

St. Thomas' College of Education

Greater Noida (UP)

ACADEMIC CALENDAR

B.Ed. Session (2023 - 2025)

First Year: 2023 – 24

| MONTH | CURRICULAR ACTIVITIES | | ASSESSMENT AND EVALUATION | CO-CURRICULAR ACTIVITIES |
|---------------------------|---|--|----------------------------------|--|
| | THEORY | PRACTICAL WORK | | |
| August 2023 | Theory Classes (Core Courses: Unit – I) Monday - Friday | | | Independence Day Celebration, Making of Teaching Aids Competition, Rakhi and Rangoli Making Competition |
| September 2023 | Theory Classes (Core Courses: Unit – II) Monday - Friday | | Assignment 1/ Unit Test 1 | Teacher's Day Celebration , Hindi Diwas Celebration, Poster Making Competition and Guest Lecture |
| October 2023 | Theory Classes (Core Courses: Unit – III) Monday - Friday | EPC-1: Enhancing Language Proficiency | Assignment 2/ Unit Test 2 | Presentation of teaching through PPT/OHP by students, Outreach Events, Alumni Meet, Pot Decoration and Card Making Competition, Diwali Celebration |

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|--------------------------|--|---|--|--|
| November 2023 | Theory of Microteaching and Lesson Plan Writing | Micro Teaching Practice/Teaching Practice | Assignment 3/ Unit Test 3 | Children's Day Celebration/ Counseling |
| December 2023 | Theory Classes (Core Courses: Unit – IV) Monday - Friday | EPC-2: Arts and Aesthetics | Power Point Presentation By Students | Christmas Celebration |
| January 2024 | Theory Classes (Core Courses: Unit – V) Monday - Friday | EPC-3: Reading and Reflecting on Texts | Assignment 4/ Unit Test 4 | Republic Day Celebration/Workshop/ Alumni Meet |
| February 2024 | Theory Classes (Core Courses: Unit – VI) Monday - Friday | Review of 10 B.Ed. Text Books | Assignment 5/ Unit Test 5 | Community Outreach Programme/ Counseling |
| March 2024 | Theory Classes (Core Courses: Revision of Unit – I to VI) Monday - Friday | Submission of Internal and External Assignments | Assignment 6 / Submission of File Work | Educational Tour, Holi Celebration and Meraki – Annual Fest |
| April 2024 | Remedial Classes | Internal Viva | Pre-University Exam | Debate Competition/Sports Week/ Workshop/ Seminar/Guest Lecture |
| May 2024 | Preparatory Leave/ University Theory Examination | | | |
| June 2024 | University Practical Examination | | | |

CO - CURRICULAR ACTIVITIES

| MONTHS | CO - CURRICULAR ACTIVITIES |
|----------------|---|
| July 2023 | Quiz Competition / Guest Lecture |
| August 2023 | Independence Day Celebration / Making of Teaching Aids Competition / Rakhi and Rangoli Making Competition / Counseling |
| September 2023 | Teacher's Day Celebration / Hindi Diwas Celebration / Poster Making Competition / Guest Lecture |
| October 2023 | Presentation of teaching through PPT/OHP by students / Outreach Events / Alumni Meet / Pot Decoration and Card Making Competition / Diwali Celebration / Counseling |
| November 2023 | Children's Day Celebration / Counseling |
| December 2023 | Christmas Celebration |
| January 2024 | Republic Day Celebration / Workshop / Alumni Meet |
| February 2024 | Community Outreach Programme / Counseling |
| March 2024 | Scouting and Guiding Camp / Educational Tour / Holi Celebration / Meraki – Annual Fest |
| April 2024 | Debate Competition /Sports Week / Workshop / Seminar / Guest Lecture Remedial Classes / Internal Viva / Pre-University Exam |
| May 2024 | Preparatory Leave/ University Theory Examination |
| June 2024 | Practical Examination |

St. Thomas' College of Education
Greater Noida (UP)
B.Ed. Session (2023-2025)
FIRST YEAR (2023-2024)

| DAYS / PERIOD | 10:00 AM - 10:45 AM | 10:45 AM - 11:30 AM | 11:30 AM - 12:15 PM | 12:15 PM - 01:00 PM | 01:00PM - 2:00PM | 02:00pm – 2:45pm | 2:45pm- 3:30pm |
|----------------------|----------------------------|----------------------------|----------------------------|----------------------------|-------------------------|-------------------------|-----------------------|
| MONDAY | E-101 (MA) | E-102 (PP) | E-103(MKT) | E-104(IK) | BREAK | PC1/PC2 | Practicum Work |
| TUESDAY | E-101 (MA) | E-102 (PP) | E-103(MKT) | E-104(IK) | | PC1/PC2 | Practicum Work |
| WEDNESDAY | E-101 (MA) | E-102 (PP) | E-103(NT) | E-104(IK) | | PC1/PC2 | Practicum Work |
| THURSDAY | E-101 (PB) | E-102 (SKR) | E-103(NT) | E-104(IK) | | PC1/PC2 | Practicum Work |
| FRIDAY | E-101 (PB) | E-102 (SKR) | E-103(NT) | E-104(IK) | | PC1/PC2 | Practicum Work |
| SATURDAY/ SUNDAY | E-101 (PB) | E-102 (SKR) | E-103(NT) | E-104(IK) | | PC1/PC2 | Practicum Work |

E-101: Contemporary India and Education (MA: Dr. Mugdha Anand & PB: Dr. Priyanka Bhardwaj)

E-102: Philosophical & Sociological Perspectives of Education (PP: Dr. Poonam Pandey & SKR: Dr. S K Rao)

E-103: Growing Up as A Learner (MKT: Dr. M K Tyagi, Dean & NT: Dr. Nisha Tyagi)

E-104: Teacher, Teaching & Technology (IK: Ms. Indu Kushwaha)

PC1/PC2: Pedagogy Papers 1 & 2:

| | | |
|------------------------------|---|-----------------------|
| Pedagogy of English | - | Dr. Priyanka Bhardwaj |
| Pedagogy of Hindi | - | Dr. Poonam Pandey |
| Pedagogy of Bio- Science | - | Dr. Mugdha Anand |
| Pedagogy of Computer Science | - | Dr. S.K. Rao |
| Pedagogy of Physical Science | - | Dr. Nisha Tyagi |
| Pedagogy of Mathematics | - | Dr. S.K. Rao |
| Pedagogy of Social Science | - | |
| Pedagogy of Home Science | - | |
| Pedagogy of Sanskrit | - | |

Please note:

1. College timings: 9:30 am to 04:00 pm
2. Sunday: 1st and 3rd Sunday Contact Classes at St. Thomas' Girls Senior Secondary School, Delhi.

Round the year activities for overall development of students

- Literary – Essay Writing, Quiz, Debate, Poster Making & Slogan Writing
- Cultural – Dance, Music, Theater & Drama
- Sports and Games
- Seminar
- Workshop
- Value-added Courses
- Self-study Courses
- Faculty Development Program
- Guest Lecture
- Special Lecture
- Celebration of National and International Days
- Community Outreach Programme
- Personality Development Programme

General Rules for Students

1. All the students are required to attend college as per College Timings i.e., 9:30 am to 3:30 pm. Any student who wishes to leave the college during class hours, he/she has to take prior permission of the Dean.
2. The students should attend classes regularly as per the Time Table.
3. B.Ed. is regular course and every student must ensure 75% attendance in their classes failing which they will not be allowed to appear in annual exam.
4. The students are required to report to college with neat Uniform/Dress Code as prescribed by the college.
5. All students should behave in a disciplined way while in the college campus.
6. No student should try to indulge in the act of ragging as ragging is a punishable act as per Supreme Court orders. Student may Contact college authorities for any emergency on the following numbers.
(A) Dr. M.K. Tyagi (Dean, Academics) - 98185023350, (B) Mr. Lovey Massey (Admin Officer) – 9560697527
7. Make it sure that students should call the authorities within college hours except in case of emergency.
8. Students should keep the college campus neat and clean.
9. The students should be punctual & regular during the academic session. Leave application in advance should be submitted for seeking leave except on situation of emergency.
10. Students are advised to read the notice board regularly.
11. No student should use mobile phones during class/ lecture time.
12. The students should immediately inform the college authorities in the event of any emergency.

13. Students are expected to submit all assignment files/records regularly as per instruction given from time to time.
14. The college will held PTA meeting at appropriate intervals. Students are required to inform their parents to attend such meetings, participation of either of the parents or both in the PTA is mandatory.
15. As per CCS University, attending Seminars, Scout & Guide Camp, Workshop, Internship, Teaching Practice, Outreach Programme, Value-added Courses, Internal Examination, Completion of Practical Record and all other Upcoming events of the college and university are mandatory to attend.
16. Fee refund of the students will be according to the following guidelines of UGC. If a student chooses to withdraw from the programme of study in which he/she is enrolled, the institution following five–tier system for the refund of fees remitted by the student (as per UGC rules).

| Refund of Fee (percentage) | Time period (withdrawal of the application) |
|---------------------------------------|--|
| 100% | 15 days or more, before the formally notified last date of admission |
| 90% | Less than 15 days before the formally notified last date of admission |
| 80% | 15 days or less, after the formally notified last date of admission |
| 50% | 30 days or less, but more than 15 days, after the formally notified last date of admission |
| 00% | More than 30 days after the formally notified last date of admission |

17. Fee submission of the said course will be according to the terms and condition laid down by the institution.
18. Fee discount policy will be on the discretion of management after submission of request application.
19. All the communication will be in writing following sanctioned/ not sanctioned.

Rules for using the Library

1. All student and staff of the college are members of the library.
2. A student can borrow only **two** books at a time for a period of two weeks.
3. A staff member can borrow maximum **four** books at a time for a period of three months. If books are required beyond three months, these can be re-issued.
4. Books will be issued to student, during the library periods. No book will be issued or returned during teaching hours.
5. Underlining or writing in library books, periodicals, and newspapers is strictly forbidden.
6. Reference books, current periodicals and newspapers will not be issued. These can be consulted or read only in the library.
7. After reading make sure that the reference books, periodicals and newspapers are kept back in their respective places.
8. **If the books are not returned within the specified time, it will be viewed seriously and a fine of Rs.1/- per day will be charged as per rules.**
9. The Librarian may call for a book at any time, even if the normal period of issue has not expired.
10. In case a book is misused, wrongly handled or lost, the person concerned will have to replace the book or pay the current market price of the book.
11. The members should take good care of library furnishings and equipment. Make sure that the library looks as good when you leave as it did when you came in.
12. Eatables are not allowed in library.
13. Library computer are for academic purpose only. Do not tamper with the computer settings. Follow the internet safety guidelines.
14. A 'No Dues Certificate' by each student is to be obtained from the librarian for his/ her transfer/ withdrawal from the college.
15. Strict decorum and ethical environment shall be maintained in the library, always.
16. If any dispute regarding books arises, the decisions of the Dean shall be final.

St. Thomas' College of Education

List of Holidays 2024

| SR. NO. | DATE | DAY | HOLIDAY |
|---------|------------|-----------|---------------------------|
| 1 | 01-01-2024 | MONDAY | NEW YEAR |
| 2 | 13-01-2024 | SATURDAY | LOHARI |
| 3 | 17-01-2024 | WEDNESDAY | GURU GOVIND SINGH JAYANTI |
| 4 | 26-01-2024 | FRIDAY | REPUBLIC DAY |
| 5 | 08-03-2024 | FRIDAY | MAHA SHIVRATRI |
| 6 | 24-03-2024 | SUNDAY | HOLIKA DAHAN |
| 7 | 25-03-2024 | MONDAY | HOLI |
| 8 | 29-3-2024 | FRIDAY | GOOD FRIDAY |
| 9 | 11-04-2024 | THURSDAY | ID-UL-FITR |
| 10 | 13-04-2024 | SATURDAY | BAISAKHI |
| 11 | 14-04-2024 | SUNDAY | AMBEDKAR JAYANTI |
| 12 | 17-04-2024 | WEDNESDAY | RAM NAVMI |
| 13 | 21-04-2024 | SUNDAY | MAHAVIR JAYANTI |
| 14 | 23-05-2024 | THURSDAY | BUDDH PURNIMA |
| 15 | 17-06-2024 | MONDAY | ID-UL-JUHA |
| 16 | 17-07-2024 | WEDNESDAY | MOHARRAM |
| 17 | 15-08-2024 | THURSDAY | INDEPENDENCE DAY |
| 18 | 19-08-2024 | MONDAY | RAKSHA BANDHAN |
| 19 | 26-08-2024 | MONDAY | JANMASHTMI |
| 20 | 19-09-2024 | MONDAY | ID-UL-MILAD |
| 21 | 02-10-2024 | WEDNESDAY | GANDHI JAYANTI |
| 22 | 11-10-2024 | FRIDAY | MAHANAVMI |
| 23 | 12-10-2024 | SATURDAY | VIJAYA DASHMI |
| 24 | 17-10-2024 | THURSDAY | VALMIKI JAYANTI |
| 25 | 31-10-2024 | THURSDAY | DIWALI |
| 26 | 02-11-2024 | SATURDAY | GOVARDHAN PUJA |
| 27 | 03-11-2024 | SUNDAY | BHAI DOOJ |
| 28 | 15-11-2024 | FRIDAY | GURU NANAK JAYANTI |
| 29 | 25-12-2024 | WEDNESDAY | CHRISTMAS |

