribed form should be submitted sufficiently earlier.
2. Absence for 14 consecutive working days will be considered sufficient reason for removal of student's name from the rolls.
3. Leave may be granted for not more than 10 days at a stretch including holidays. In the case of unavoidable reasons (illness etc.) additional leave may be given on producing certificates from a registered medical practitioner.
4. A student shall be considered to have satisfactory attendance to appear the examination if he/she attends not less than 80% for all theory classes, course work, practicum and 90% for internship.
5. Condonation of shortage of attendance shall be as per existing University rules. Candidates with shortage of attendance beyond the condonable limit will not be eligible to register for the end semester University examination. In such cases the candidate has to repeat the course by taking re-admission from the University.
6. Absence from class test or examination without convincing reasons will be treated as breach of discipline.

Format for Leave Application on Page 55

COLLEGE LIBRARY

1. The college has a well equipped library.
2. The library is open to all students and members of the staff of the college.
3. The library will be kept open on working days from 9.00 a.m. to 4.30 p.m. and it will be closed on Sundays and all recognised holidays.
4. Identity card issued by the college should be produced at the counter before entering the library.
5. Personal articles like books, bags, umbrella, files etc. should be kept at the entrance assigned for this purpose, before entering the library.
6. Strict silence must be observed in the library.
7. Library books are divided into :-
 - a) Reference Books
 - b) Lending Books

Books from Reference Section will not be allowed to be taken out of library except with the written authorization of the Principal.
8. Students can borrow books from the library. Two books will be issued to a student at a time and they may not be retained by the student for more than 7 days. But can be renewed for further period of 5 days if there is no demand for it from any other student.
10. A fine of Rs.2/- for each book per day will be levied for delay in returning books. No further books will be issued to the student till he/she pays the fine.
11. Absence from the college will not be admitted as an excuse for delay in returning books. Fine is applicable for the same.

12. Periodicals or magazines will not be lent out to students.
13. The librarian or Principal may recall a book at any time even when the normal period of lending is not over.
14. The student must satisfy himself or herself as to whether the book issued to him / her is in a good condition and if it is not, bring the matter to the notice of the Librarian. For all damages to books noticed at the time of return, the borrower will be held responsible and he/she will have to pay the cost as per the stipulation of the college.
15. If a book is lost or damaged, the borrower must replace the book or pay the estimated cost of replacement and the fine as per rules from time to time.

If the book is not available in the market 2 times the face value of the book should be paid.

16. Students shall not write upon, damage or make any mark upon any book, manuscript or magazine or periodicals, belonging to the library.
17. Hall Ticket, for the university examination will be issued only after clearing all dues of the Library.
18. Books should not be sublet on any account to anybody.
19. Two books may be taken out for the Onam and Christmas holidays. All such books should be returned not later than the second working day after the reopening of the college.
20. Any other issue which is not mentined here will be decided by the Librarian in consultation with Principal or authority of the college.

RULES AND REGULATIONS FOR THE HOSTEL STUDENTS

1. No admission of friends or relatives is granted to the hostel without prior permission of principal.
2. Written Permission from the Principal is must for going out for purchase, going home or to any place other than college. In case of emergencies permission will be granted by the building owner and at the same time information must be given to principal. On return they shall inform the principal.
3. Students shall be in the house by 6:30 p.m.
4. House given for rent and the adjacent premises shall be kept clean and neat by the students.
5. Any complaint or suggestion regarding food and convenience shall be informed only to the principal and not to the house owner.
6. Waste Management must be done according to the instruction of the house owner.
7. Mobile phone should not be used after 10:00 p.m.
8. At least two students must be in the hostel, if all are not going home or elsewhere.
9. The students should keep their belongings at their own responsibility.
10. Further instructions and regulations will be made by the principal whenever it is necessary.

College Council

The College Council is a body to advise the Principal in the internal affairs of the college. It consists of Principal, all the faculty members and college librarian.

RESOURCES AND SERVICES

College Library

The students have access to the college library which has sufficient number of books and periodicals on the subjects and other related fields as specified by the NCTE. It has got a good collection of general books and books on education. Magazines and Newspapers are available to enhance the general reading of the users.

Computer Lab

As the new B.Ed Curriculum of Calicut University gives importance to the teaching and learning of ICT, a well equipped computer lab with internet facility is provided in the college for the use of staff and students. The students can take advantage of the full time internet access during working hours for enriching their knowledge.

Laboratories

The college is well equipped with laboratory for Psychology, Educational Technology, Language Learning, Science and Computers.

Physical Education

The students are given opportunities to handle physical education classes and also to understand things connected with the organisation and administration of sports. Facilities have been provided for sports and games such as foot ball, volley ball, cricket, chess, shuttle badminton and athletics.

College Magazine

The College Magazine is being published annually, under the supervision of an Editorial Board consisting of the Principal (Chief Editor), Staff Editor, Student Editor and other members of the magazine committee.

Cultural Forum

The objective of the Cultural Forum is to encourage and promote talents in the teacher trainees.

Sports Committee

A Sports Committee has been constituted in order to advise and assist the functioning of the physical education department. The Principal shall be the ex-officio president. The lecturer in Physical Education, nominated staff members, general captain and the house captains shall be the members of the committee.

Guidance and counselling

A Faculty member is nominated by the Principal to assist the students in career guidance and counselling. A separate notice board is provided for career guidance.

Women Development Cell

Two lady Faculty members are nominated by the Principal for looking after the welfare of the Girl students. Women Development Cell acts as a forum for providing a conducive environment of girl students with the motto '*Each Women for a Women*'

Counselling room

The office of the counselling services aims at helping students reach their highest academic and personal potential.

ACADEMIC AND ADMINISTRATIVE COMMITTEES

1. Academic Monitoring Cell

The Cell monitors various academic activities of the institution. The Cell consists of the following members.

- ◆ Principal (Chairperson)
- ◆ Mr. Rejish M.
- ◆ Mrs. Uma P.
- ◆ Sr. Gracelin K. Joseph
- ◆ Mr. Suresh A.K.

2. Evaluation Monitoring Committee

To enhance the quality of Continuous and Comprehensive Evaluation, an Evaluation Monitoring Committee is functioning in the college. The committee consists of the following members:

- ◆ Principal (Chairperson)
- ◆ Mr. Ratish K.
- ◆ Mrs. Shyni N.
- ◆ Mrs. Swaroopa P.K.

3. Admission Committee

For monitoring the admission procedure of the B.Ed. programme for the current year, an Admission Committee is constituted. The Committee consists of

- ◆ Principal (*Chairperson*)
- ◆ Fr. Joseph Vayalil CMI (*Co-ordinator*)

Sub Committees

- ◆ English - Sr. Gracelin K Joseph,
- Mr. Suresh A.K.
- ◆ Physical Science - Mr. Rejish M, Mr. Ratish K.

- ◆ Mathematics - Mrs. Uma P.
- ◆ Social Science - Mrs. Shyni N.

4. Anti-Ragging Committee

This Committee comprising teaching faculty, administrative staff and women representatives will monitor the measures taken by the College for prevention of ragging, will look into the specific instances of ragging and complaints of ragging, if any, and suggest appropriate action / punishment against individuals who indulge in ragging. The Committee consists of following members.

- ◆ Principal
- ◆ Mrs. Swaroopa P.K.
- ◆ Mr. Rejish M.
- ◆ Mr. Jisha K.M.
- ◆ Mr. Jiju Thomas (Senior office staff)
- ◆ Chairman of the college union
- ◆ PTA President

5. Grievance Redressal Cell

The College has a Grievance Redressal Cell to redress the grievances of the students. The students approach the Cell to voice their grievances regarding academic matters, health services, library and other services. A Student can submit written grievance to the respective Optional teacher who submits the same to the Cell immediately. The cell redresses the grievances by sorting out the problems promptly and judiciously.

The Forum consists of the following members

- ◆ Principal (*Chairperson*)
- ◆ Mr. Rejish M.
- ◆ Mrs. Swaroopa P.K.
- ◆ Sr. Gracelin K. Joseph

- ◆ Mrs. Uma P.
- ◆ College Union Chairman

6. **Internal Quality Assurance Cell (IQAC)**

Mother Teresa College of Teacher Education has an Internal Quality Assurance Cell for performance evaluation, assessment, accreditation and quality upgradation of the college.

The composition of IQAC is

Chairperson	: Prof. Dr. K.Y. Benedict (Principal)
Co-Ordinator	: Mr. Rajesh M.
Administrative Staff	: Mr. Jiju Thomas
Members of Faculty	: Mrs. Shyni N. : Mrs. Gracelin K. Joseph : Mrs. Uma P. : Mrs. Swaroopa P.K.
Member from the Management	: Fr. Joseph Vayalil CMI
Nominee from local, society, Students & Alumni	: Mr. Areej Thasneem M.P.
One / Two nominees from employers / stake holders	: Headmistress, ALP School Marutheri

7. **Women Cell**

- ◆ Principal (*Chairperson*)
- ◆ Sr. Gracelin K. Joseph

8. **Ethics Committee**

An Ethics Committee has been constituted as per the Govt. order (RT) No.346/05/H.Edn. dt. 1-03-2005 to monitor implementation of the decision banning mobile phones, cinematic dance and fashion show on the campus with the cooperation of the college PTA, staff members, students' union, management committee, and local authorities. The committee consists of the following members:

- ◆ Principal (*Chairperson*)
- ◆ PTA President (*Vice-Chairman*)
- ◆ Mrs. Shyni N (*Convenor*)
- ◆ College Union Chairman (*Joint Convenor*)
- ◆ Members - Fr. Joseph Vayalil CMI
(*Management Representative*)
- ◆ Panchayath Ward Member
- ◆ Mr. Ratish K. (Asst. Professor General Education)

9. Academic Calender committee

The Academic Calendar Committee is appointed and approved by the Principal. They are charged with recommending the academic calendar to be followed each year. They are responsible for a calendar that includes the approved number of class days, final examination schedule and university holidays. The committee consists of following members

- ◆ Principal (*Chairperson*)
- ◆ Mrs. Swaroopa P.K.
- ◆ Mr. Rejish M.
- ◆ Mr. Jiju Thomas
- ◆ Mrs. Smitha Mathew

10. Attendance Committee

The Attendance Committee is responsible for recording and monitoring the attendance of the students. The Attendance Committee consists of

- ◆ Principal (*Chairperson*)
- ◆ Mrs. Swaroopa P.K., Mr. Suresh A.K.

11. Time Table Committee

A Time Table Committee is formed in the College for preparing and monitoring the allocation of class hours and well structured academic programme so that all subjects gain their due share for academic activities. In times of need such as university examination for some semester, special time table is also prepared by this committee after consulting the faculty for the same. The following members belong to the present time table Committee.

- ◆ Principal (Chairperson)
- ◆ Mrs. Jilsha K.M.
- ◆ Mrs. Uma P.

12. College Union

Each college affiliated to the University shall have a college union. The objectives of the college union are

- ◆ To train the students in the duties and rights of citizenship.
- ◆ To provide opportunities for the development of leadership qualities
- ◆ To help the students acquire the norms of democracy and organizational skills pertaining to it

The members of the college union are Chairman, Vice-Chairperson(reserved for ladies), General Secretary, Joint Secretary, General Captain, Fine Arts Secretary, Student Editor, and UUC. The college union will have a staff advisor nominated by the principal.

13. National Service Scheme (NSS)

Mother Teresa College of Teacher Education has a unit of National Service Scheme and unit will be co-ordinated by Smt. Shyni N. The Reg. No. is 276.

14. Fine Arts Committee

The goal of the Fine Arts committee is to present students with the opportunity to enrich their college experience through cultural events. We provide a wide range of events in which we aim to engage the entire student body. The Committee organizes programmes on occasions like Independence Day, Republic Day, Teachers Day, World Human Rights Day, World Environment Day, Gandhi Jayanthi, Onam, Eid, Christmas, New Year, etc.. The Fine Arts Committee also organizes Fine Arts day, Talents Day etc. The committee consists of

- ◆ Principal (*Chair person*)
- ◆ Sr. Gracelin K. Joseph
- ◆ Mrs. Jilsha K.M.
- ◆ Fine Arts Secretary

15. College Magazine Committee

The faculty and student representatives constitute the Magazine Committee. The Committee meets periodically to discuss and select the articles for publication. It will also invite articles from faculty and others.

The Committee Consists of

- ◆ Principal (*Chief Editor*)
- ◆ Staff Editor
- ◆ Student Editor

16. PTA

The Parent Teacher Association (PTA) of the College provides remarkable support to the activities of the institution. The PTA assists the overall development of students by extending financial and other supports to the curricular, co-curricular and extra curricular activities of students. The members are

- ◆ President
- ◆ Vice President
- ◆ Secretary
- ◆ Joint Secretary
- ◆ Principal (Treasurer)
- ◆ All Faculty Members
- ◆ All Parents

17. Library Advisory Committee

The Library Advisory Committee plays a vital role in enhancing and developing the library services, making suitable policies that will help the library to render its best. The library operates under the guidance of the Advisory Committee that meets periodically and reviews the status and suggests new initiatives.

The committee consists of:

- ◆ Chairman - Principal
- ◆ Secretary - Mr. P.G. Surendran (*Librarian*)
- ◆ Three Faculty Members
- ◆ Student Representative

CURRICULAR & CO-CURRICULAR ACTIVITIES

1. **Literary Activities:** Kavi Sammelans, debate competitions, extempore speech competitions, poetry recitation, word games, etc. are organized as part of the literary activities. Publishing wall magazine, college magazine, newsletter etc. will develop the ability of communication and creative writing. Effort should be made for involving all the student teachers of the institution in planning, organizing and conducting the literary activities.
2. **Cultural Activities:** Some of these activities could be the organisation and participation in music, painting, dance, concerts etc. For learning how to appreciate performing arts, renowned artists and folk artists could be invited and street plays and dramas are also arranged.
3. **Residential Camp :**

Four day Residential Camp in a rural and natural setting would provide rich experience to student teachers. Participation in the camps plays an important role in the socialisation of individuals. The camp life provides rich experience of living together and of sharing organizational responsibilities.
4. **Subject Clubs:** Formation of different Subject Clubs would motivate the student teachers to participate in activities with greater involvement. Science Club, Social Science Club, Nature Club, Mathematics Club, Film Club, Literary Club etc., may be formed by the student teachers. Field trips, discussions, quiz, extension lectures of eminent persons and other related co-curricular activities could be organized by these clubs. Activities of the Subject Clubs can be used to supplement classroom teaching and sharing of organizational responsibilities.

5. **Games and athletics** : These activities should be organised throughout the year. All student teachers should be encouraged to participate in the games and sports activities. Inter-house/ inter-class tournaments and athletic meets should form an essential part of a vibrant B.Ed programme.
6. **Community Participation** : For enabling active association of the community with its school, it is essential that the teacher education institutions develop the required skills in student teachers. Some of the activities which may facilitate school community association are - social forestry, pollution awareness, immunization camps, environmental education, health and hygiene camps etc.
7. **Teaching practice cum internship** :Teaching practice is an integral component of teacher training. It grants student teachers experience in the actual teaching and learning environment. The internship will be organized for a continuous period of 16 weeks in selected schools.
8. **S.U.P.W. Activities** : Socially Useful Productive Work Activities are organised in the college to help the teacher trainees to develop healthy attitudes towards manual labour and to cultivate the spirit of social service.
9. **Thought for the Day** : “Thought For The Day” is to be displayed on the notice board and each student should co-operate in preparing such displays
10. **Field Trips/Tour** : Study tours emphasise experiential learning and allows students to explore new territories, cultures and people. They combine theory with real-life experience and cultural perspective.College conducts various field trips and tours suiting educational requirements of various categories of students.

PRACTICAL WORKS

Semester I

1. EDU. 101. Microteaching (20 marks)
2. EDU. 102. EPC Language Across Curriculum. Reading and Reflecting on Texts (50 marks)

Semester II

1. EDU. 201. 1 Peer Discussion Lessons (30 hrs, 20 marks)
2. Observation Lessons and Faculty Demonstration Lessons.
EDU. 201. 2 (10 hrs, 10 mark)
3. EDU. 201. 3 Criticism Lessons (30 hrs, 30 marks)
4. EDU. 201. 4 Preperation of Teaching - Learning Materials Workshops (20 hrs, 20 marks)
5. EDU. 201. 5 Initiatory School Experiences.

Semester III

1. EDU. 301. School Internship (16 weeks, 260 marks)
2. Course on EPC. 2 - Drama And Art in Education
EDU. 302. (30 hrs, 30 marks)
3. EDU. 303 Yoga, Health and Physical Education
(30 hrs, 30 marks)
4. EDU, 304 Community Living Camp (30 hrs, 30 marks)

Semester IV Practical Courses

1. EDU. 401. Course on EPC 3 - Critical Understanding of ICT (30 hrs, 30 marks)
2. EDU. 402. Course on EPC 4 - Understanding the self
(30 hrs. 30 marks)
3. EDU 403 - SUPW and working with Community
(30 hrs, 20 marks)
4. Field Trip or Study Tour (30 hrs, 20 marks)

JUNE 2023

1	THU	
2	FRI	
3	SAT	Understanding Self (S4)
4	SUN	H
5	MON	World Environment Day
6	TUE	
7	WED	
8	THU	
9	FRI	
10	SAT	H Second Saturday, Criticism Lessons (S4)
11	SUN	H
12	MON	World Day against Child Labour
13	TUE	
14	WED	World Blood Donor's Day
15	THU	
16	FRI	
17	SAT	
18	SUN	H
19	MON	Health and Physical Education, Practical, Reading Day
20	TUE	Father's Day
21	WED	International Day of Yoga, World Music Day
22	THU	
23	FRI	
24	SAT	
25	SUN	H
26	MON	World Anti Drugs Day
27	TUE	World Diabetes Day
28	WED	H Bakrid
29	THU	
30	FRI	

JULY 2023

1	SAT	
2	SUN	H
3	MON	St. Thomas Day
4	TUE	
5	WED	
6	THU	
7	FRI	
8	SAT	H Second Saturday
9	SUN	H
10	MON	
11	TUE	World Population Day
12	WED	Malala Day
13	THU	
14	FRI	
15	SAT	
16	SUN	H
17	MON	H Karkidaka Vavu
18	TUE	
19	WED	
20	THU	Moon Day
21	FRI	
22	SAT	
23	SUN	H
24	MON	
25	TUE	
26	WED	Kargil Day
27	THU	
28	FRI	
29	SAT	
30	SUN	H
31	MON	

AUGUST 2023		
1	TUE	International Friendship Day
2	WED	
3	THU	
4	FRI	
5	SAT	
6	SUN	H Hiroshima Day
7	MON	
8	TUE	
9	WED	Quit India Day, Nagasaki Day
10	THU	Drama and Art in Education (S3)
11	FRI	Art OR Pupperty (S3)
12	SAT	H Second Saturday
13	SUN	H National integration week ends
14	MON	Yoga Health and Physical Education (S3)
15	TUE	H Independence Day
16	WED	Yoga Health and Education (S3)
17	THU	
18	FRI	
19	SAT	Photography Day
20	SUN	H
21	MON	
22	TUE	Community Living Camp (S3)
23	WED	
24	THU	
25	FRI	
26	SAT	Birthday of Mother Teresa
27	SUN	H First Onam, Ayyankali Jayanthi
28	MON	H Thiruvonam
29	TUE	H Third Onam, National Sports Day
30	WED	H Sree Narayana Guru Jayanthi
31	THU	

SEPTEMBER 2023

1	FRI	
2	SAT	
3	SUN	H
4	MON	
5	TUE	Teacher's Day, School Internship (S3)
6	WED	H Sreekrishna Jayanthi
7	THU	EPC (Task No. 1) (S1)
8	FRI	International Literacy Day
9	SAT	H Second Saturday
10	SUN	H
11	MON	EPC (Task No. 3) (S1)
12	TUE	
13	WED	
14	THU	Hindi Day
15	FRI	
16	SAT	World Ozone Day
17	SUN	H
18	MON	EPC (Task No. 4) (S1)
19	TUE	
20	WED	EPC (Task No. 2) (S1)
21	THU	Field Trip (S1)
22	FRI	H World Rose Day (Welfare of Cancer Patients) Sree Narayana Guru Samadhi
23	SAT	
24	SUN	H
25	MON	
26	TUE	
27	WED	H Miladi Sheriff
28	THU	
29	FRI	World Heart Day
30	SAT	

OCTOBER 2023

1	SUN	H
2	MON	H Gandhi Jayanthi
3	TUE	
4	WED	St. Francis Day
5	THU	World Teacher's Day
6	FRI	
7	SAT	
8	SUN	H Air Force Day
9	MON	World Postal Day
10	TUE	National Postal Day
11	WED	EPC (Task No. 5) (S1)
12	THU	
13	FRI	
14	SAT	H Second Saturday
15	SUN	H World Students' Day, Theater Day
16	MON	World Food Day
17	TUE	
18	WED	EPC (Task No. 6) (S1)
19	THU	
20	FRI	
21	SAT	
22	SUN	H
23	MON	H Mahanavami
24	TUE	UN Day, Vijayadasami
25	WED	EPC (Task No. 7) (S1)
26	THU	
27	FRI	
28	SAT	
29	SUN	H
30	MON	
31	TUE	National Unity Day

NOVEMBER 2023

1	WED	Keralapiravi
2	THU	Micro Teaching (S1)
3	FRI	
4	SAT	
5	SUN	H
6	MON	
7	TUE	Birthday of C.V. Raman, Cancer Awareness Day
8	WED	
9	THU	
10	FRI	World Science Day
11	SAT	H Second Saturday, National Education Day
12	SUN	H Deepavali
13	MON	
14	TUE	Children's Day
15	WED	
16	THU	
17	FRI	National Epilepsy Day, Micro Teaching Record Submission Date (S1)
18	SAT	World Adult Day
19	SUN	H
20	MON	Universal Children's Day
21	TUE	
22	WED	Young Scientist Day
23	THU	
24	FRI	
25	SAT	
26	SUN	H National Law Day, Constitution Day
27	MON	Model Exam (S1)
28	TUE	
29	WED	
30	THU	

DECEMBER 2023

1	FRI	World AIDS Day, University Exam (S1)
2	SAT	World Computer Day
3	SUN	H Birthday of Dr. Rajendra Prasad
4	MON	Navy Day
5	TUE	
6	WED	Dr. B.R. Ambedkar Jayanthi
7	THU	
8	FRI	
9	SAT	H Second Saturday
10	SUN	H Human Rights Day
11	MON	
12	TUE	
13	WED	
14	THU	
15	FRI	
16	SAT	
17	SUN	H
18	MON	Initiatory School Experience
19	TUE	Initiatory School Experience
20	WED	Initiatory School Experience
21	THU	Initiatory School Experience
22	FRI	Birth Day of Sreenivasa Ramanujan
23	SAT	H
24	SUN	H
25	MON	H Christmas
26	TUE	H
27	WED	H
28	THU	H
29	FRI	H
30	SAT	H
31	SUN	H

JANUARY 2024

1	MON	New Year
2	TUE	H Mannam Jayanthi
3	WED	Chavara Day
4	THU	Critical Understanding of ICT (S4)
5	FRI	
6	SAT	
7	SUN	H
8	MON	
9	TUE	
10	WED	World Laughter Day
11	THU	
12	FRI	National Youth Day
13	SAT	Second Saturday
14	SUN	H
15	MON	Army Day
16	TUE	
17	WED	Initiatory School Expereince (S2)
18	THU	
19	FRI	
20	SAT	
21	SUN	H
22	MON	
23	TUE	
24	WED	Peer Discussion Lessons (S2)
25	THU	Peer Discussion Lessons (S2)
26	FRI	H Republic Day
27	SAT	
28	SUN	H
29	MON	
30	TUE	Martyr's Day
31	WED	

FEBRUARY 2024

1	THU	Observation Lessons (S2)
2	FRI	Field Trip / Study Tour (S4)
3	SAT	
4	SUN	H World Cancer Day
5	MON	
6	TUE	
7	WED	
8	THU	
9	FRI	
10	SAT	H Second Saturday
11	SUN	H Birthday of Charles Darwin
12	MON	Birthday of Sarojini Naidu
13	TUE	World Redio Day
14	WED	
15	THU	Consumer Day
16	FRI	
17	SAT	
18	SUN	H
19	MON	
20	TUE	World Day for Social Justice
21	WED	World Mother Tongue Day
22	THU	
23	FRI	
24	SAT	
25	SUN	H
26	MON	SUPW & Working with Community (S4)
27	TUE	
28	WED	National Science Day
29	THU	

MARCH 2024

1	FRI	
2	SAT	
3	SUN	H World Wild Life Day
4	MON	Preparation of Teaching - Learning Material Workshop (S2)
5	TUE	Preparation of Teaching - Learning Material Workshop (S2)
6	WED	Preparation of Teaching - Learning Material Workshop (S2)
7	THU	
8	FRI	International Women's Day, Shivarathri
9	SAT	H Second Saturday
10	SUN	H
11	MON	
12	TUE	Arts Day
13	WED	Birthday of Albert Einstein
14	THU	
15	FRI	World Consumer Right Day
16	SAT	
17	SUN	H
18	MON	
19	TUE	
20	WED	
21	THU	World Poetry Day, Sports Day
22	FRI	World Water Day
23	SAT	
24	SUN	H
25	MON	
26	TUE	
27	WED	World Drama Day
28	THU	H Maundy Thursday
29	FRI	H Good Friday
30	SAT	H
31	SUN	H Easter

APRIL 2024

1	MON	
2	TUE	Autism Awareness Day
3	WED	
4	THU	
5	FRI	
6	SAT	
7	SUN	H World Helath Day
8	MON	
9	TUE	
10	WED	
11	THU	
12	FRI	
13	SAT	H Second Saturday
14	SUN	H
15	MON	
16	TUE	
17	WED	
18	THU	
19	FRI	
20	SAT	
21	SUN	H
22	MON	International Mother Earth Day
23	TUE	
24	WED	
25	THU	
26	FRI	
27	SAT	
28	SUN	H
29	MON	
30	TUE	

MAY 2024

1	WED	May Day
2	THU	
3	FRI	
4	SAT	
5	SUN	H
6	MON	
7	TUE	
8	WED	
9	THU	
10	FRI	World Mothers Day
11	SAT	H Second Saturday
12	SUN	H
13	MON	
14	TUE	International Day of Families
15	WED	
16	THU	
17	FRI	
18	SAT	
19	SUN	H
20	MON	
21	TUE	
22	WED	
23	THU	
24	FRI	
25	SAT	
26	SUN	H
27	MON	
28	TUE	
29	WED	
30	THU	
31	FRI	World No - Tobacco Day

JUNE 2024

1	SAT	
2	SUN	H
3	MON	Understanding Self (S4)
4	TUE	
5	WED	World Environment Day
6	THU	
7	FRI	
8	SAT	H Second Saturday
9	SUN	H
10	MON	Criticism Lesson (S2)
11	TUE	
12	WED	World Day Against Child Labour
13	THU	
14	FRI	Blood Donation Day
15	SAT	
16	SUN	H
17	MON	
18	TUE	
19	WED	
20	THU	
21	FRI	
22	SAT	
23	SUN	H International Widows Day
24	MON	
25	TUE	
26	WED	
27	THU	
28	FRI	
29	SAT	
30	SUN	H

JULY 2024

1	MON	
2	TUE	
3	WED	St. Thomas Day
4	THU	
5	FRI	
6	SAT	
7	SUN	H
8	MON	
9	TUE	
10	WED	
11	THU	World Population Day
12	FRI	Malala Day
13	SAT	H Second Saturday
14	SUN	H
15	MON	
16	TUE	
17	WED	
18	THU	
19	FRI	
20	SAT	Moon Day
21	SUN	H
22	MON	
23	TUE	
24	WED	
25	THU	
26	FRI	Kargil Day
27	SAT	
28	SUN	H
29	MON	
30	TUE	
31	WED	

LEAVE RECORD

Sl No.	Date	Reason for Leave	Signature of Asst. Professor	Sanction of Principal

DETAILS OF PRACTICALS SUBMITTED

Sl No.	Date	Item	Signature of Asst. Professor	Signature of Principal

DETAILS OF PRACTICALS SUBMITTED

Sl No.	Date	Item	Signature of Asst. Professor	Signature of Principal

TIME TABLE 2023-2024

	Mon	Tue	Wed	Thu	Fri
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I					
II					

Interval

III					
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Lunch Break

IV					
----	--	--	--	--	--

Interval

VI					
----	--	--	--	--	--

NATIONAL ANTHEM

Jana Gana Mana Adhinayaka Jaya He
Bharatha Bhagya Vidhatha
Punjab Sindh Gujarath Marata
Dravida Utkala Benga
Vindhya Himachala Yamuna Ganga
Uchala Jaladhi Tharanga
Thava Subha Naame jage
Thava subha Asisha Mage
Gahe Thava Jaya Gadha
Jana Gana Mangala Dayaka Jaya He
Bharatha Bhagya Vidhatha.
Jaya He, Jaya He, Jaya He
Jaya Jaya Jaya Jaya He

NATIONAL ANTHEM - ENGLISH TEXT

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

**MOTHER TERESA
COLLEGE OF TEACHER EDUCATION
PERAMBRA**

APPLICATION FOR LEAVE

Name of the Student :

Optional Subject :sem:.....

Roll No. :

No. of days requested for leave :

Reason for leave :

No. of leave already availed :

Signature of the applicant
with date :

Recommendation of
optional teacher :

Date :

Sanction of the Principal :

Notes
