

# St. Thomas' College of Education

Greater Noida (UP)

## **ACADEMIC CALENDAR**

**B.Ed. Session (2022 - 2024)**

**Second Year: 2023 – 24**

MONTH	CURRICULAR ACTIVITIES		ASSESSMENT AND EVALUATION	CO-CURRICULAR ACTIVITIES
	THEORY	PRACTICAL WORK		
<b>September 2023</b>	Theory Classes (Core Courses: Unit – I & Unit - II) Monday - Friday	EPC-4: Understanding of ICT & EPC-6: Working with Community	Assignment–1 & 2/	Teacher’s Day Celebration , Hindi Diwas Celebration, Mentoring Session, Foundation Day Celebration
<b>October 2023</b>	Theory Classes (Core Courses: Unit – III & Unit - IV) Monday – Friday	Internship Practical Files (Diary/ Journals, Action Research file and Portfolio File)	Assignment-3 & 4/ Unit Test-1 & 2	Gandhi ji & Lal Bahadur Shastri Jayanti, Community Outreach Events, Power Point Presentation on Core Papers, Alumni Meet, Pot Decoration & Card Making Competition, PTA Meeting I, Meraki for School Students, Mentoring Session
<b>November 2023 to February 2024</b>	School Internship	-----	-----	-----
<b>March 2024</b>	Theory Classes (Core Courses: Unit – V) Monday - Friday	EPC-5: Scouting and Guiding	Assignment-5/ UnitTest-3, 4 & 5	Meraki – Annual Fest, Educational Tour, Debate Competition, Scouting & Guiding Camp, Mentoring Session, Holi Celebration
<b>April 2024</b>	Theory Classes (Core Courses: Revision of Unit – I to V) / Remedial Classes	Submission of Internal and External Assignments / Internal Viva	Pre-University Examination	Sports, Seminar, Debate Competition, Mentoring Session, PTA Meeting II
<b>May 2024</b>	Preparatory Leave/ University Theory Examination			
<b>June 2024</b>	University Practical Examination			

**St. Thomas' College of Education**  
**Greater Noida (UP)**  
**TIME TABLE**  
**B.Ed. Session (2022 - 2024)**  
**Second Year: 2023 – 24**

<b>DAYS / PERIOD</b>	<b>10:00 AM - 10:45 AM</b>	<b>10:45 AM - 11:30 AM</b>	<b>11:30 AM - 12:15 PM</b>	<b>12:15 PM - 1:00 PM</b>	<b>1:00 - 2:00 pm</b>	<b>2:00 PM - 2:45 PM</b>	<b>2:45pm- 3:30pm</b>
MONDAY	E-304	E-302	E-301	E-303	<b>BREAK</b>	E-401	Practicum Work
TUESDAY	E-304	E-302	E-301	E-303		E-401	Practicum Work
WEDNESDAY	E-304	E-302	E-301	E-303		E-503	Practicum Work
THURSDAY	E-304	E-401	E-301	E-303		E-503	Practicum Work
FRIDAY	E-302	E-401	E-301	E-303		E-503	Practicum Work
ATURDAY/ SUNDAY	E-302	E-401	E-301	E-303		E-503	Practicum Work

E-301: Creating an Inclusive School

E-302: Gender, School & Society

E-303: Knowledge, Language & Curriculum

E-304: Work Education, Gandhiji's Nai Talim and Community Engagement

E-503: Environment Education

E-401: Assessment for Learning



**St. Thomas' College of Education**  
**B.Ed. 2nd Year (2022-2024)**  
**Schedule for Monthly Unit Test: 2023-2024**

<b>Month</b>	<b>Units to be Covered</b>	<b>Dates</b>
October 2023	Unit 1 & Unit 2	4.10.2023 (E-301) 5.10.2023 (E-302) 9.10.2023 (E-303) 10.10.2023 (E-304) 16.10.2023 (PC 3) 17.10.2023 (PC 4)
November 2023	School Internship Program	16 Weeks as per University
December 2023	School Internship Program	16 Weeks as per University
January 2024	School Internship Program	16 Weeks as per University
February 2024	School Internship Program	16 Weeks as per University
March 2024	Unit 3, Unit 4 & Unit 5	26.3.2023 (E-301) & (PC 3) 27.3.2023 (E-302) 28.3.2023 (E-303) & (PC 4) 29.3.2023 (E-304)
April 2024	Internal Viva/Pre-University Exam	22.4.2023 (E-301) & EPC 4 23.4.2023 (E-302) & EPC 5 24.4.2023 (E-303) & EPC 6 25.4.2023 (E-304) & CC 7-8/PC 3-4 26.4.2023 (PC 6)
May 2024	University Theory Exam	As per University Schedule
June 2024	University Practical Exam	As per University Schedule

**St. Thomas' College of Education**  
**B.Ed. 2<sup>nd</sup> Year (2022-2024)**  
**Schedule for Monthly Activities: 2023-2024**

<b>Month</b>	<b>Activities</b>	<b>Dates</b>
September 2023	Teacher's Day Celebration Hindi Diwas Celebration Mentoring Session Foundation Day Celebration	5.9.2023 14.9.2023 15.9.2023 21.9.2023
October 2023	Gandhi ji & Lal Bahadur Shastri Jayanti Community Outreach Events Power Point Presentation on Core Papers Alumni Meet Pot Decoration & Card Making Competition PTA Meeting I Mentoring Session Meraki for School Students	2.10.2023 6.10.2023 10.10.2023 to 12.10.2023 13.10.2023 20.10.2023 27.10.2023 27.10.2023 30.10.2023 & 31.10.2023
November 2023	School Internship Program	16 Weeks as per University
December 2023	School Internship Program	16 Weeks as per University
January 2024	School Internship Program	16 Weeks as per University
February 2024	School Internship Program	16 Weeks as per University
March 2024	Meraki – Annual Fest Educational Tour Debate Competition Scouting & Guiding Camp Holi Celebration Mentoring Session	6.3.2024 & 7.3.2024 11.3.2024 15.3.2024 18.3.2024 to 20.3.2024 22.3.2024 28.3.2024
April 2024	Sports Seminar Debate Competition Mentoring Session PTA Meeting II	1.4.2024 to 5.4.2024 10.4.2024 19.4.2024 26.4.2024 30.4.2024
May 2024	University Theory Exam	As per CCS University Schedule
June 2024	University Practical Exam	As per CCS University Schedule

**Please note:**

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

*Co-curricular activities for the holistic development of the student learners*

- 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 on Swayam Portal
- Guest Lecture / Special Lecture
- Celebration of National Days (Independence Day, Republic Day, Gandhi Jayanti)
- Celebration of International Days (International Women's Day, World Environment Day, International Yoga Day, International Aids Day)
- Community Outreach 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 in neat Uniform/Dress Code as prescribed by the college.
5. All students should behave in a disciplined manner and maintain decorum in the college.
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. Students should keep the college campus neat and clean.
8. Students should attend class regularly and be punctual. Leave application in advance should be submitted for seeking leave except in situation of emergency.

9. Students are advised to read the notice board regularly.
10. No student should use mobile phones during class/ lecture time.
11. Students should immediately inform the college authorities in the event of any emergency.
12. Students are expected to submit all assignment files/records regularly as per instruction given from time to time.
13. The college will hold PTA meetings at appropriate intervals. Parents are expected to attend and participate.
14. As per CCS University, it is mandatory to attend Seminars, Scout & Guide Camp, Workshops, Outreach Programmes, Value-added Courses, and all other events of the college and university.
15. 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 follows a five-tier system for the refund of fees remitted by the student (as per UGC rules).

<b>Refund of Fee (percentage)</b>	<b>Time period (withdrawal of the application)</b>
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

16. Fee submission of the said course will be according to the terms and condition laid down by the institution.
17. Fee concession policy will be on the discretion of the management after submission of a request application.

## Rules for using the Library

1. All student and staff of the college are members of the library.
2. Each member should deposit library security fee of Rs. 1200/- per course which is refundable.
3. A student can borrow only **two** books at a time for a period of two weeks.
4. A staff member can borrow maximum **four** books at a time for a period of three months only. If books are required beyond three months, these can be re-issued.
5. Books will be issued to student after classes. No book will be issued or returned during teaching hours.
6. Underlining or writing in library books, periodicals, and newspapers is strictly forbidden.
7. Reference books, current periodicals and newspapers will not be issued. These can be consulted or read only in the library.
8. After reading make sure that the reference books, periodicals and newspapers are kept back in their respective places.
9. If 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.
10. The Librarian may call for a book at any time, even if the normal period of issue has not expired.
11. 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.
12. The members should take good care of library furnishings and equipment.
13. Eatables are not allowed in the library.
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.



## List of Holidays

Year 2023

<b>Sr. No.</b>	<b>DATE</b>	<b>DAY</b>	<b>HOLIDAYS</b>
1	01-01-2023	SUNDAY	NEW YEAR
2	13-01-2023	FRIDAY	LOHRI
3	14-01-2023	SATURDAY	MAKAR SAKRANTI
4	26-01-2023	THURSDAY	REPUBLIC DAY/ BASANT PANCHAMI
5	18-02-2023	SATURDAY	MAHA SHIVRATRI
6	07-03-2023	TUESDAY	HOLIKA DAHAN
7	08-03-2023	WEDNESDAY	HOLI
8	30-03-2023	THURSADAY	RAM NAVMI
9	04-04-2023	TUESDAY	MAHAVIR JAYANTI
10	07-04-2023	FRIDAY	GOOD FRIDAY
11	14-04-2023	FRIDAY	BAISAKHI/ AMBEDKAR JAYANTI
12	22-04-2023	SATURDAY	ID-UL-FITR
13	05-05-2023	FRIDAY	BUDDH PURNIMA
14	29-06-2023	THURSDAY	ID-UL-ZUHA
15	29-07-2023	SATURDAY	MOHARRAM
16	15-08-2023	TUESDAY	INDEPENDENCE DAY
17	30-08-2023	WEDNESDAY	RAKSHA BANDHAN
18	07-09-2023	THURSDAY	JANMASHTMI
19	28-09-2023	THURSDAY	ID-UL-MILAD
20	02-10-2023	MONDAY	GANDHI JAYANTI
21	23-10-2023	MONDAY	MAHANAVMI
22	24-10-2023	TUESDAY	VIJAYA DASHMI
23	28-10-2023	SATURDAY	VALMIKI JAYANTI
24	13-11-2023	MONDAY	DIWALI
25	14-11-2023	TUESDAY	GOVARDHAN PUJA
26	15-11-2023	WEDNESDAY	BHAI DOOJ
27	27-11-2023	MONDAY	GURU NANAK JAYANTI
28	25-11-2023	MONDAY	CHRISTMAS