

**HINDU COLLEGE OF EDUCATION, SONIPAT**

Name of faculty: Dr. Parveen Sharma

Session: 2017-19

Subject: SPECIALIZATION COURSE – II (STAGE SPECIFIC)

Class: M.Ed 3<sup>rd</sup> SEM

Sr. No.	TOPIC	DAYS	Dates
	<b>UNIT 1</b>		
1.	<ul style="list-style-type: none"><li>• Class-room interaction</li><li>• Management of classroom in terms of available resources..</li><li>• Classroom Interaction Analysis</li></ul>	21	19Oct – 09 Nov
	<b>UNIT 2</b>		
	<ul style="list-style-type: none"><li>• School Administration</li><li>• Duties of Head/Principal, Teachers and Class Teacher</li><li>• Maintaining Records</li><li>• Time table</li><li>• Manages Resources</li></ul>	25	10 Nov- 4Dec
	<b>UNIT 3</b>		
3.	<ul style="list-style-type: none"><li>• Evaluation of outcomes</li><li>• Types of Evaluation</li><li>• Method/ Tools of Evaluation</li><li>• CCE</li></ul>	21	5Dec-25 December
	<b>UNIT 4</b>		
4.	<ul style="list-style-type: none"><li>• Issues and concerns- Indiscipline and unrest among students</li><li>• Moral Development of students</li><li>• Problems in Schools</li><li>• School Management Committees</li><li>• Addressing Children with Special Needs</li><li>• Action Research</li><li>• Learning Environment</li></ul>	23	25 Dec- 30 Dec 15Jan- 31 Jan
5.	<b>Prepare Assignment On Any One Topic:</b>  <ol style="list-style-type: none"><li>1) Class room Interaction</li><li>2) Managing Resources</li><li>3) Action Research</li><li>4) Pre annual Exams</li></ol>	10	1Feb- 10Feb