

SRI NANAK JHIRA SAHEB FOUNDATION

GURU NANAK COLLEGE OF EDUCATION

VALUE ADDED COURSE

SYLLABUS

SESSION 2018-19

"ART & CRAFT"

Ravikiran

PRINCIPAL
Gurunanak College of Education
BIDAR-585403

Objective of the course as

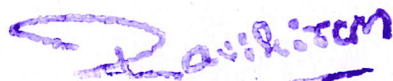
To train the students in different subjects of Arts and Crafts included in the curricula so that they may be able to get jobs in Education Departments of different states of India as Arts and Crafts Teacher. Also they will be in a position to teach the the subject of computer to the classes in the Elementary schools. In addition to this, with the training in the subjects like Painting , Commercail Arts ,Design and Computer Graphics ,Photography , Screen Printing they will be able to get jobs in Textile mills, Advertising Agenics ,Crafts Centres or they can start their own business establishment/ventures independently.

Learning Outcomes :

1. As arts and Crafts Teacher's in Schools under State Education Departments and other educational/training insititues .
2. As designers /assistant designers in textile mills .
3. As commercial artists in advertising agencies or on self-Employment basis.
4. As architectural assistant and interior decorator in architectural/ house Construction establishments.
5. As assistant or independent sculptor or wood worker.
6. As graphic artist /worker in printing presses /agenics or advertising agencies.
7. As tailoring and Embroidery teacher in training institutes /schools or can open own trainir

Course Objectives :-

In this course students will learn basic concepts of arts and crafts .During these course students learns practically which enables students to increases their creativity and use their creativity in the best possible way as jobs opportunity.



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Course Structure :-

Unit -1 Basics of Arts and Crafts –(2+3)

- Concepts and Definition of Art & Craft.
- Objectives and
- Kinds of Art & Craft
- Factors affecting : Skill, Patriarchy
- Job opportunity, Cost Technique

Unit -2 Things Made By Using Paper – (2+3)


- Quilling Art
- Envelop
- Flowers
- Paper bag-Types of Bags
- Cards : Types of Cards
- Gift Packing


Unit -3 Things Made By Using Cloth-(2+3)

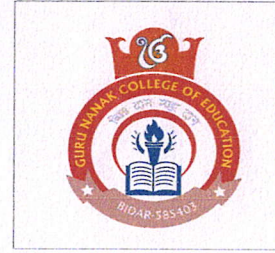
- Vegetable Bags
- Jute Bags
- Tiffin Bags
- Water bottle Bags
- Mobile Cover
- Clutches

Unit -4 Folders –(2+3)

- Folders Using Sheet
- Folders Using Cloth
- Leather File Folder
- Designer File Folder
- File Folder Covers
- Painting and Others


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SYLLABUS

SESSION 2019-20

"ART & CRAFT"

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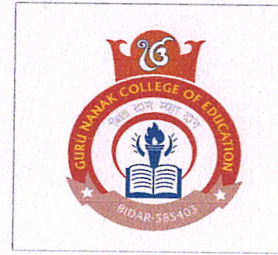
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SYLLABUS

SESSION 2020-21

"ART & CRAFT"

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- Factors affecting : Skill, Patriarchy
- Job opportunity, Cost Technique

Unit -2 Things Made By Using Paper – (2+3)


- Quailing Art
- Envelop
- Flowers
- Paper bag-Types of Begg
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- Gift Packing

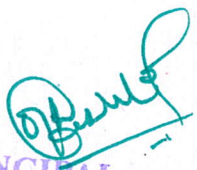
Unit -3 Things Made By Using Cloth-(2+3)

- Vegetable Bags
- Jute Bags
- Tiffin Bags
- Water bottle Bags
- Mobile Cover
- Clutches

Unit -4 Folders –(2+3)

- Folders Using Sheet
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- Painting and Others


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SYLLABUS

SESSION 2021-22

"DIGITAL SKILL"

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Objectives :-

Learning Outcome • Students will understand the meaning of digital education and its importance.

- They will be able to focus on different digital platform, its utility and its applications.
- The students will be exposed to different tools of digital education available in India.

- They will understand the importance of E-Learning in the changing context of Digital India.

- They will come to know about their responsibility as citizen in digital growth in India.

UNIT I: Introduction to Digital Education 5 Classes Meaning & Evolution of Digital Systems. Role & Significance of Digital Technology, digital education vs traditional education, advantages and disadvantages of digital education.

UNIT II: Digital Education Tools (10 Classes+ 5 Hands on Sessions) Information & Communication Technology & Tools Interactive tools- Microsoft Teams, Google Classroom, LinkedIn Creative Tools - Google Slides, Google Spreadsheets, Google form, Youtube)

UNIT III: Digital Education in India (10 Classes + 5 Hands on Sessions) Government initiatives for Digital education in India: SWAYAM, E-Pathshala, National digital library of India (NDL India), DigiLocker. Advantages & challenges in digital education in India.

UNIT IV: E- Governance 10 Classes) Introduction of E-Governance in India, Types of E-Governance-G2C (Government to Citizen), G2E (Government to Employee), G2B (Government to Business), G2G (Government to Government), E – Governance in Jharkhand.



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Suggested Readings:

1. E-Governance in India: Initiatives and issues by R.P.Sinha
2. Information & Communication Technology (ICT) in Education by Dr. Vanaja M, Dr. S Rajasekar, Dr. S. Arulsamy.
3. Digital India: Understanding Information, Communication and Social

Change by Pradip N. References:

1. www.slideshare.net
2. www.lisportal.com/en/lis-blog

UNIT-I:EMPLOYMENT SKILL

Structure



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Components of Educational Administration-

Educational management: concept, nature and scope, difference between administration and management, Characteristics of good management, Process of Educational management, Management at different levels-elementary, secondary, higher education.

Educational Leadership-

Leadership Style and Theories of Leadership- Introduction, Meaning of Leadership, Social Notion of Leadership, Theories of Leadership, Measurement of Educational Leadership, Keywords, Further Readings, Meaning of Leadership, Social Notion of Leadership, Theories of Leadership, Philosophical Approach.

Curriculum Issues in Administration-

Educational Management- Concept, Nature and Scope, Difference Between Administration and Management, Characteristics of Good Management- Concept of Educational Management, Need of Educational Management, Nature of



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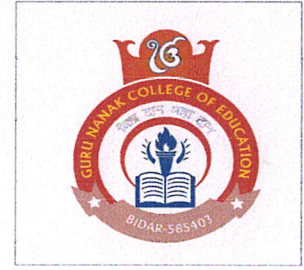
Educational Management, Management as an organization,
Scope of Educational Management

Evaluation of Teaching and Learning-

System Approach to Education- Using the Systems Approach in Practice, Importance of system approach for education, Specific trends in Educational Administration, Decision- Making, The Administrative Model, The Incremental Model, Mixed Scanning or Adaptive Decision-making, Organizational Compliance.



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SYLLABUS

SESSION 2021-22

"SOFT SKILL"

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Objectives :-

* To equip the students with the skills to effective English

* To teach the students practical, everyday communa through innovative teaching methods

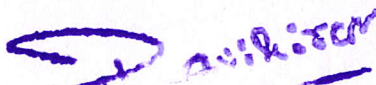
To train the students in interview skills, group presentation skills

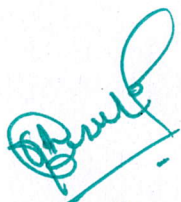
To expose the students to other important skills such and programming

To motivate the students to develop confidence

To inculcate skills in students which are required for their

To enhance the students interpersonal skills


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To improve the students writing skills

To inculcate positive attitude in students

To catch the vocabulary of the students by employin teaching techniques

Structure

- Improve basic skills in communication
- Develop the conversation skills
- Efficiently manage the time and works
- Adopt strategies and techniques to manage procrastination
- Better one's presentation skills


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UNIT-I:SOFT SKILL

SYLLABUS

Unit – 1: Conversation Skills What is Communication - Types of Communication - Components of effective communication - Importance of Non-Verbal Communication - Function of Humour in Communication - Using Humour in Conversation – Art of Extending a conversation.

Unit – 2: Team Building Skills Group Discussion – Group Dynamics – Team Building – Team Works and responsibilities - Together Everyone Achieves Miracle (TEAM) - Issues in team work - Leadership through team - Identifying team players.

Unit – 3: Time Management Understanding the Importance of Time - How to Use the Time Efficiently - Prioritizing and Scheduling the Works - Dealing with Interruptions - How to Avoid Procrastination.


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Unit – 4: Personality Self-Management
- SWOT Analysis
Presentation of Self
– Dressing for Occasions.

Course Outcomes:

By the end of the Course the Students

should be able to: -

Have better oral communication skills

– effectively present their ideas and opinions

- Have self-confident by mastering team management skills, and leadership skills

- Analyse and correct their barriers in communication

- Manage the time effectively




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Reference Books:

1. Soft Skills by S. Hariharan, N., Sundararajan & S P Shanmugapriya
2. Communicative English by S. Padmasani Kannan
3. The Art of Public Speaking by Dale Carnagey and J.Berg Ese


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SESSION 2021-22

"EMPLOYMENT SKILL"

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Objectives :-

1. Inspire students in order to raise academic achievement.
2. Provide students with knowledge of all futures pathways including higher education and appresenticeships.
3. Equip students with and provide evidence of the bskills needed to succeed in their future pathways and prepare students for jobs that may not yet exist.
4. Allow students multiple opportunities to engage with local employers and further education providers.



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UNIT-I:EMPLOYMENT SKILL


Structure


Components of Educational Administration-

Educational management: concept, nature and scope, difference between administration and management, Characteristics of good management, Process of Educational management, Management at different levels-elementary, secondary, higher education.

Educational Leadership-

Leadership Style and Theories of Leadership- Introduction, Meaning of Leadership, Social Notion of Leadership, Theories of Leadership, Measurement of Educational Leadership, Keywords, Further Readings, Meaning of Leadership, Social Notion of Leadership, Theories of Leadership, Philosophical Approach.


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Curriculum Issues in Administration-

Educational Management- Concept, Nature and Scope, Difference Between Administration and Management, Characteristics of Good Management- Concept of Educational Management, Need of Educational Management, Nature of Educational Management, Management as an organization, Scope of Educational Management

Evaluation of Teaching and Learning-

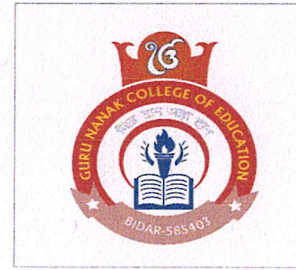
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SYLLABUS

SESSION 2022-23

"PEACE EDUCATION"

Ravikiran

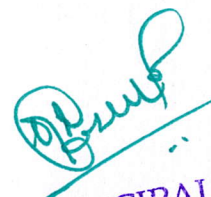
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1.1. Objectives

After learning this unit ,you will be able to:

- Understand the importance of peace
- Describe the nature of peace education
- Know the different approaches to peace
- State the present scenario of peace education
- Know the role of different institutions in peace



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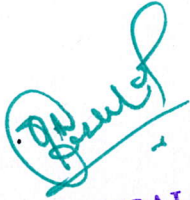
The Syllabus:

UNIT-I:PEACE EDUCATION

Structure


- 1.1 Introduction
- 1.2 Objectives
- 1.3 Peace Education
 - Meaning
 - Definition
 - Concept
 - Scope
- 1.4 Aim and Objectives of Peace Education
 - Different Level soft Education
- 1.5 Human Miseries in the Modern world and quest for peace
- 1.6 Gandhian concept of peace
- 1.7 Different approaches to peace
- 1.8 Establishment of peace education institutions
- 1.9 Pacifism and Education
- 1.10 Let us sum up
- 1.10 Unit end activities
- 1.11. Suggested readings

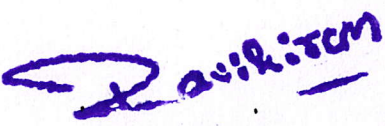

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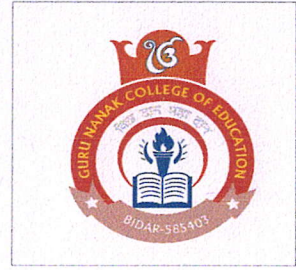

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Objectives :-

1. To explain the concept of peace education
2. To give information about the conflict process
3. To explain the forms of social interaction
4. To give information about the work of peace education of the united nations


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SYLLABUS

SESSION 2022-23

"SCHOOL MANAGEMENT"

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Objectives :-

1. To help in understanding the concept of school management
2. School architecture and physical facilities etc.
3. Helping to understand information about planning and administration of school work
4. To help in understanding the importance of human relation in school administration and management



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The Syllabus:

UNIT-I:SCHOOL MANAGEMENT

Structure

Components of Educational Administration-


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Leadership Style and Theories of Leadership- Introduction, Meaning of Leadership, Social Notion of Leadership, Theories of Leadership, Measurement of Educational Leadership, Keywords, Further Readings, Meaning of Leadership, Social Notion of Leadership, Theories of Leadership, Philosophical Approach.



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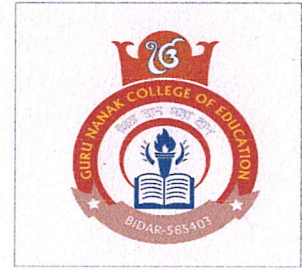
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SESSION 2022-23

"LIBRARY MANAGEMENT"

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Objectives :-

1. To help to understand the scientific management of library
2. To help to understand the principles of librarianship
3. To inform about the method of exchange of books
4. To obtain the vision necessary for preservation and conservation of the library
5. To inform about the use of computers in the library



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The Syllabus:

UNIT-I:LIBRARY MANAGEMENT

Structure

1. INTRODUCTION
 2. 1 1.1 University Libraries
 3. 1 1.2 KL University Library
 4. 1 1.3 Terminology
 5. 1 1.4 Library Advisory Committee
 6. 2 1.5 Best Practices
 7. 3 1.6 Library Rules
-
3. ACQUISITIONS 7
 - 3.1 Introduction ` 7
 - 3.2 Modes of Book Selection 7]
 - 3.3 Purchase of Books and Non-Book Materials
 - 3.4 University Question Papers and Project Reports
-
4. TECHNICAL PROCESSING
 - 4.1 Classification
 - 4.2 Cataloguing



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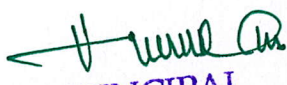
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