

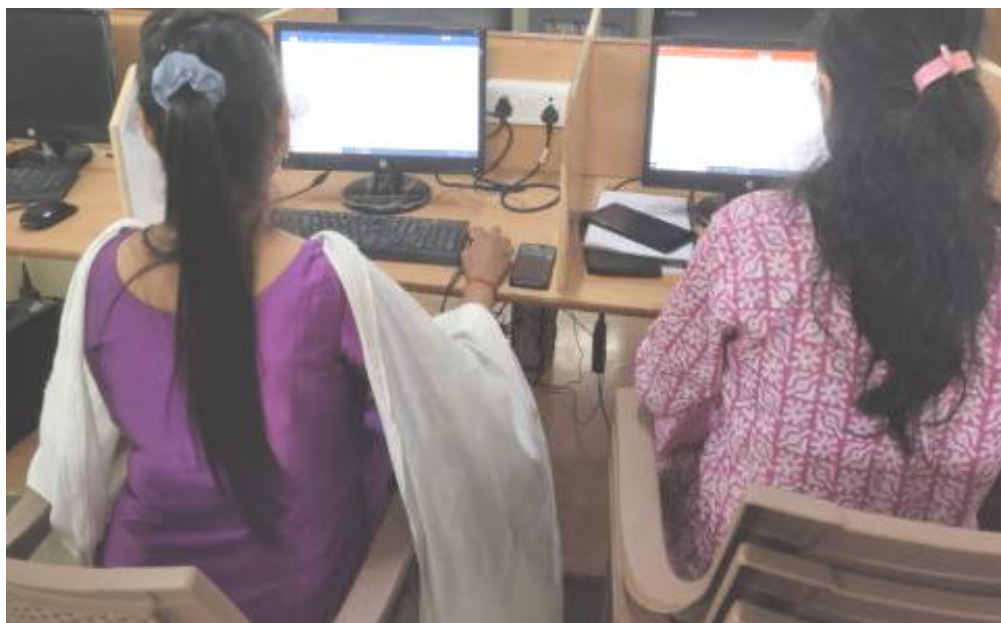
Metric 2.4.1

Institution provides opportunities for developing competencies and skills in different functional areas through specially designed activities

- Documentary evidence in support of the selected response

Teachhnology use and integration

ICT plays a crucial role in teaching learning process and it is very important for would be teachers to know how to use it. Students are instructed to use ICT for presentation and they are also asked to develop E-Blogs for sharing academic information institute asks students to use maximum ICT in teaching learning process. Through this learners learn to use technology and update their knowledge with the help of faculty members.



Assessment of learning

Assessment is an important part of curriculum and every pupil teacher should know each and every aspect of assessment to this context, students of the college prepare and submit assignments on various topics like cumulative report cards, anecdotal records etc, that comes under continuous comprehensive evolution CCE these activities help them to engage with learning goals and develop to successful assessment criteria.

Academic Calendar

Session 2018-2019

Month	Particular
July	Admission, Orientation to EPC, Guest Lecture, Instructional Session, Community Work, Faculty Meeting, Nature Conservation Day
August	Orientation to Two Year B.Ed. Course, Content Enrichment, EPC practicum, Independence Day Celebration, Essay Competition, Sad Bhavna Divas
September	Content Enrichment/ Instruction Session, EPC Practicum, Faculty Development Programme, Teacher's Day Celebration, Community Work, Ganesh Chaturthi Celebration, Faculty Meeting, Hindi Divas
October	Instructional Session, Guest lecture, Orientation to Field Based Activities, Instructional Session, Dussehra, Co-Curriculum Activates, Classroom Decoration, Faculty Development Programme
November	Diwali Celebration, Diwali Vacation, Thali Decoration, Mehndi Competition, Rangoli Competition, Guest Lecture, Feedback to Class Test, Guru Nanak Jayanti, EPC Practicum, Enrichment Session, Children's Day Celebration, Constitution Day, Work Shop- Art & Craft
December	Field Based Practicum (observation programme at school related to B.Ed. practicum), Education Trip, Co-Curricular Activities, Instructional Session, Visit to School, Guest Lecture, Christmas Celebration, Human Rights Day
January	Educational Work Shop a New Year Day, Swami Vivekananda's Birthday Celebration, Education Work Shop on Action Research, Class Teat, Republic Day Celebration
February	Annual Meet, Vasant Panchami Celebration, Internal Exam, Faculty Meeting, Online Submission on Examination Form, University Examination
March	Instructional Education Session, Co-Curricular Activities, Content Enrichment, Orientation of EPC
April	Faculty Meeting, Content Enrichment, Earth Day
May	Rabindranath Tagore's Birthday, Instructional Session, Faculty Meeting

Academic Calander

Session -2022-2023

Month	Particular
July	Admission, Orientation to EPC, Instructional Session, Faculty Meeting, Nature Conservation Day
August	Orientation to Two Year B.Ed. Course, Content Enrichment, EPC practicum, Independence Day Celebration, Essay Competition, Sad Bhavna Divas, Guest Lecture
September	Content Enrichment/ Instruction Session, EPC Practicum, Faculty Development Programme, Teacher's Day Celebration, Community Work, Ganesh Chaturthi Celebration, Faculty Meeting, Hindi Divas, Farewell, Tree Plantation Occasion of Mr. pm Birthday
October	Clean India Awareness Campaign, Instructional Session, Guest lecture, Orientation to Field Based Activities, Instructional Session, Dussehra, Co-Curriculum Activates, Faculty Development Programme, Women Crime Awareness Program, Sardar Vallabhbhai Patel Jayanti, Diwali Celebration, Diwali Vacation, Mehndi Competition, Rangoli Competition, Thali Competition, Envelop Making, Painting Competition, Vanya Prani Sanrakshan Saptah
November	Guest Lecture, Feedback to Class Test, Guru Nanak Jayanti, EPC Practicum, Enrichment Session, Children's Day Celebration, Constitution Day, Art & Craft Exhibition Envelop Making, Blood Donation Campaign
December	Worlds Aids Day, Field Based Practicum (observation programme at school related to B.Ed. practicum), Education Trip, Co-Curricular Activities, Instructional Session, Visit to School, Guest Lecture, Christmas Celebration, Human Rights Day, Internal Exam
January	Educational Work Shop a New Year Day, Speech on Education Philosophy of Swami Vivekanand Birthday, Education Work Shop on Action Research, Class Teat, Republic Day Celebration, Internal Exam, Annual Function

February	Annual Meet, Vasant Panchami Celebration, Internal Exam, Faculty Meeting, Online Submission on Examination Form, University Examination,
March	Instructional Education Session, Co-Curricular Activities, Content Enrichment, Orientation of EPC
April	Faculty Meeting, Content Enrichment, Earth Day
May	Rabindranath Tagore's Birthday, Instructional Session, Faculty Meeting, Internal Exam
June	Co-Curricular Activities, Class Test, Faculty Meeting

Fourth Semester

Course/Paper	Hours per week	Total marks	Internal (Formative)	External (Summative)
Group B: Core Course				
CC 1: Gender, School & Society	6	100	25	75
2. Educational Technology & ICT	6	100	25	75
3. Creating an Inclusive School	6	100	25	75
4. Optional Course: (Any One of the Subject mentioned below)	6	100	25	75
a. Value Education				
b. Futurology in Education				
c. Health and Physical Education				
d. Guidance and Counseling in School				
e. Environmental Education				
f. Action Research				
EPC 3 : Understanding the Self	2	50	20	30
EPC 4 : Understanding of ICT (Practical)	2	50	20	30
		500	140	360

Note: Assignments & Tasks for Courses 1,2,3,4


Principal
 Maa Rewati College of Education
 Mandla (M.P.)

3. Gender equality Education : of regions and exploring the roles of the institutions (family, caste, religion, culture, media and popular culture, law and the State).

RECOMMENDED BOOK	
E0664 लिंग, विद्यालय एवं समाज	—डॉ. सविता शर्मा

CC 2. Educational Technology & ICT

Unit 1 : Fundamentals of Computer

- History and Generations of Computer
- Meaning, Definition and Characteristics of Computer
- Basic Functions of Computer—Input-Process-Output Concepts
- Anatomy of Computer
- Classification of Computers :
 1. Based on size and capacity (Micro, Mini, Mainframe and Super Computers).
 2. Based on working principle (Analog, Digital and Hybrid Computers).

Unit 2 : Computer Organization : Hardware and Software

- Input Devices : Key Board, Mouse, Scanner, Digital Camera, Mike, Digital Board
- Central Processing Unit : Arithmetic and Logic Unit, Control Unit and Memory Units.
- Memory Devices (Storage devices) :
 1. Primary memory Devices : RAM, ROM, PROM, EPROM and EEPROM.
 2. Secondary memory Devices : Hard Disk, CD-ROM, DVD, Optical Disk, Pen drive.
- Output Devices : Monitor, Printer, Plotter, Speaker
- Operating System :
 1. Needs and Functions of Operating System
 2. Types of Operating System—single user and multi user
- Programming Languages : Types of Languages—LLL and HLL
- Computer Software : System Software, Application Software and Operating System.
- Computer Virus and its prevention.

Unit 3 : Microsoft Windows (System Software)

- Introduction to MS-Windows
Elements of MS-Windows, Start Menu, Desktop, Window Accessories, Control panel, Windows Explorer.
- Application Programme : MS-OFFICE (**Application Software**)
MS-WORD, MS-EXCEL and MS-POWERPOINT.
- **Microsoft Word :**
 1. Parts of MS-Word windows, MS-Word Standard, Formatting, Drawing Toolbars.
 2. Starting MS-Word, Opening a new document, Opening old document, naming the new document, saving the document using save and save as commands.
 3. Formatting the Document
Fonts : Font style, Size, Bold, Italics, Underline, Normal, Spacing.
Paragraph : Line spacing, Paragraph spacing, Paragraph borders, Bullets, Numbered list, Shadings, Page Setup : Paper orientation, Margins and Paper Size. Alignment : Centre, Left, Right, Justified.
 4. Editing the Document
Cut, copy, paste, paste special, undo, redo, select all, find, replace, go to, page number, clear.
 5. Inserting : Frame, objects, pictures, headers, footers, page number, date and time.
 6. Tabs, Tables, Columns : Insert table, delete cells, merge cells, split cells, select row, select column, select table, table auto format, cell height and width headings, sort text and formula.
 7. Working with the Drawing Tools : Line, rectangle, ellipse, arc, style, freeform, text box, callout, format callout, fill colour, line colour, line bring to front, send to back, bring to front of text send behind text, flip vertical, rotate right, reshape.
 8. Page setting and printing the document and Mail merge.
 9. Educational based applications : Preparation of lesson plans using MS-Word.
- **Microsoft Excel :**
 1. Parts of Excel windows, Excel Standard, Formatting, Drawing Toolbars.

2. Creating a new worksheet, Opening as existing worksheet, saving the worksheet.
3. Working with worksheet, Inserting and deleting rows & columns merge cells, formulae, sorting, inserting charts.
4. Preparation of School Time Table, Marks list, Salary Bill, etc.

● **Microsoft Power Point :**

1. Parts of Power Point windows, Power Point Standard, Formatting, Drawing Toolbars.
2. Working with Text—Changing Fonts, Changing Font Size and Bold, Alignments, Moving text, etc.
3. Working with Graphics—Moving the Frames and Inserting Clip Arts, Inserting pictures, Inserting New Slide, Organisation of Charts, Tables, Designing Templates, Master Slide, Colour box, etc.
4. Presentation of Slides—Saving Slides, Auto Content Wizard Slide Show, Animation, etc.
5. Educational based application, use of the Power Point.

Unit 4 : Applications Information and Communication Technology in Education

- Introduction to ICT : Meaning, Need and importance of ICT.
- Introduction to Multi media :
 1. Meaning of Multi media
 2. Scope of Multi media
 3. Components of Multi media
 4. Pre-requisites of Multimedia PC
 5. Graphic Effects and Techniques
 6. Sound and Music
 7. Uses of Multi media for teaching
 8. Developing a lesson plan using a multi media package
- Introduction to Internet
 1. Meaning of Internet
 2. Characteristics of Internet
 3. Uses of Internet
 4. Educational based applications of Internet
- Computer Application in Education
 1. Computer Assisted Instruction : Concept, Characteristics, Modes, Merits and demerits.

Organizing field visits

To educate students about the ongoing conditions of the society .collegeorganize conditions of the society. college organize fields trips ,students are made to visit schools in rural and slum areas, also a visit is made to river areas to make them aware about natural eco system. These visits give them a chance to take a break from monotonous routine schedule and explore their inner abilities and potentials.

Collecting outreach /out of classroom activities

To make the students aware about the school environment the college organize two week pre internship the school exposure program me carried out in local/nearby school such as government private,urban,rural.under this activity teachers encourage activities learning and active participation among students. This activity also developed service mindedness amongst students.

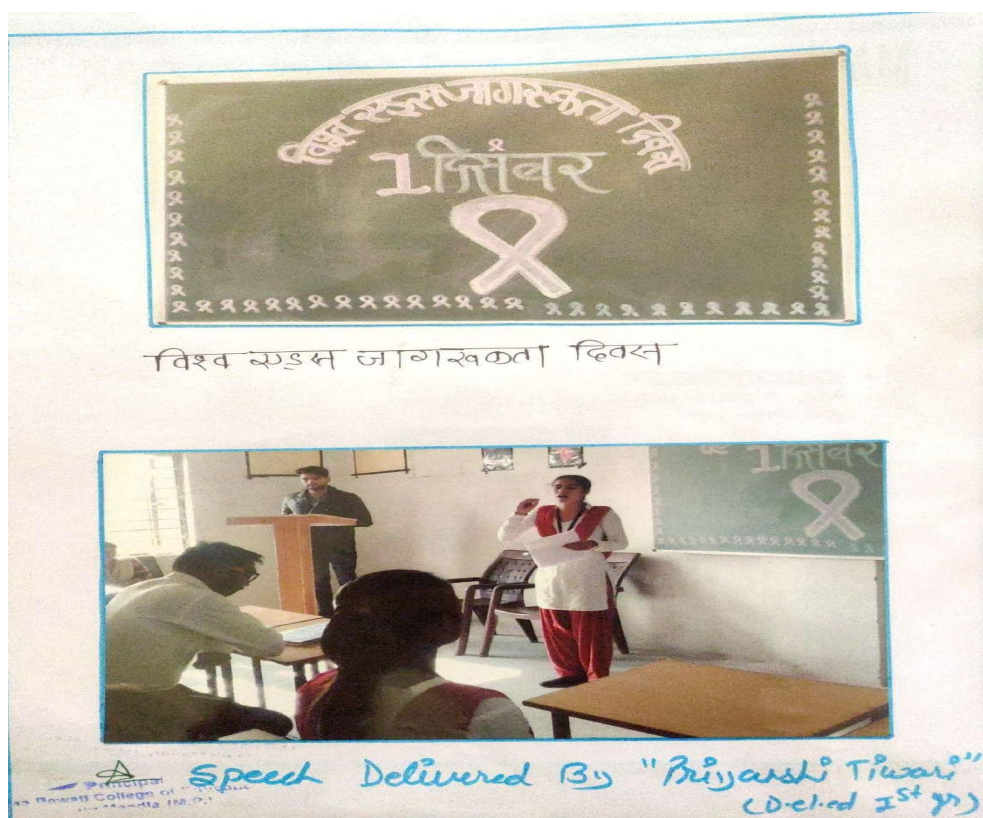
Community engagements

In order to sensitize and educate students about the ongoing conditions of the community. College organize field visit to community service institution like old age home, special child, etc it enhance their knowledge about issues in their community and willingness to become lifelong volunteers within their their community these visits develop empathy and kindness among students.

Activities

1. **Aids Day**
2. **Votting Awerness Program**
3. **Van Mahotsav**

Community Engagement Documentary Evidence



Teaching aid materials

