

**LORETO COLLEGE**  
**TIME PLAN 2020-2021**

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

**Initials: RD**

**Teaching Objectives:**

- To help students understand the concept of guidance
- To help students understand various types of Guidance
- To help students understand the concept of Counselling
- To help students identify basic data necessary for Guidance

**Semester III Education Honours**  
**Topic-wise Time Plan**  
**CC7- Guidance and Counselling**

<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 I Guidance Meaning, Functions, Need	1 hour per week for each sub topic	Guidance: Meaning, Definitions and Functions	Lecture, Discussion, presentations (ppt)	Understand the concept of Guidance	Written assignments, Classroom discussion, powerpoint presentation by students
Unit I Guidance Meaning, Functions, Need	1 hour per week for each sub topic	Individual Guidance: Meaning, advantages and disadvantages	Lecture, Discussion, presentations (ppt)	Understand Individual Guidance and its need	Written assignments, Classroom discussion, powerpoint presentation by students
Unit I Guidance Meaning, Functions, Need	1 hour per week for each sub topic	Group Guidance: Meaning and Advantages and disadvantages	Lecture, Discussion, presentations (ppt)	Understand Group Guidance and its need	Written assignments, Classroom discussion, powerpoint presentation by students
Unit I Guidance Meaning, Functions, Need	1 hour per week for each sub topic	Need for guidance in secondary schools and requisites of a good school guidance programme.	Lecture, Discussion, presentations (ppt)	Understand the significance of guidance in schools	Written assignments, Classroom discussion, powerpoint presentation by students
Unit 2 Types of Guidance: Educational,	1 hour per week for each sub topic	Educational Guidance: Meaning, Function at	Lecture, Discussion, presentations (ppt)	Understand Educational Guidance and its need at different	Written assignments, Classroom discussion,

Vocational, Personal		different stages of Education		stages of education	powerpoint presentation by students
Unit 2 Types of Guidance: Educational, Vocational, Personal	1 hour per week for each sub topic	Vocational Guidance: Meaning, Function at different stages of Education	Lecture, Discussion, presentations (ppt)	Understand Vocational Guidance and its need at different stages of education	Written assignments, Classroom discussion, powerpoint presentation by students
Unit 2 Types of Guidance: Educational, Vocational, Personal	1 hour per week for each sub topic	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 Counselling Meaning, Techniques, Types	1 hour per week for each sub topic	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 Counselling Meaning, Techniques, Types	1 hour per week for each sub topic	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 per week for each sub topic	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
Unit 4 Basic data necessary for Guidance	1 hour per week for each sub topic	Tools for collecting information on pupil: Intelligence: Concept and Test	Lecture, Discussion, presentations (ppt)	Understand the need and process of using Intelligence tests as technique of collecting information for providing Guidance	Written assignments, Classroom discussion, powerpoint presentation by students
Unit 4 Basic data necessary for Guidance	1 hour per week for each sub topic	Tools for collecting information on pupil: Personality: Concept and Test	Lecture, Discussion, presentations (ppt)	Understand the need and process of using Personality tests as technique of collecting information for	Written assignments, Classroom discussion, powerpoint presentation by students

				providing Guidance	
Unit 4 Basic data necessary for Guidance	1 hour per week for each sub topic	Tools for collecting information on pupil: Aptitude: Concept and Test	Lecture, Discussion, presentations (ppt)	Understand the need and process of using Aptitude tests as technique of collecting information for providing Guidance	Written assignments, Classroom discussion, powerpoint presentation by students
Unit 4 Basic data necessary for Guidance	1 hour per week for each sub topic	Cumulative Record Card	Lecture, Discussion, presentations (ppt)	Understand the need and process of using Cumulative Record Card as technique of collecting information for providing Guidance	Written assignments, Classroom discussion, powerpoint presentation by students
Unit 4 Basic data necessary for Guidance	1 hour per week for each sub topic	Anecdotal Record Card	Lecture, Discussion, presentations (ppt)	Understand the need and process of using Anecdotal Record Card as technique of collecting information for providing Guidance	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 (CBCS System)

**LORETO COLLEGE  
TIME PLAN 2020-2021**

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

**Initials: RD**

**Teaching Objective:**

- To help students understand the concept of democratic citizenship and its allied rights

**Semester III Education Honours  
Topic-wise Time Plan  
SEC-A- Skill for Democratic Citizenship**

<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 2 Protection of Children	1 hour per week for each sub topic	Protection of Children: Concept and provisions	Lecture, Discussion, presentations (ppt)	Understand the rights of children and protection of those rights	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 .**

**Assigned classes 1 per week**

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

## LORETO COLLEGE

### TIME PLAN 2020-2021

August 2020- February 2021

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

**Initials:** ARB

**Teaching Objective:**

The students will be able to:-

- Develop the concept of planning
- Understand the aims and objectives of planning.
- Distinguish the different types of planning
- Analyse the steps of planning

### 3rd Semester CC-6 Honours (Educational organization management and planning)

#### Topic-wise Time Plan

Topics	Hours allotted	Topics (as per curriculum)	Teaching method	Learning outcome(output)	Assessment
Unit-4 Education al planning 1.	2	Meaning of educational planning.	Lecture and discussion method	Develop the concept of planning .	Regular class tutorials or assignments
2.	3	Aims and objectives of educational planning	Discussion and lecture method	Understand the aims and objectives of planning.	Regular class tutorials or assignments
3	2	Steps of educational planning	Discussion and explanation	Distinguish the different steps of educational planning.	Regular class tutorials or assignments
4.	6	Types and significance of educational planning	Discussion and illustrations and elaborations	Analyse the different types of educational planning	Regular class tutorials or assignments

**LORETO COLLEGE**  
**TIME PLAN 2020-2021**  
**August 2020- February 2021**

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

**Initials:** ARB

**Teaching Objective:**

The students will be able to:-

- Understand the concept of Social Communication
- Recall the various Informal agencies of social communication
- Compare the Inter relationship between culture religion and education
- Analyze the Inter relationship between technology economy and education.

**3rd Semester CC-3/GE-3 General (sociological foundation of education)**

**Topic-wise Time Plan**

Topics	Hours allotted	Topics (as per curriculum)	Teaching method	Learning outcome(output)	Assessment
Unit -4 (Social communication in Education)	3	Concept of Social Communication.	Discussion and lecture method	Understand the concept of Social Communication	Regular class tutorials or assignments
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2.	6	Informal agencies of social communication.	Lecture and discussion method	Explain the various Informal agencies of social communication	Regular class tutorials or assignments
3.	3	Inter relationship between culture religion and education	Discussion and lecture method with PPT	Compare the Inter relationship between culture religion and education	Regular class tutorials or assignments
4.	6	Inter relationship between technology economy and education.	Discussion and lecture method with PPT.	Analyze the Inter relationship between technology economy and education	Regular class tutorials or assignments

## SEMESTER 3

### TEACHING PLAN 2020-2021

Name of the teacher:

Initials: ND

CC 5 (Semester 3)

Education Honours

Sociological Foundation of Education

Teaching Objective:

- To understand the relation between Sociology and Education
- To understand the nature and scope of Sociology of Education
- To explain the concept of Social Groups
- To explain the concept of Socialization

### 3<sup>rd</sup> 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>
1. Introductory concept of Sociology of Education	20	1. Meaning and Definition of Sociology of Education 2. Relation between Sociology and Education 3. Nature of Sociology of Education 4. Scope of Sociology of Education	Lecture method, Questioning, Interaction and Discussions.  Videos and Ted talks were used	The closeness of Sociology and Education will be grasped	Questioning, term paper, assignments and end of term examination

## TEACHING PLAN 2020-2021

Name of the teacher:

Initials: ND

CC 5 (Semester 3)

GE/CC 3 Education General/ Elective

Sociological Foundation of Education

### Teaching Objectives:

- To understand the relation between Sociology and Education
- To understand the nature and scope of Sociology of Education
- To explain the concept of Social Groups
- To explain the concept of Socialization

### 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>
1. Introductory concept of Sociology of Education	20	5. Meaning and Definition of Sociology of Education 6. Relation between Sociology and Education 7. Nature of Sociology of Education 8. Scope of Sociology of Education	Lecture method, Questioning, Interaction and Discussions.  Videos and Ted talks were used	The closeness of Sociology and Education will be grasped	Questioning, term paper, assignments and end of term examination
2. Social Groups	20	1. Social Groups: Meaning and definition	Class discussions and	The significance of the	Questioning, term paper, assignments



		<p><b>2. Types of Social Groups – Primary, Secondary and Tertiary</b></p> <p><b>3. Socialization Process – Concept</b></p> <p><b>4. Role of Family in the Socialization Process</b></p>	interactions	family, groups and the process of Socialization will be acquired	and end of term examination
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**LORETO COLLEGE**

**TIME PLAN 2020-2021**

**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.

**Semester 3 Topic-wise Time Plan**  
**Education Elective**  
**CC 3/GE-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>
Unit-III	1 hours	Concept of Social change	Illustration with examples, Discussion, Participative teaching-learning are used or All Topics.	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
	hours	Interrelationship with Social change and education			
	6 hours	Social stratification and Social mobility			
	2 hours	Social Interaction Process			

**LORETO COLLEGE**

**TIME PLAN 2020-2021**

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

**Initials: SM**

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

1. Understand the meaning and different types of Domestic violence
2. Acquaint with domestic violence and domestic rights

**Semester 3 Topic-wise Time Plan**

**Education Honours**

**SEC-A**

**Skill for Democratic Citizenship**

<b><i>Topics</i></b>	<b><i>Hours allotted</i></b>	<b><i>Topics (as per curriculum)</i></b>	<b><i>Teaching method</i></b>	<b><i>Learning outcome (output)</i></b>	<b><i>Assessment</i></b>
1. Unit-III	2 hours	Domestic violence-definition and types	Illustration with examples, Discussion, Participative teaching-learning are used or all topics in this unit	Acquaintance, Understanding, Learning, Critical Analysis and justify the different topics that are in the syllabus	Class assignments, Term Paper, Formative and Summative Evaluation for the entire portion
	2 hours	Protection of women from Domestic violence Act,2005-Basic features			
	1 hours	Protection of Males in DAV 2205			

## LORETO COLLEGE

### TIME PLAN 2020-2021

Name of the teacher: Mrs. Sukanya Mullick

Initials: SM

Teaching Objectives: The students will be able to:

1. Acquaint with the present the status of open and distance education in India
2. Become aware about the role of multi-media in open and distance education
3. State the different agencies controlling and maintaining the standards of open and distance learning in India.
4. Explain different problems and also suggest certain remedies of open and distance learning in India

### Semester 3 Topic-wise Time Plan

#### Education Honours

#### DSE-B

#### Open and Distance Learning

<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>1. Unit-III</b>	2 hours	Present Status of open education in India	Illustration with examples, Discussion, Participative teaching-learning are used or All Topics.	Acquaintance, Understanding, Learning, Critical Analysis and justify the different topics that are in the syllabus	Class assignments, Term Paper, Formative and Summative Evaluation for the entire portion
	2 hours	Present Status of distance education in India	Group discussion method along with PPT		
	2 hours	Role of Multi- Media in open and distance education			
<b>2. Unit- IV</b>	2 hours	Agencies of open and distance education			
	2 hours	Problems of open and distance education			
	2 hours	Measures for			

		strengthening open and distance education in India			
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**LORETO COLLEGE**

**TIME PLAN 2020-2021**  
**August 2020-February 2021**

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

**Initials: DG**

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

- develop the concept of an ideal organization in educational institutions
- understand the concept of a school plant and its elements
- analyse the features of library and time table
- apply the newly acquired knowledge in real life situations in the field of education

**Semester 3 Topic-wise Time Plan**

**Education Honours**

**CC6**

**Educational Organization Management and Planning**

<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>
1	6	Concept of Organization, Management, Educational Organization and School Organization	Explanation, Discussion, Participative teaching-learning, Debate (For All Topics)	Acquaintance, Understanding, Learning, Critical Analysis and Application of Educational Organization, Management and Planning (For the entire paper)	Class assignments, Term Paper, Formative and Summative Evaluation (For All Topics)
2	5	Meaning and elements of school plant			
3	10	Features of library and Time Table, School Medical services, Workshop and Computer Laboratory			
4.	2	Meaning and Objectives of Educational Management			
5.	10	Types and Significance of			

		Educational Management			
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