

Course Code: BED3CC04

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 schoolmanagement
2. familiarise the basic concepts of schoolorganization
3. develop skills related to the planning and management ofschools
4. acquaint with the administrative and academic aspects ofmanagement
5. develop understanding of the relationship between school andcommunity

Unit-I: INTRODUCTION TO SCHOOL MANAGEMENT

Learning Outcome	Content	Suggested Strategies and Approaches	Assessment
1. Familiarisesthe basic concepts of school management 2. Identifies theprinciples of school organization andmanagement	1.1 Concept, functions and characteristics of EducationalManagement 1.2 Principles of Educational Managementandpractical measures for effective schoolmanagement 1.3 Need for continuous monitoringandevaluation of school management procedures	<ul style="list-style-type: none"> • Lecture • Seminar • Discussion 	<ul style="list-style-type: none"> • Test (oral/written) • Seminar presentation • Report

Unit-II: SCHOOL ORGANIZATION

Learning Outcome	Content	Suggested Strategies and Approaches	Assessment
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"> • Lecture • Seminar • Discussion 	<ul style="list-style-type: none"> • Test (oral/written) • Seminar presentation • Report

Unit-III: INSTITUTIONAL PLANNING

Learning Outcome	Content	Suggested strategies and Approaches	Assessment
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 Schoolplant 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"> • Lecture • Assignment • Auto Instruction 	<ul style="list-style-type: none"> • Test (oral/written) • Evaluation of assignment • Report

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

Learning Outcome	Content	Suggested Strategies and Approaches	Assessment
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"> • Lecture • Seminar • Discussion 	<ul style="list-style-type: none"> • Test (oral/written) • Seminar presentation • Report

Unit-V: SCHOOL AND COMMUNITY

Learning Outcome	Content	Suggested Strategies and Approaches	Assessment
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"> • Lecture • Seminar • Discussion 	<ul style="list-style-type: none"> • Test (oral/written) • Seminar presentation • Report

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.

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 DeepPublication.
4. Oberoi, Saxena(2008). *Essential of educational technology andmanagement*. Meerut: R.Lall Book Deport.
5. Walia.J.S. (1984). *Foundation of school administration and organization*. Punjab: Paulpublishers.

SUGGESTED READINGS

1. Barry.C.H. &Tye, F. (1973). *Running a school*. New Delhi: Mc Millan Company ofIndia.
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 GrawHill.
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 X.
3. develop skill in preparation of lesson plans.

CONTENT ANALYSIS OF BIOLOGY TEXT BOOK

Learning Outcome	Content	Suggested Strategies and Approaches	Assessment
1. Analyse the content area of Biology text books for Standard IV and XII	3.1 Pedagogical analysis – meaning, scope, and methodology of pedagogic analysis 3.2 Pedagogic analysis of Biology content of standard VIII, IX and X text books of Tamil Nadu State Board.	<ul style="list-style-type: none"> • Lecture • Group discussion • Interactive learning • Peer learning 	<ul style="list-style-type: none"> • Questioning • Tests (written/oral) • Observation

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.

Course Code: BED3PC13

Pedagogic Course

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:

1. attain content mastery in English language.
2. analyse the content area of English for Standard VI to X.
3. develop skill in preparation of lesson plans.

CONTENT ANALYSIS OF ENGLISH TEXT BOOK

Learning Outcome	Content	Suggested Strategies and Approaches	Assessment
1. Analyse the content area of English text books for Standard IV and XII	3.3 Pedagogical analysis – meaning, scope, and methodology of pedagogic analysis 3.4 Pedagogic analysis of English prose and poetry of standard VIII, IX and X text books of Tamil Nadu State Board.	<ul style="list-style-type: none"> • Lecture • Group discussion • Interactive learning • Peer learning 	<ul style="list-style-type: none"> • Questioning • Tests (written/oral) • Observation

SUGGESTED ACTIVITIES (Any two)

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

Course Code: BED3PC14

Pedagogic Course

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. attain content mastery in Social Science.
2. analyse the content area of History text books for standard VI to X.
3. develop skill in preparation of lesson plans.

CONTENT ANALYSIS OF HISTORY TEXT BOOK

Learning Outcome	Content	Suggested Strategies and Approaches	Assessment
1. Identifies the key aspects involved in content analysis 2. Selects the content from social studies textbook for analysis.	2.1 Pedagogical analysis- meaning, scope and features. 2.2 Relevance and methodology of pedagogic analysis in History. 2.3 Analysis of the content in Social Studies text book of standard VIII, IX and X of Tamil Nadu State Board.	<ul style="list-style-type: none"> • Discussion • Interactive session • Analysis of text book content 	<ul style="list-style-type: none"> • Test (oral/ written) • QA Session • Evaluation of content analysis report

SUGGESTED ACTIVITIES (Any Two)

1. Critically evaluate the social studies text book of standard VIII and IX.
2. Compare the Social Studies text book of CBSE and Tamil Nadu 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.

Course Code: BED3PC15

Pedagogic Course

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

✍ COURSE OBJECTIVES:

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

1. 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"> • Pedagogic analysis: meaning, scope and features. • Analysis of the content in Mathematics text book of standard VIII, IX and X of Tamilnadu State Board. 	<ul style="list-style-type: none"> • Seminar • Discussions 	<ul style="list-style-type: none"> • Document analysis • Questioning • Participant observation

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.

Course Code: BED3PC16

Pedagogic Course

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 X.
3. develop skill in preparation of lesson plans.

CONTENT ANALYSIS OF PHYSICAL SCIENCE TEXT BOOK

Learning Outcome	Content	Suggested Strategies and Approaches	Assessment
1. Analyse the content area of science text books for standard VI and XII	3.1 Pedagogic Analysis 3.1.1 Meaning, Steps and scopes of Analysis 3.2 Analysis of the content in Physics and Chemistry text book of standard VIII, IX and X of Tamilnadu State Board.	<ul style="list-style-type: none"> • Lecture • Group discussion 	<ul style="list-style-type: none"> • Documentary analysis

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 an interview with the school teachers 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