



# Euphrasia Training College for Women

(Affiliated to University of Calicut)

Kattoor P O, Pin-680702, Thrissur Dist., Kerala

Ph.: 480 – 2877364, +91 – 9746736378

Email: euphrasiatrg@gmail.com Website: euphrasiatrainingcollege.org

## Euphrasia Training College for women, Kattoor

### Academic Policy

Euphrasia Training College for women, Kattoor is an institution founded under the Udaya CMC Educational Society and is recognised by NCTE and affiliated to the University of Calicut. This is started in order to provide responsible teachers who can mould the future citizens. Those who are coming out of the institution will have a thorough knowledge of modern techniques of teaching learning process.

This college started its functioning in 2005, with an intake of 100 students and at that time the duration of course was one year. Later 2015 two year B.Ed course was started in the college and NCTE reduced the intake to 50.

### Governing Body

The activities of Euphrasia Training College for women is managed by the college management committee constituted by the decision of the Udaya CMC Educational society with a view to run the institution in a systematic manner.

### The management committee

The management committee is headed by the Manager and the members of the Management committee are given below.

1. Manager of the college
2. Provincial Educational Councillor
3. Local Superior
4. Representative of management
5. College principal

### Advisory Council

To provide advise regarding the working of the college an advisory council is constituted and this council's recommendations are to be considered while planning the day-to-day activities of the college.

### B.Ed Degree Course

Euphrasia Training College for women, is conducting B.Ed degree course and is affiliated to the University of Calicut. This college is recognised by NCTE and from the inception onwards it strives to provide quality



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education to the prospective teachers. As this a women college, women empowerment is one of the basic vision to be fulfilled by the college .

The criteria of admission to the course is a degree under the 10+2+3 pattern with 50% marks in altogether or 50% marks for part III alone or Masters Degree with minimum 50% marks. SC, ST students need only pass mark in the qualifying examinations. Relaxation of 5% marks for OBC,SEBC and OEC Candidates is allowed in the minimum required marks. There is no age limit for admission to B.Ed Course.

### **Selection Criteria**

As this is a self-financing college, 50% seats are under the merit quota and 50% seats are under management quota. List of merit quota candidates are provided by the University where as management quota students are provided by the Management selected from the applicants purely on merit basis. Applications are invited from eligible candidates as and when University invites application for the B.Ed Degree course.

### **Fees structure**

Fee for the course is levied as per the orders issued by the University of Calicut and orders issued by Kerala State Government. Present fee structure for the course is Rs.45000/- per year for the merit quota students and Rs.60000/- per year for the candidates of management quota

### **Course structure**

B.Ed course consists of four semesters of 100 days each and end semester examinations are conducted by the University of Calicut after the close of each semester. Out of the four semesters third semester is purely practical in nature and consists of internships in schools where as all the other semesters I,II and IV are theory based and University conducts examinations in these semesters.

### **Attendance**

As this is a professional course, there is a requirement of 80% attendance for the course where as 90% attendance is required for school internship. Condonation of attendance is applicable to the course as per University rules but condonation is not provided during the school internship.

### **Class timings**

Class timing of the college is 9.30 to 4.30. Morning class begins with Assembly in which all students and staff assemble in the hall. Assembly consists of Prayer, News Reading, Thought for the day and National Anthem. Periods are allotted for library work and self study work.

### **Rules and regulations for students**

1. Students should be punctual
2. Leave should be availed with the permission of parents
3. Leave form should be submitted to the college office with parents signature and signature of the teacher.
4. Medical certificate should be submitted for taking 5 or more continuous leave
5. Should keep the college premises neat and clean



  
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6. Interested students can join add on courses and certificates will be provided for the successful candidates.
7. Moratorium or weaker students are provided with fees concessions or financial assistance.

### **Rules and regulations for Teachers**

1. Teachers should punctual
2. Leave should be intimated in advance to the office
3. Should not leave the class unattended
4. Should write the activities or works done during class hours in the diary provided
5. Complete the syllabus according to the time provided for that subjects.
6. Teachers need to be updated in their knowledge and skill. So permission will be granted to those who wish to attend seminars or research activities.

### **Assessment**

Continuous and comprehensive evaluation is a criterion of our evaluation process.

1. Should intimate the students about the evaluation process in advance.
2. Internal assessment should be impartial and the criteria of assessment should be clear to the students.
3. Feedback system should be followed after conducting the internal assessment
4. Parents also should be aware of the evaluation procedure adopted by the college.
5. Support should be provided in the case of weaker students.

### **Academic Auditing**

Academic auditing is an important aspect of the college system. The activities of the college should be audited at the end of the course in each year. Any shortcoming or lapses may be found out by the academic auditing body and their remarks should be handed over to the college authorities for rectification. At the same time meritorious students and teachers must be appreciated or facilitated by the authorities.



  
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## ENERGY CONSERVATION POLICY

The institution believes in energy conservation and ensures that reasonable effort is made to conserve energy. The energy policy of the institute promotes environmentally responsible practices and behaviour, and experiments with innovative solutions. All personnel including students, mentors and institute staff wholeheartedly take energy conservation as their responsibility. Institution is dedicated to 'Sustainable Education' aiming to preserve social values and the planet with the following initiatives

- Monitor the electricity bills for the efficient utilisation of solar power plant installed in the campus
- Floor -wise master switches
- Well -designed building to maximize the use of natural light and ventilation
- Use of LED fitting and sensor-based energy conservation equipment
- Attempts were made to tap renewable energy resources including solar energy, rain water harvesting etc. as much as possible
- Well-structured waste management facilities.
- The institute shall continuously review and update the approved policy and committed to its implementation



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## WASTE MANAGEMENT POLICY

The waste management policy has been produced to affirm the institution's commitment to safe and efficient waste management, to reduce waste

1. To reduce waste in the college, students and staff are educated on proper waste management practices through lectures, advertisement on notice boards, displaying slogan boards in the campus.

2. Follow efficient waste management and recycling procedures throughout the college premises and use recyclable and recycled materials whenever appropriate

3. Promote a purchasing policy that will give preference, where practicable, to those products and services which cause least harm to the environment

4. Dispose all Biodegradable or Non-degradable wastes through stated norms of the Government

5. Follow Green Protocol on a strict basis at all occasions, academic or non-academic

6. Abide by the decisions and suggestions of the Vice Principal who will be in charge of

coordinating and supervising waste disposal



  
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## Environment and Sustainability Policy

The college envisages a holistic development of the society and the world at large through initiatives that are environment friendly. The College is committed to ensuring that its impact on the environment both locally and globally is minimized. This is achieved via sensible use of resources, energy, and in its purchasing and waste management policies. The College makes every effort to conserve and enhance natural resources to create a sustainable environment both in its current and future estates. The College acknowledges that climate change is now a major and urgent sustainability issue and seeks to responsibly use resources and to strive to continually improve its environmental performance. The quality policy of environment and sustainability of the colleges ensures that the institution shall:

- Improve awareness and understanding of environmental issues and sustainable development by providing information and training opportunities on energy saving measures
- Encourage all staff and students to be active participants in environmental initiatives
- Improve energy performance and reduce the carbon footprint of the college by replacing filament bulbs with LED bulbs
- Integrate environmental and sustainable principles into the College's operational procedures and promote best practice at every level
- Install and maintain Solar plants, and other energy efficient equipment's to minimize the energy consumption in the college



*A. Sabu*  
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- Monitor and reduce water usage to the possible extreme
- Construct and maintain tanks and bunds, as needed, for ecological enrichment of the college campus
- Reduce entry of vehicles in the college campus to reduce carbon footprint
- Harvest rainwater effectively for storage and recharging of land and water bodies on the campus

Promote tree plantation drives inside and outside  
the college premises

- Ensure measures for minimizing and managing the proper disposal of all forms of wastes - solid, liquid, biomedical and E-wastes
- Encourage paperless drive through substitution of electronic and other means in academic and administrative activities
- Encourage different cells and clubs to work with the local community, public and private sector organizations to improve the local environment and promote sustainable development
- Avoid the use of disposables and flex banners adhering to the Green Protocol promoted by the Government of Kerala
- Engage in dialogue with the government agencies, actively work with the local organizations in the areas of environment, energy efficiency and sustainable development
- Monitor and respond to emerging environmental and energy issues



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## INSTITUTION ENERGY POLICY DOCUMENT

In the context of utilisation of energy resources like electricity the management consulted the faculty, non-teaching staff and student teachers and created an awareness about the necessity of saving the electricity and the use the non-conventional energy as well as natural resources like sunlight and air.

- To utilise the natural resources of light namely sunlight and air, the entire college community is trained to keep the windows and doors open on either side of the classrooms, halls and laboratories.
- To pay attention to the switching off of the lights, fans and air conditioners. When the classes or educational programs are not held.
- To remind at periodical intervals the uses of non-conventional energy and its impact on general health, eyes and bodily temperature. • To educate the members of this academic institution to practise consciously planting trees in their homes, use of plants that promote oxygen and maintain them regularly.
- To encourage the stakeholders of the academic institution to spread the importance and uses of non-conventional and avoid the uses of conventional energy. Thus, the investment on conventional energy is reduced and nonconventional energy is promoted



## **Waste Management Practices**

The College of education practises a systematic waste management and recycling policy. The college encourages teachers, students, and staff members to practise a high level of cleanliness and hygiene. The campus has plenty of greenery and all staff and teachers work towards beautification of our green campus.

- Waste is segregated and disposed
- Kitchen waste and dry leaves are collected in the compost pit to make manure, which is used back to tend to the college garden.
- Regular tree plantation drives are held on campus. Our students also encourage tree plantation in schools in and around the area.
- Our college has tied up with Hulladek, to collect and correctly dispose of E-Waste.
- We have a rain water harvesting system installed in the campus.
- The college is a No Plastic Zone. Students and staff members carry glass or steel water bottles and cloth and jute bags.
- All classrooms and common rooms carry a “Please Switch off Lights and fans” sticker. This ensures that everyone switches off lights and fans after use to save electricity.
- Annual workshops are held to teach students to create TLM out of waste materials.