

Course Code: BICC1819

Core Course

**B.Ed. Degree Programme**  
**Semester-III**  
**SCHOOL ORGANISATION AND MANAGEMENT**

(4 Credits – 120 Hours)

**📖 COURSE OBJECTIVES:**

*On successful completion of the course, the student teacher will be able to*

1. comprehend the principles of school management
2. familiarise the basic concepts of school organization
3. develop skills related to the planning and management of schools
4. acquaint with the administrative and academic aspects of management
5. develop understanding of the relationship between school and community

**Unit-I: INTRODUCTION TO SCHOOL MANAGEMENT**

Learning Outcome	Content	Suggested Strategies and Approaches	Assessment
1. Familiarises the basic concepts of school management 2. Identifies the principles of school organization and management	1.1 Concept, functions and characteristics of Educational Management 1.2 Principles of Educational Management and practical measures for effective school management 1.3 Need for continuous monitoring and evaluation of school management procedures	<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Seminar</li> <li>• Discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Test (oral/ written)</li> <li>• Seminar presentation</li> <li>• Report</li> </ul>

**Unit-II: SCHOOL ORGANIZATION**

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Strategies and Approaches</b>	<b>Assessment</b>
1. Familiarises the basic concepts of school organization 2. Recognizes the factors influencing school organisation	2.1 School organization – Meaning, Aims and Objectives 2.2 Need and principles of school organization 2.3 Factors influencing school organisation 2.4 Organisational climate	<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Seminar</li> <li>• Discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Test (oral/written)</li> <li>• Seminar presentation</li> <li>• Report</li> </ul>

**Unit-III: INSTITUTIONAL PLANNING**

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested strategies and Approaches</b>	<b>Assessment</b>
1. Develops knowledge, attitude and skills related to the planning and management of schools 2. Develops positive attitude towards educational management and administration	3.1 School plant 3.2 School Library 3.3 School Budget 3.4 Maintenance of Records 3.5 School Timetable 3.6 Curricular and Co-curricular	<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Assignment</li> <li>• Auto Instruction</li> </ul>	<ul style="list-style-type: none"> <li>• Test (oral/written)</li> <li>• Evaluation of assignment</li> <li>• Report</li> </ul>

**Unit-IV: ACADEMIC AND ADMINISTRATIVE ASPECTS OF SCHOOL  
MANAGEMENT**

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Strategies and Approaches</b>	<b>Assessment</b>
1. Identifies the role and responsibilities of the Heads of Schools 2. Familiarizes with management of academic and administrative programmes	4.1 Management of students support system. 4.2 Leadership and administration of schools 4.3 Role and responsibilities of head of school 4.4 Staff councils 4.5 Supervision and management of academic and administrative programmes 4.6 Principles of democratic leadership	<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Seminar</li> <li>• Discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Test (oral/ written)</li> <li>• Seminar presentation</li> <li>• Report</li> </ul>

**Unit-V: SCHOOL AND COMMUNITY**

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Strategies and Approaches</b>	<b>Assessment</b>
1. Familiarises the relationship between school and community 2. Identifies the role of community in total quality management	5.1 Interrelationship between school and community 5.2 School as a community centre 5.3 Organising different activities of community life in schools 5.4 Community participation in school 5.5 Utilisation of community resources – Parent Teacher Association (PTA), Mother PTA. 5.6 Role of Local Self Government in school administration and management 5.7 Role of community in Total Quality Management.	<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Seminar</li> <li>• Discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Test (oral/ written)</li> <li>• Seminar presentation</li> <li>• Report</li> </ul>

**SUGGESTED ACTIVITIES** (Any two)

1. Prepare a report highlighting the features and limitations of administration and management of a school in your locality.
2. Preparation of a report on the technological supports system available in the practice- teaching school.
3. Case study of a school wherein you think ideal school administration prevails.
4. Conduct an interview with a successful head of school and prepare a report highlighting the achievements.

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**📖 PRESCRIBED READINGS**

1. Dash. B.N. (2004). *School Organization Administration and Management*. Hyderabad: Neelkamal publication.
2. Kochhar. S. K. (2000). *Secondary School Administration*. New Delhi: Sterling Publications.
3. Mohanty, Jagannath. (1990). *Educational administration, Supervision and school management*. New Delhi: Deep and Deep Publication.
4. Oberoi, Saxena (2008). *Essential of educational technology and management*. Meerut: R. Lall Book Deport.
5. Walia. J. S. (1984). *Foundation of school administration and organization*. Punjab: Paul publishers.

**📖 SUGGESTED READINGS**

1. Barry.C.H. & Tye, F. (1973). *Running a school*. New Delhi: Mc Millan Company of India.
2. Chaube, S. P., & Chaube, A. (2008). *School organization*, Newdelhi: Vikas publishing house.
3. Prasad, L. M. (2012). *Principles and practices of management*. Newdelhi: Sultan chant.
4. Scars, J.B. (1960). *The nature of the Administrative process*. New York: Mc Graw Hill.
5. Sindu, K. S. (2007). *School organization and administration*. Newdelhi: Sterling publishing.
6. Vashist.S.R. (1994). *Classroom administration*. New Delhi: Anmol Publications Private Limited.

**B.Ed. Degree Programme**  
**Semester-III**  
**PEDAGOGY OF BIOLOGICAL SCIENCE EDUCATION**

(4 Credits - 120 Hours)

**✍ COURSE OBJECTIVES:**

*On successful completion of the course the student teacher will be able to:*

1. attain content mastery in Biological science.
2. analyse the content area of Biology text books for Standard VI to XII.
3. develop skill in preparation of lesson plans.

**CONTENT ANALYSIS OF BIOLOGY TEXT BOOK**

Learning Outcome	Content	Suggested Strategies and Approaches	Assessment
1. Analyses the content area of Biology text books for Standard IV and XII	3.1 Content Analysis – meaning scope, and methodology of content analysis 3.2 Content Analysis of Biology content of 6 <sup>th</sup> to 12 <sup>th</sup> standard text books of Tamilnadu	<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Group discussion</li> <li>• Interactive learning</li> <li>• Peer learning</li> </ul>	<ul style="list-style-type: none"> <li>• Questioning</li> <li>• Tests (written/oral)</li> <li>• Observation</li> </ul>

**SUGGESTED ACTIVITIES (Any two)**

1. Critically evaluate science text book for any one standard.
2. Prepare different types of test items for any one unit in Biology.
3. Select a unit and prepare an achievement test in Biology.
4. Prepare laboratory instruction cards for any one standard.

**B.Ed. Degree Programme**  
**Semester-III**  
**PEDAGOGY OF ENGLISH EDUCATION**

(4 Credits - 120 Hours)

**✍ COURSE OBJECTIVES:**

*On successful completion of the course the student teacher will be able to:*

4. attain content mastery in English language.
5. analyse the content area of English for Standard VI to XII.
6. develop skill in preparation of lesson plans.

**CONTENT ANALYSIS OF ENGLISH TEXT BOOK**

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Strategies and Approaches</b>	<b>Assessment</b>
1. Analyses the content area of English text books for Standard IV and XII	3.3 Content Analysis – meaning scope, and methodology of content analysis 3.4 Content Analysis of English prose and poetry of 6 <sup>th</sup> to 12 <sup>th</sup> standard text books of Tamilnadu	<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Group discussion</li> <li>• Interactive learning</li> <li>• Peer learning</li> </ul>	<ul style="list-style-type: none"> <li>• Questioning</li> <li>• Tests (written/oral)</li> <li>• Observation</li> </ul>

**SUGGESTED ACTIVITIES (Any two)**

5. Critically evaluate the English text book for any one standard.
6. Prepare different types of test items for any one unit in English.
7. Select a unit and prepare an achievement test in English.
8. Prepare laboratory instruction cards for any one standard.

**B. Ed. Degree Programme**  
**Semester - III**  
**PEDAGOGY OF HISTORY EDUCATION**

(4 Credits – 120 Hours)

**✍ COURSE OBJECTIVES:**

*On successful completion of the course the student teacher will be able to:*

1. understand the key aspects involved in content analysis of History text book of high school classes.
2. attain content mastery in Social Science.
3. analyse the content area of History text books for standard VI to XII.
4. develop skill in preparation of lesson plans.

**CONTENT ANALYSIS OF HISTORY TEXT BOOK**

<b>Learning Outcome</b>	<b>Content</b>	<b>Suggested Strategies and Approaches</b>	<b>Assessment</b>
1. Identifies the key aspects involved in content analysis 2. Selects the content from social studies textbook for analysis.	2.1 Content analysis- meaning, scope and features. 2.2 Relevance and methodology of content analysis in History. 2.3 Analysis of the content in Social Studies text book of Standard VI to and X prescribed by the government of Tamil Nadu.	<ul style="list-style-type: none"> <li>• Discussion</li> <li>• Interactive session</li> <li>• Analysis of text book content</li> </ul>	<ul style="list-style-type: none"> <li>• Test(oral/ written)</li> <li>• Q A Session</li> <li>• Evaluation of content analysis report</li> </ul>



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**SUGESTED ACTIVITIES (Any Two)**

1. Organize a seminar on the topic by comparing the History curriculum & text book of SCERT and NCERT.
2. Compare the Social Studies text book of CBSE and Tamilnadu State Board.
3. Select a unit and prepare an achievement test in History.
4. Prepare different types of test items for any one unit in Social science.

Third Semester

**B.Ed. Degree Programme**  
**Semester - III**  
**PEDAGOGY OF MATHEMATICS EDUCATION**  
 (4 Credits – 120 Hours)

**✍ COURSE OBJECTIVES:**

*On successful completion of the course, the student teacher will be able to*

- develop understanding on the key concepts in Mathematics textbook of high school classes.

**PEDAGOGIC ANALYSIS OF CONTENT IN MATHEMATICS TEXTBOOK**

Learning Outcome	Content	Suggested Strategies and Approaches	Assessment
1. Develops the ability to critically evaluate the mathematics textbooks 2. Identifies the various topics involved in the content of mathematics at the secondary and higher secondary level	<ul style="list-style-type: none"> <li>• Content analysis: meaning, scope and features.</li> <li>• Analysis of content course of Standard VI to XII in Mathematics textbooks prescribed by the Government of TamilNadu</li> </ul>	<ul style="list-style-type: none"> <li>• Seminar</li> <li>• Discussions</li> </ul>	<ul style="list-style-type: none"> <li>• Document analysis</li> <li>• Questioning</li> <li>• Participant observation</li> </ul>

**SUGGESTED ACTIVITIES (Any two)**

1. Evaluate mathematics textbook of Higher secondary level.
2. Prepare an achievement test in Mathematics for any topic in Standard IX mathematics.
3. Prepare different types of test items for any one unit in Std.VII Mathematics.
4. Prepare a report on the comparison of mathematics textbooks of state board and CBSE syllabus.

**B.Ed. Degree Programme**  
**Semester-III**  
**PEDAGOGY OF PHYSICAL SCIENCE EDUCATION**  
 (4 Credits - 120 Hours)

**📖 COURSE OBJECTIVES:**

*On successful completion of the course the student teacher will be able to:*

1. attain content mastery in physical science.
2. analyse the content area of physical text books for standard VI to XII.
3. develop skill in preparation of lesson plans.

**CONTENT ANALYSIS OF PHYSICAL SCIENCE TEXT BOOK**

Learning Outcome	Content	Suggested Strategies and Approaches	Assessment
1. Analyses the content area of science text books for standard VI and XII	3.1 Content Analysis 3.1.1 Meaning, Steps and scopes of Analysis 3.2 Content Analysis of the Physics and Chemistry content portions of VI to XII of Tamil Nadu state board.	<ul style="list-style-type: none"> <li>• Lecture</li> <li>• Group discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Documentary analysis</li> </ul>

**SUGGESTED ACTIVITIES (Any Two):**

1. Critically analyse the school science text book of any one standard
2. Select a unit from school text book and prepare an achievement test
3. Observe the best practices in your teaching practice school and prepare a report.
4. Conduct a interview with the schoolteachers and prepare a report on the steps taken by Government for the professional development of teachers.

**📖 PRESCRIBED READINGS**

1. Sivarajan.,K & Faziluddin.A (2006). *Science Education*. Calicut University, Central Co. Tamilnadu state board science text books of standard VI to XII