

**LORETO COLLEGE**

**TIME PLAN 2025-2026**

**SEMESTER III**

**Name of the teacher:**

**Initials: ND**

**EDC/H/CC4/3 (For Major)**

**Education Honours**

**Sociological Foundation of Education**

Teaching Objective:

- To explain the concept of Social Groups
- To differentiate between the different types of groups
- To explain the concept of Socialization
- To discuss the role of family in Socialization.

3<sup>rd</sup> Semester Topic-wise Time Plan

<i><b>Topics</b></i>	<i><b>Hours allotted</b></i>	<i><b>Topics (as per curriculum)</b></i>	<i><b>Teaching method</b></i>	<i><b>Learning outcome (output)</b></i>	<i><b>Assessment</b></i>
1. Social Groups	20 Hours	1. Social Groups: Meaning and definition 2. Types of Social Groups – Primary, Secondary and Tertiary 3. Socialization Process – Concept 4. Role of Family in the Socialization Process	Class discussions and interactions	The significance of the family, groups and the process of Socialization will be acquired	Questioning, term paper, assignments and end of term examination

It may be noted that the LMS system will be used as and whenever possible.

## LORETO COLLEGE

### TIME PLAN 2025-2026

#### SEMESTER III

**Name of the teacher: Dr. Neeta Dang**

**Initials: ND**

**EDC/M/2/3 (Semester 3) (For Minor)**

**Introduction and Philosophical Foundation of Education**

Teaching Objective:

- To understand the meaning, scope and nature of education
- To understand the importance of factors of education
- To understand The role of agencies in the process of education
- To understand the meaning and significance of Play and Play way methods in education.

#### Semester – III Topic-wise Time Plan

<i>Topics</i>	<i>Hours allotted</i>	<i>Topics (as per curriculum)</i>	<i>Teaching method</i>	<i>Learning outcome (output)</i>	<i>Assessment</i>
Unit 1. 1. Concept of Education	10	1.Narrow and Broader concept of Education 2.Meaning,nature and scope of Education 3.. Aims of Education-individual, social vocational and democratic	Lecture Method, Group Discussion, Questioning	The process and products of Education will be acquired	Class Tutorials, Questioning, Objective test and End-of-term examination
Unit 2 2. Factors of Education	8	1.Teacher: qualities and duties of a good teacher 2.Curriculum: concept and types 3. Co-curricular activities: meaning, value and significance	Lecture Method, Group Discussion, Illustrations, Questioning, Prodding and Probing	The child is the pivot of Education and other factors are less important will be learnt	Class Tutorials, Questioning, Objective test and End-of-term examination
	5	4.Educational institutions:	Class discussions, group discussions,	All kinds of education do exist	Questioning and Discussions

Unit 3		Formal, informal and non-formal , their interrelation.	etc.		
Child Ceentricism and Playway in Education	10	5. Concept of Play and Work 6. Characteristics of Work and Play Features of Kindergarten, Montessori and Project Method discussed along-with a discussion on their founders.	Class discussions, group discussions, watching of videos, Sharing of drawings, etc.	The concept of Play way needs to be introduced in education	Sharing and discussion of ideas.

It may be noted that the LMS system will be used as and whenever possible.

**LORETO COLLEGE**

**TIME PLAN 2025-2026**  
**SEMESTER III**

**Name of the teacher: Dr. Neeta Dang**

**Initials: ND**

**EDC/MD/CC/2/3**

**Education – MDC-CC II**

**Guidance and Counselling**

**Objectives:**

1. To know about the concept of Guidance.
2. To know about the functions of Guidance.
3. To know about the various definitions of guidance.
4. To know about the various types of Guidance and their advantages and disadvantages.

Third Semester Topic-wise Time Plan

<i>Topics</i>	<i>Hours allotted</i>	<i>Topics (as per curriculum)</i>	<i>Teaching method</i>	<i>Learning outcome (output)</i>	<i>Assessment</i>
2. Unit 1. Guidance - Meaning, Functions, Need	45 hours	5. Guidance, Definitions and Functions  6. Individual and Group Guidance – Meaning, advantages and disadvantages	Class discussions and interactions	The significance of Guidance, its meaning and explanations will be discussed. The nature of guidance will be well explained. The functions of Guidance will be elaborated upon. The meaning of individual and group guidance will be elucidated. The advantages and disadvantages	Questioning, term paper, assignments and end of term examination

				will be identified.	
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It may be noted that the LMS portal will be utilized as and when feasible.

Regular tutorials and assignments will be given

**LORETO COLLEGE**

**TIME PLAN 2025-2026**

**Name of the teacher: DR. DEBIKA GUHA**

**Initials: DG**

**Teaching Objectives:**

- Develop an understanding of the concept of Guidance
- Understand the need and nature of different types of Guidance
- Critically analyse its application in the field of education
- Learn the significance of Guidance at different stages of education

**Semester 3 Topic-wise Time Plan**

**Education Major**

**CC 3**

**Guidance and Counselling**

<i><b>Topics</b></i>	<i><b>Hours allotted</b></i>	<i><b>Topics (as per curriculum)</b></i>	<i><b>Teaching method</b></i>	<i><b>Learning outcome (output)</b></i>	<i><b>Assessment</b></i>
Unit 1. 1.	5	Guidance- Meaning, Definitions and Functions	Explanation, Discussion, Participative Teaching- Learning, Debate, Group – Learning and Teaching, Technology based learning, Peer Teaching, Game Based learning, Learning through problem solving (For all Topics as applicable)	Acquaintance, Understanding, Learning, Critical Analysis and Application (for all Topics)	Formative and Summative Evaluation, Class Assignments, Term Paper, Quiz with MCQ, Self Assessment (For all topics as required)
2.	5	Individual and Group Guidance- Meaning, Advantages and Disadvantages			

3.	4	Need for Guidance in Secondary schools and requisites of a good school guidance programme			
Unit 2 4.	5	Educational Guidance- Meaning, Function at different stages of Education			
5.	5	Vocational Guidance – Meaning, Function at different stages of Education			

**LORETO COLLEGE**

**TIME PLAN 2025-2026**

**Name of the teacher: DR. DEBIKA GUHA**

**Initials: DG**

**Teaching Objectives:**

- Develop an understanding of the concept of Sociology and Education
- Understand the relationship between Sociology and Education
- Critically analyse the Nature and Scope of Sociology of Education

**Semester 3 Topic-wise Time Plan**

**Education Major**

**CC 4**

**Sociological Foundation of Education**

<i>Topics</i>	<i>Hours allotted</i>	<i>Topics (as per curriculum)</i>	<i>Teaching method</i>	<i>Learning outcome (output)</i>	<i>Assessment</i>
Unit 1. 1.	2	Meaning and definition of Sociology of Education	Explanation, Discussion, Participative Teaching – Learning, Debate, Group – Learning and Teaching, Technology based learning, Peer Teaching, Game Based learning, Learning through problem solving (For all topics as applicable)	Acquaintance, Understanding, Learning, Critical Analysis and Application (for all topics)	Formative and Summative Evaluation, Class Assignments, Term Paper, Quiz with MCQ, Self Assessment (For all topics as required)
2.	3	Relationship between Sociology and Education			



3.	4	Nature and Scope of Sociology of Education			
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**LORETO COLLEGE**  
**TIME PLAN 2025-2026**

**Name of the teacher: Dr. Ranjita Dawn**  
**Initials: RD**

**Teaching Objectives:**

- To help students understand various types of Guidance
- To help students understand the concept of Counselling

**Semester III Education Major**  
**Topic-wise Time Plan**  
**EDC/H/CC/3/3 (For Major): Guidance and Counselling**

Unit 2 Types of Guidance: Educationa l, Vocational, Personal	1 hour/week	Personal Guidance: Meaning, Importance for the Adolescents	Lecture, Discussion, presentations (ppt)	Understand Personal Guidance and its need for Adolescents	Written assignments, Classroom discussion, powerpoint presentation by students
Unit 3 Counsellin g Meaning, Technique s, Types	1 hour/week	Counselling: Meaning, importance and Scope	Lecture, Discussion, presentations (ppt)	Understand Counselling, its need and scope	Written assignments, Classroom discussion, powerpoint presentation by students
Unit 3 Counsellin g Meaning, Techniques , Types	1 hour/week	Techniques of Counselling: Directive	Lecture, Discussion, presentations (ppt)	Understand Directive of Counselling	Written assignments, Classroom discussion, powerpoint presentation by students
Unit 3 Counsellin g Meaning, Techniques , Types	1 hour/week	Techniques of Counselling: Non-Directive	Lecture, Discussion, presentations (ppt)	Understand Non- Directive of Counselling	Written assignments, Classroom discussion, powerpoint presentation by students
Unit 3 Counsellin g Meaning, Techniques , Types	1 hour/week	Techniques of Counselling: Eclectic	Lecture, Discussion, presentations (ppt)	Understand Eclectic of Counselling	Written assignments, Classroom discussion, powerpoint presentation by students

Unit 3 Counselling Meaning, Techniques , Types	1 hour/week	Techniques of Counselling: Directive, Non- Directive, Eclectic	Lecture, Discussion, presentations (ppt)	Understand different techniques of Counselling	Written assignments, Classroom discussion, powerpoint presentation by students
Unit 3 Counselling Meaning, Techniques , Types	1 hour/week	Techniques of Counselling: Directive, Non- Directive, Eclectic	Lecture, Discussion, presentations (ppt)	Understand different techniques of Counselling	Written assignments, Classroom discussion, powerpoint presentation by students
Unit 3 Counselling Meaning, Techniques , Types	1 hour/week	Individual and Group Counselling: Meaning, Importance	Lecture, Discussion, presentations (ppt)	Understand Individual and Group Counselling, its need and scope	Written assignments, Classroom discussion, powerpoint presentation by students

**\*\* More time is assigned to each subtopic than specified in the table depending on the content depth**

**Assignments:** Term Paper and Presentations by students during the Semester (CCF System)

**LORETO COLLEGE**  
**TIME PLAN 2024-2025**

**Name of the teacher: Dr. Ranjita Dawn**  
**Initials: RD**

**Teaching Objective:**

- To help the students to know the concept of Cyber Crime and protection

**Semester III Education Major**  
**Topic-wise Time Plan**  
**EDC/H/SEC Computer Application Theory**

<i>Topics</i>	<i>Hours allotted</i>	<i>Topics (as per curriculum)</i>	<i>Teaching method</i>	<i>Learning outcome (output)</i>	<i>Assessment</i>
<b>Unit: 3 Cyber Safety</b>	1 hour/week	Safety browsing the web and using social networks: identity	Lecture, Discussion, presentation s (ppt)	Understand Safety browsing the web and using social networks: identity	Written assignments, Classroom discussion, powerpoint presentation by students
<b>Unit: 3 Cyber Safety</b>	1 hour/week	Safety browsing the web and using social networks: protection	Discussion, Participativ e teaching-learning methods will be used	Understand Safety browsing the web and using social networks: protection	Written assignments, Classroom discussion, powerpoint presentation by students
<b>Unit: 3 Cyber Safety</b>	1 hour/week	Safety browsing the web and using social networks: proper use	Lecture, Discussion, presentation s (ppt)	Understand Safety browsing the web and using social networks: proper use Act	Written assignments, Classroom discussion, powerpoint presentation by students
<b>Unit: 3 Cyber Safety</b>	1 hour/week	Cyber stalking	Discussion, Participativ e teaching-learning methods will be used	Understand Cyber stalking	Written assignments, Classroom discussion, powerpoint presentation by students
<b>Unit: 3 Cyber Safety</b>	1 hour/week	Cyber-crimes	Lecture, Discussion, presentation s (ppt)	Cyber-crimes	Written assignments, Classroom discussion, powerpoint presentation by students
<b>Unit: 3 Cyber Safety</b>	1 hour/week	Cyber ethics	Lecture, Discussion, presentation s (ppt)	Understand Cyber ethics	Written assignments, Classroom discussion, powerpoint

					presentation students	by
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**\*\* More time is assigned to each subtopic than specified in the table depending on the content depth**

**Assignments:** Presentations by students during the Semester (CCF System)

**LORETO COLLEGE**  
**TIME PLAN 2024-2025**

**Name of the teacher: Dr. Ranjita Dawn**  
**Initials: RD**

**Teaching Objective:**

- To help the students to know the concept of Cyber Crime and protection

**Semester III Education Major**  
**Topic-wise Time Plan**  
**EDC/H/SEC Computer Application Practical**

<i>Topics</i>	<i>Hours allotted</i>	<i>Topics (as per curriculum)</i>	<i>Teaching method</i>	<i>Learning outcome (output)</i>	<i>Assessment</i>
Introduction to a word processor: create folder and save a document	1 hour/week	Introduction to a word processor: create folder and save a document	Lecture and Demonstration	Understand word processor	Written assignments, Classroom discussion, periodical submission of practical work done in class
Edit and format text: Text style (B, I, U), font type, font size, alignment, page number, add bullets and numbering.	1 hour/week	Edit and format text: Text style (B, I, U)	Lecture and Demonstration	Understand how to Edit and format text: Text style (B, I, U)	Written assignments, Classroom discussion, periodical submission of practical work done in class
Edit and format text: Text style (B, I, U), font type, font size, alignment, page number, add bullets and numbering.	1 hour/week	Edit and format text: font type, font size, alignment, page number, add bullets and numbering	Lecture and Demonstration	Understand how to Edit and format text: font size, alignment, page number, add bullets and numbering	Written assignments, Classroom discussion, periodical submission of practical work done in class

Create presentation	1 hour/week	Create presentation	Lecture and Demonstration	Understand how to create presentation	Written assignments, Classroom discussion, periodical submission of practical work done in class
Prepare for Viva voce (based on the presentation)	1 hour/week	Prepare for Viva voce (based on the presentation)	Lecture and Demonstration	Prepare for Viva Voce	Practice session: Mock Viva

**\*\* More time is assigned to each subtopic than specified in the table depending on the content depth**

**Assignments:** Presentations by students during the Semester (CCF System)

## LORETO COLLEGE

### TIME PLAN 2025-2026

**Name of the teacher:** Archita Roy Biswas

**Initials:** ARB

**Teaching Objectives:**

The students will be able to: -

- To comprehend the meaning importance and scope of counselling
- To understand and identify the different techniques of counselling- Directive, Non-directive and Eclectic.
- To explain the meaning of the different types of counselling.
- To understand the importance of Individual and group counselling

### Second year 3rd Semester- MD/CC//1/3)

#### GUIDANCE AND COUNSELLING

Topics	Hours allotted	Topics (As per curriculum)	Teaching method	Learning outcome(output)	Assessment
Unit-3 Counselling – Meaning, Techniques, types	5	Counselling -Meaning, importance and scope.	Lecture explanation and discussion method	Evaluate and verify the meaning importance and scope of counselling .	Question answer method or assignments
	4	Techniques of counselling- Directive, Non-directive and Eclectic.	Discussion and interactive method	Explain and identify the different techniques of counselling- Directive, Non-directive and Eclectic.	Regular question answer method and class assignments
	4	Individual and group counselling- Meaning, and importance	Collaboration and interactive method	Analyze the meaning and significance of the different types of counselling	Written assessment, and role play



## LORETO COLLEGE

### TIME PLAN 2025-2026

**Name of the teacher:** Archita Roy Biswas

**Initials:** ARB

**Teaching Objectives:**

The students will be able to: -

- To relate the aims of education with Delor's Commission.
- To comprehend the Indian and the western school of philosophy: Vedic and Buddhist Naturalism and Pragmatism
- To understand and identify the significant features of the different types of educational institutions: informal, formal and non-formal, their interrelationship
- To explain the significance of the various characteristics of play-way in Education, Kindergarten, Montessori, Project method

#### Second year 3rd Semester- MINOR(EDC/M/2/3)

#### Introduction and Philosophical Foundation of Education

Topics	Hours allotted	Topics (As per curriculum)	Teaching method	Learning outcome(output)	Assessment
Unit-1 Concept of Education	3	Aims of education with reference to Delor's commission.	Lecture explanation and discussion method	Identify the features of Delor's commission with the aims of education.	Question answer method or assignments
	5	Indian school of philosophy: Vedic and Buddhist	Lecture explanation and discussion method	Evaluate and verify the Indian school of philosophical thoughts.	Question answer method or assignments
	5	Western school of philosophy: Naturalism and Pragmatism	Lecture explanation and discussion method	Analyse and verify the western school of philosophical thoughts.	Question answer method or assignments

Unit 2. Factors of Education	3	Educational institutions: informal, formal and non- formal, their interrelationship	Discussion and interactive method	Comprehend the significant features of the different types of educational institutions: Informal, Formal and non- formal, their interrelationship	Regular question answer method and class assignments
Unit 3 Child Centricism and play- way method	3	Characteristics of play-way in Education, Kindergarten, Montessori, Project method	Discussion and explanation with participative learning	Recall and explain the various characteristics of play-way in Education, Kindergarten, Montessori, Project method	Regular class question answer method and assignments

**LORETO COLLEGE**

**TIME PLAN 2025-2026**

**Name of the teacher: Mrs. Sukanya Mullick**

**Initials: SM**

**Teaching Objectives: The students will be able to:**

1. Understand the meaning, nature and scope of Social Change.
2. Explain the interrelationship between Social Change and Education.
3. Understand the meaning, nature and scope of Social Stratification.
4. Acquaint with the different types of social mobility and illustrate its relation with education.
5. Became aware of the social interaction process and how it is important in education.
6. Define Social communication.
7. Describe different informal agencies of social communication.
8. Discuss the interrelationship between culture, religion and education.

**Semester 3 Topic-wise Time Plan**

**Education Major**

**EDC/H/CC/4/3**

**Sociological Foundation of Education**

<i>Topics</i>	<i>Hours allotted</i>	<i>Topics (as per curriculum)</i>	<i>Teaching method</i>	<i>Learning outcome (output)</i>	<i>Assessment</i>
<b>Unit-3 Social Change and Communication in Education</b>	1 Hours	Concept of Social change	Illustration with examples, Discussion, Participative teaching-learning are used	Students will be- Acquaintance, Understanding, Learn, explain with examples different concepts that are in the syllabus	Class assignments, Term Paper, Formative and Summative Evaluation are done by the teacher
	1 Hours	Interrelationship with Social change and education	Use visual tools like concept maps to link social change and education	Students will be- Understanding, discuss, explain with examples different concepts that are in the syllabus	

	6 Hours	Social stratification and social mobility	Illustration with examples	Students will be- Understanding, describe explain with examples different concepts that are in the syllabus	
	2 Hours	Social Interaction Process	Illustration with examples	Students will be- Describe the concept of social interaction along with the different processes.	
	3 Hours	Concept of Social Communication and Informal Agencies of Social Communication	Assign group projects	Students will be- Define the concept of social change and also mention the different informal agencies of social communication along with illustration and examples.	Class assignments, Term Paper, Formative and Summative Evaluation are done by the teacher

***N.B.-Term Paper Assessment***

**LORETO COLLEGE**

**TIME PLAN 2025-2026**

**Name of the teacher: Mrs. Sukanya Mullick**

**Initials: SM**

**Teaching Objectives: The students will be able to:**

1. Develop an idea about the basics of computer
2. Discuss about software, hardware and networking

**Semester 3**  
**Topic-wise Time Plan**  
**Education Major**  
**EDC/H/SEC**  
**Computer Application**

<i><b>Topics</b></i>	<i><b>Hours allotted</b></i>	<i><b>Topics (as per curriculum)</b></i>	<i><b>Teaching method</b></i>	<i><b>Learning outcome (output)</b></i>	<i><b>Assessment</b></i>
<b>Unit- 1 Computer Basics</b>	4 Hours	Introduction to computers- evolution of computers and generation of computers	Illustration with examples, Discussion, Participative teaching-learning are used	Students will be- Acquaintance, Understanding, Learn, explain the introduction to computers and generation of computers	Class assignments, Term Paper, Formative and Summative Evaluation are done by the teacher
	2 Hours	Classification of Computers	Illustration with examples, Discussion, Participative teaching-learning are used	Students will be- Acquaintance, Understanding, Learn, explain the classification of computers	
	4 Hours	Components of computer system- CPU, Memory, Storage Devices I/O devices	Student Seminar	Students will be- Define and describe the different components of computer system and use them efficiently	

<b>Unit-2 Office Tools</b>	2 Hours	Concept of file and folder: File Access Method, Data Storage	Use of PPT and illustration of concepts like file and folder and how to access and store data	Students will be- Elucidate the concept of file storage and folder and create file and folders to access and manage data	Create file and folders in classroom and class assignment
	6 Hours	Presentation of tool: Understanding the concept of slide shows, basic elements of a slide.	Use a PPT and illustration of concepts like slide show and basic elements of a slide	Students will be- Create subject specific slide shows and state the concept of slide show and basic elements of a slide.	Creating a PPT in class
	6 Hours	Computer software, hardware and use of computer in education	Illustrate the concept of software and hardware and use of computers in education	Students will be- Describe the concept of software and hardware and use of computers in education	Class assignments, Term Paper, Formative and Summative Evaluation are done by the teacher

***N.B.-Term Paper Assessment***

**LORETO COLLEGE**

**TIME PLAN 2025-2026**

**Name of the teacher: Mrs. Sukanya Mullick**

**Initials: SM**

**Teaching Objectives: The students will be able to:**

1. To understand the necessity of guidance in secondary education.
2. To identify and explain the requisites of a quality school guidance program.
3. To comprehend the concepts and functions of educational, vocational and personal guidance.
4. To develop skills for implementing guidance activities appropriately to students developmental stages.
5. To foster the ability to address adolescent challenges through effective personal guidance.

**Semester 3**  
**Topic-wise Time Plan**  
**Education Major**  
**EDC/H/SEC**  
**Computer Application**

<i>Topics</i>	<i>Hours allotted</i>	<i>Topics (as per curriculum)</i>	<i>Teaching method</i>	<i>Learning outcome (output)</i>	<i>Assessment</i>
<b>Unit-I Guidance- Meaning, Function, Need</b>	2 hours	Need for guidance in Secondary schools	Lecture, Discussion, Case study	Students will be- Explain the importance of guidance and recognize students needs of secondary level	Quiz and class discussion
	2 hours	Requisites of a Good school guidance Programme	Lecture, group work brainstorm	Students will be- List and explain requisites of a Good school guidance Programme	Assignment
<b>Unit-2 Guidance- Educational,</b>	3 hours	Educational guidance: Meaning and function at different stages	Interactive lecture	Students will be- Articulate the concepts and	Summative and Formative evaluation

<b>Vocational, Personal</b>				functions of educational guidance at different stages of school education	
	3 hours	Vocational Guidance: Meaning, Function at different stages of education	Lecture, group discussion	Students will be- Explain vocational guidance and apply techniques suitable for different stages.	Analysis of comprehension through MCQ
	3 hours	Personal Guidance: Meaning, Function at different stages of education	Project Work	Students will be- Describe personal guidance and its importance in supporting adolescents.	Reflective Paper and Class Participation

***N.B.-Term Paper Assessment***