

Chirayu K.C. Bajaj College of Education

Affiliated to RashtrasantTukadoji Maharaj, Nagpur, University, Nagpur



Add On "B.Ed. Programme"

Value Added Courses

1. EDUCATIONAL LEADERSHIP

2. PROFESSIONAL SKILL DEVELOPMENT

With Effect From A.Y. 2021-2022

Chirayu K.C. Bajaj College of Education, Nagpur.

Value Added Course — Educational Leadership
B.Ed. Programme (First Year)



Course Outcomes :

After the completion of the course, the student will be able to :

- 1. Develop Leadership Skills**
- 2. Understand the Change Process**
- 3. Use a process of change making**

Time duration : 32 hrs.

For Course detail mail to :

Chirayukcb@yahoo.co.in

Chirayu K. C. Bajaj College of Education, Jaripatka Nagpur

Name of the Value Added Course (VAC): EDUCATIONAL LEADERSHIP

Course Code: 001 Academic Year: 2021-22

Duration: 32 Hrs.

Class: B.Ed.(First Year)

VALUE ADDED COURSES SYLLABUS

Course Title: Educational Leadership: (32 Hours)

Purpose: This module aims at Educational Leadership in collaborating process that unites the talents and forces of teachers, students and parents. The goal of educational leadership is to improve the quality of education and the education itself. Read below to learn why educational leadership becomes more important every day. The primary purpose of educational leadership is to ensure academic success through process, material and training improvements. This is mainly accomplished through collaboration with different individuals, such as educators, parents, students, public policy makers and the public. Educational leadership is centered on certain key principals. First, educational leadership creates a vision of academic success for all students. This is important because there has always been a historical gap between students on different socio-economical levels a high and low achieving student. Second, educational leadership strives to maintain a safe and receptive learning environment. That is, a healthy school environment is key to providing comfortable, orderly and structured classrooms. Third, educational leadership delegates responsibility to others. This means that teachers, parents and even students are empowered to take responsibility and accept accountability. Fourth instructional methods and curriculum content must be continually improved. Fifth, the field of education must burrow and adapt modern management tools processes and techniques.

Course Outcomes:

After completing this course, students will be able to:

- develop leadership skills..
- develop critical thinking skills
- understand and be able to use a process for decision making.
- develop an understanding of change processes & be able to think critically about obstacles to change

Ref: CKCBCE/1522(A) dated 31-Jan-2022

Name of the Value Added Course (VAC): EDUCATIONAL LEADERSHIP

Duration: 32 Hrs. Class: B.Ed.(First Year)

VAC Coordinator: - Mr. Ganesh Prasad

SYLLABUS/ COURSE CONTENT

Sr. No.	Course Content	Number of Hours
	MODULE 1- Leadership and Personality Development in Leadership	10 HRS
	UNIT 1- Leadership	
a)	Conflict Resolution	1 hr.
b)	Problem Solving	1hr.
c)	Project Planning and Delegating	1hr.
d)	Building Trust and Respect	1hr.
	UNIT 2- Personality development in Leadership	
a)	Leadership	1hr.
b)	Self- Management	1 hr.
c)	Self - Introduction	1 hr.
d)	Public Speaking	1 hr.
e)	Motivation	1 hr.
Testing	Any 2 out of 4 assignments given Viva- Participate in debate activity	1 hr.
	MODULE 2- Skills in Leadership and International Education	10 HRS
	UNIT 1- Skills in Leadership	
a)	Self-development	1 hr.
b)	Team development	1 hr.
c)	Ethical practice and Civic Mindedness	1 hr.
d)	Strategic thinking and acting	1 hr.

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	UNIT 2- International Education	
a)	Introduction to different Boards	1 hr.
b)	Learner Profile	1 hr.
c)	Develop your leadership skills	1 hr.
d)	Learning Strategies	1 hr.
e)	Enhance your performance as an educational leader	1 hr.
Testing	Written- Any 2 out of the 4 assignments given Viva- Presentation on any one innovative learning strategy	1 hr.
	MODULE 3- ASSIGNMENTS	12HRS
Assignments for Module 1	Any two from the following 1. Write an essay of 500 words in Leadership 2. Write an essay of 500 words on Teacher as a Leader. 3. Prepare a Book Review (Word Limit: 550-600 words)	6 hrs
Assignment for Module 2	1. Write constructive feedback consisting of ten points for performance of leader 2. Write a brief report incorporating at least 5 points of negotiation with the PTA regarding few extracurricular activities which your Leader wishes to introduce. 3. Write a brief essay of 500 words on the different Leaders boards in India. 4. Prepare a lesson plan with an innovative strategy on any topic from your pedagogy.	6 hrs.

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Passing Criteria

Criterion	Particulars	Marks allocated
Attendance	A minimum 80% attendance to be maintained for the student to be eligible for the Certificate of Passing.	Not Applicable
Assignments	Any two out of the four assignments per Module to be completed. (Total assignments for the Course-4)	Marks per assignment: 15 Total: $4 \times 15 = 60$ Marks
Viva	1 compulsory viva for each module (Total viva for the course: 2)	Marks per viva: 20 Total: $2 \times 20 = 40$ Marks

Awarding of Certificate

Students will be awarded a certificate on the successful completion of the course.

Chirayu K.C. Bajaj College of Education, Nagpur.

Value Added Course — Professional Skill Development B.Ed. Programme (Second Year)



Course Outcomes :

After the completion of the course, the student will be able to :

1. Have an increased awareness of the different skills in their profession
2. Be acquainted with appropriate universal etiquettes
3. Develop their cognitive and non-academic skills

Time duration : 30 hrs.

For Course detail mail to :

Chirayukcb@yahoo.co.in

Offered at :

Plot No 1 & 2 Near C.M.P.D.I., Jaripatka,
Nagpur

Add on Course

Name of the Value Added Course (VAC): PROFESSIONAL SKILL DEVELOPMENT

Course code: 002 Duration: 30 hrs. Class: B.Ed. (Second Year)

Course Structure

Particulars	No. of Hours
Teaching	8 hours
Referencing/Self-Work	12 hours
Testing	10 hours
Total No. of hours	30 hours

Course Outcomes:

After the completion of this add-on course, the student will be able to:

- 1) Have awareness of preparing their strengths and weaknesses
- 2) Develop understanding to access their strengths and weaknesses
- 3) Prepare himself/ herself appropriately to face an interview.

Course Learning Objectives:

After the completion of this course, student will be able to:

- 1) Develop awareness about communication skill
- 2) Understand about SWOT analysis
- 3) Enhance their awareness about Personal Grooming
- 4) Understand how to write a resume
- 5) Develop awareness how to face an interview
- 6) Have a better understanding about different elements of job requirements
- 7) Develop awareness about common errors in communication
- 8) Develop good speaking skills
- 9) Have awareness of correct grammatical language

Ref: CKCBCE/1522(A) dated 31-Jan-2022

Name of the VAC: -PROFESSIONAL SKILL DEVELOPMENT**Class: B.Ed. (Second Year)****Duration: 30 hrs.****VACCoordinator: -Dr. Deepti Pardhi / Dr.(Mrs.) Kalpana Bhujade****SYLLABUS/ COURSE CONTENT**

Sr. No.	Course Content	Number of Hours
	MODULE 1- Communication and Personality	10 HRS
	UNIT 1- Communication Skill	
a)	Importance of good communication skills	2 hr.
b)	Wrong plurals, Pronunciations, Framing question correctly	1hr.
c)	Preposition, Articles, Capitalization	1hr.
d)	Spelling , Pronunciation, Wrong Language usage	1hr.
	UNIT 2- Grooming and Etiquettes	
a)	Grooming	1 hr.
b)	Body Language	1 hr.
c)	Etiquettes	1 hr.
Testing	Any 2 out of 4 assignments given Viva- Self Introduction	2 hr.
	MODULE 2- Resume Writing	10 HRS
	UNIT 1- SWOT Analysis and Resume Writing	
a)	SWOT	2 hr.
b)	Preparing a resume	1 hr.
c)	Preparing a cover letter	1 hr.
	UNIT 2- How to face an interview	
a)	Pre-interview preparations	2 hr.

b)	Facing the interview	1 hr.
c)	Post interview, interview questions	1 hr.

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Testing	Written- Any 2 out of 4 assignments given Viva- Facing a mock interview	2 hr.
	MODULE 3- Assignments	10 hrs.
Assignments for Module 1	Any two from the following 1) Write a brief self introduction with respect to a job interview for a teacher 2) Write a letter of leave application 3) Complete worksheet on framing correct sentences. 4) Write an essay of 500 words on role of teacher	5 hrs.
Assignments for Module 2	1) Write a brief analysis of yourself based on SWOT analysis 2) Prepare a resume for application for the post of teacher 3) Write a short report on the do's and don'ts of grooming, body language and etiquettes with respect to professional field 4) Prepare a short paragraph on how you handle stress	5 hrs.

Passing Criteria


Criterion	Particulars	Marks allocated
Attendance	A minimum of 80% to be maintained for the student to be eligible for the Certificate of Passing	Not Applicable .
Assignments	Any two out of the four assignments per Module to be completed. (Total assignments for the Course-4)	Marks per assignment: 15 Total: 4x15=60
Viva	1 compulsory viva for each module (Total viva for the course-2)	Marks per viva: 20 Total: 2x20=40

Awarding of Certificate


 Principal
 Chitram K.C. Bajaj College of
 Education, Near CMPDI Office,
 Kasturba Nagar, Jaripatka,
 Nagpur - 440014

Students will be awarded a certificate on the successful completion of the course.

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Nagpur - 440014