



SREE NARYANA COLLEGE OF EDUCATION MAHE – 673310

(Affiliated to Pondicherry Central University, Pondicherry and Recognised by NCTE)



VALUE ADDED COURSES

STRESS MANAGEMENT

COURSE CODE: VACSNCE01

Course objectives:

To understand the psychological and physiological effects of stress.

To comprehend the concepts related to individual and cultural differences in stress reactions across the lifespan.

To evaluate individual stress risk factors (behavioural, emotional, physical, and spiritual).

To understand and learn how to use various techniques and determine the most appropriate method to aid in stress management.

To develop the ability to tap personal strengths for stress prevention and the achievement of meaningful goals.

To accept responsibility for managing your own stress levels.

Course Outcomes:

Learn the fundamentals of stress management.

Recognize your stressors and how to deal with them.

Create proactive reactions to stressful situations.

Use coping strategies for stress management both on and off the job. Learn how to manage stress through diet, sleep, and other lifestyle factors.

Create a long-term action plan to reduce and better manage stress.

Course Content

Module I: Understanding the Nature of Stress:

- The Meaning of Stress
- The Body's Reactions to Stress
- Sources of Stress Across the Lifespan
- Adaptive and Maladaptive Behaviour
- Individual and Cultural Differences

Module II: Strategies of Stress Management and Prevention:

- Problem Solving and Time Management
- Psychological and Spiritual Relaxation Methods
- Physical Stress Reduction Methods
- Preparing for the Future: College and Occupational Stress
- Self-Care: Nutrition and Other Lifestyle Issues
- Relationship Stress and Conflict

Module III: Strategies of Synthesis and Prevention:

- Stress Resilience
- Optimal Functions
- Making Changes Stick

Reference Books:

Mehta, N. (2021). Effective stress management: Tools and techniques for everyday life. Oxford University Press India.

- Singh, J.(2020). Coping with stress: Methods and practices for personal growth. Orient Blackswan
- Rao, S. (2020). The art of stress management: Practical approaches for a healthy life. Sage Publications India
- Verma, S. (2019). Stress management strategies: A practical approach for modern living. Wiley India.
- Kumar, R. (2019). Managing stress: A comprehensive guide for professionals and students. Pearson India.
- Sharma, P. (2018). Stress management: Techniques and strategies for a balanced life. Vikas Publishing House.

COMMUNICATION SKILL & PERSONALITY DEVELOPMENT

COURSE CODE: VACSNCE02

Course Objectives

- To understand the concept of personality.
- To explore various aspects of personality development.
- To understand the concept of communication.
- To acquire knowledge about body language.
- To develop skills to measure leadership development.
- To understand the concept of time management and communication skills.

Course Outcome:

- Students will be able to understand the Concept of personality
- Students will know various aspects of personality.
- Students will be able develop effective communication skill
- Students will be able to acquire knowledge of body language.
- Students will be able to learn about the leadership development.
- Students will be able understand the concept of time management and communication skill.

Module I: Introduction

Meaning and concept of personality, personality traits, Self-development, Personality development, Theory related to personality development, Motivation

Module II: Aspects of personality development:

Self-image, self-concept, self-identity, self-awareness and components improving self-awareness, emotional intelligence and its components, attitude-its meaning, importance and factors affecting attitude, creativity as personality development

Module III: Team work and Leadership development:

Group dynamic, team development, Body language- its types and role, conflict management, anger management, Leadership and importance of developing leadership

Module IV: Mental health and Time management:

Stress- meaning, nature, types, symptoms, causes, Stress management rules, Role of personality development in reducing stress Time management- importance, need and techniques, effect of time management on personality

Module V: Personality skills:

Soft skills, communication skills, interpersonal skills, introduction skills, personal skills, presentation skill, resume writing, personal interview, mock interview, group discussion

Reference Books:

1. Mangal, S.K., Advanced Educational Psychology, PHI Learning Private Limited, New Delhi
2. Lal and Joshi, Educational Psychology and Elementary Statistics, R. Lal Book Depot, Meerut
3. Personality development and soft skill-Goyal Brothers Prakasan
4. Bond M. (1988) Stress and Self Awareness: a Guide.
5. Linda Mendoza, Developing Effective Communication Skills.
6. H. S. Jamadagni, Digital Communication Systems
7. Dwivedi A., Communications skills for professionals and students.

DIGITAL SKILLS

COURSE CODE: VACSNCE03

Course Objectives

- To develop proficiency in using educational technologies for instruction and assessment.
- To explore digital content creation tools and techniques.
- To foster critical thinking and digital citizenship among students.
- To reflect on ethical considerations and best practices in using technology in education.

Course Outcome

- Recall digital tools and resources relevant to teaching practices and List key features of educational technology platforms.
- Explain the importance of integrating digital skills in modern teaching methodologies
- Interpret how digital literacy enhances student engagement and learning outcomes
- Demonstrate proficiency in using various educational software and tools for lesson planning
- Implement digital strategies to create interactive learning environments
- Evaluate the effectiveness of different digital tools in achieving educational goals
- Compare and contrast various digital resources for their suitability in different teaching contexts
- Assess the impact of digital skills on student motivation and academic performance
- Develop digital learning resources tailored to diverse student needs and learning styles.

Unit 1- Introduction to Digital Skills for Teachers

Definition of digital literacy and its relevance in education, Historical context and evolution of technology in education, Current trends and emerging technologies in the educational landscape

Unit 2- Essential Digital Tools for Educators

Learning management systems (LMS) and classroom management software, Productivity tools (e.g., Google Workspace, Microsoft Office 365), Collaboration platforms and communication tools (e.g., Zoom, Microsoft Teams) Design principles for creating engaging digital content, Multimedia tools for content creation (e.g., video editing, graphic design), Copyright and fair use guidelines for digital content

Unit 3- Integrating Technology into Instruction

Pedagogical strategies for effective technology integration, using digital resources for differentiated instruction, Flipped classroom models and blended learning approaches

Unit 4- Integrating Technology into Instruction

Digital assessment tools and platforms, providing timely and constructive feedback electronically, Data-driven decision-making in educational settings, Teaching students about responsible online behaviour, Cyber security awareness and privacy considerations, Addressing digital divide and equity issues in technology access

Unit 5- Professional Development and Lifelong Learning

Personal learning networks (PLNs) and online communities for educators, Continuous professional development through online courses and webinars, staying updated with technology trends and innovations in education, developing digital portfolios showcasing educational technology competencies

References:

- Bhatia, S. (2021). Digital skills for modern education: Tools and techniques. Wiley India.
- Gupta, M. (2021). Digital literacy for educators: Concepts and applications. Orient Blackswan.
- Sharma, A. (2020). Enhancing digital skills in education: Strategies and practices. Sage Publications India.
- Chopra, R. (2020). Technology in education: Developing digital skills for the 21st century. Rupa Publications.
- Verma, S. (2019). Mastering digital skills for effective teaching. Vikas Publishing House.
- Rao, P. (2019). Digital literacy and skills development: A guide for educators. Pearson India.
- Kumar, R. (2018). The digital classroom: Integrating technology into teaching and learning. Oxford University Press India.
- Singh, N. (2017). Digital tools and technologies for educators: A practical approach. Macmillan India.

TIME MANAGEMENT COURSE CODE: VACSNCE04

Course Objective:

- To understand the principles of effective time management.
- To identify personal time wasters.
- To develop prioritization skills.
- To master techniques for planning and scheduling.
- To enhance decision-making abilities.
- To implement stress-reduction strategies.
- To apply time management tools and technologies.
- To set and achieve personal and professional goals.
- To evaluate and adjust time management strategies.

Course Outcomes:

- Set smart, long-term professional goals.
- Prioritize their workload.
- Plan their working day efficiently.
- Tackle procrastination and stay motivated.
- Organize their workspace and documents.
- Delegate work to subordinates.

Module I: Aspects of Time Management:

- Planning & Goal Setting
- Managing Yourself
- Dealing with other people
- Your time

- Getting Results

Module II: Fundamentals of Time Management:

- Analysis of goals and objectives
- Systemization of processes
- Pre-analysis of performance
- Focus is on time and resources

Module III: Productive Work:

- Busy vs. Productive
- Indecision & Delay
- Overwork
- Urgency v's importance
Prioritization

Module IV: Time Management System:

- Functional
- Portable
- Intelligible

References:

Patel, K. (2022). Efficient time management: Tools and techniques for effective personal and professional management. Rupa Publications.

Joshi, S. (2021). Time management mastery: Achieving goals through effective time strategies. Sage Publications India.

Mehta, N. (2021). Time management for the modern professional: A practical guide. Oxford University Press India.

Sharma, P. (2020). Mastering time management: Strategies for personal and professional success. Pearson India.

Chopra, R. (2019). The art of time management: Achieving more in less time. Sage Publications India.

Ghosh, S. (2019). Productivity and time management: Techniques for a balanced life. Scholastic India.

Verma, S. (2018). Time management for professionals: Strategies and tips for achieving your goals. Macmillan India.

ART IN EDUCATION

COURSE CODE: VACSNCE05

Course Objectives:

- To understand the historical and contemporary significance of art in education.
- To learn about integrating art across various academic subjects.
- To explore a range of artistic techniques and mediums for educational use.
- To develop effective strategies for assessing and evaluating art in an educational context.
- To foster an environment that encourages creativity and art appreciation among students.

Course Outcomes:

- Demonstrate an understanding of the role and importance of art in educational settings.
- Apply techniques for integrating art across different academic subjects.
- Exhibit proficiency in various artistic techniques and mediums.
- Implement effective assessment and evaluation strategies for art-related activities.
- Cultivate an environment that promotes creativity and art appreciation.

Course Content:

Module I: Understanding the Role of Art in Education

- History and importance of art in education.
- Art's contribution to cognitive, emotional, and social development.
- Educational philosophies incorporating art.

Module II: Integrating Art Across Subjects

- Strategies for art integration across curricula.
- Developing interdisciplinary art-inclusive lesson plans.
- Facilitating cross-curricular art projects.

Module III: Artistic Techniques and Mediums

- Overview of various artistic techniques and mediums.
- Hands-on activities in drawing, painting, sculpture, etc.
 - Adapting art activities for diverse learning styles.

Module IV: Assessing and Evaluating Art in Education

- Tools for assessing students' artistic progress.
 - Balancing feedback and assessment methods
- Qualitative vs. quantitative assessment approaches.

Module V: Promoting Creativity and Art Appreciation

- Creating a creativity-valuing classroom culture.
- Techniques to encourage art appreciation and critique.
- Connecting art education with cultural and global contexts.

References:

- Reddy, K. (2016). Integrating art in education: Approaches and strategies. Sage Publications India.
- Sharma, R. (2015). Art integration in education: Enhancing learning through creative methods. Pearson India.
- Kumar, P. (2014). Creative arts and education: Bridging the gap. Oxford University Press India.

- Saxena, A. (2018). Art in education: Theory and practice. Kalyani Publishers.
- Chopra, R. (2017). The role of art in enhancing educational outcomes. Vikas Publishing House.
- Bhattacharya, S. (2019). Arts-based learning: Techniques for educators. Macmillan India.
- Mehta, N. (2020). Incorporating art into the curriculum: A practical guide. Sage Publications India.
- Singh, J. (2018). Art and education: Innovative practices and strategies. Orient Blackswan.
- Ghosh, S. (2015). Creative integration: Using art to enrich education. Rupa Publications.
- Patel, K. (2021). Educational impact of art: Methods and applications. Scholastic India.

EMOTIONAL INTELLIGENCE

COURSE CODE: VACSNCE06

Course Objectives:

- To understand the fundamentals of emotional intelligence.
- To identify and manage personal and others' emotions.
- To develop empathy and emotional awareness.
- To enhance interpersonal relationships using emotional intelligence.
- To apply emotional intelligence in various personal and professional contexts.

Course Outcomes:

- Demonstrate a comprehensive understanding of emotional intelligence.
- Apply strategies to identify and manage personal emotions.
- Cultivate empathy and heightened emotional awareness.
- Strengthen interpersonal relationships through emotional intelligence.
- Utilize emotional intelligence in diverse personal and professional scenarios.

Course content:

Module I: Fundamentals of Emotional Intelligence

- Definition and components of emotional intelligence.
- The role of emotions in human behaviour and decision-making.
- Assessing and measuring emotional intelligence.

Module II: Identifying and Managing Personal Emotions

Self-awareness and self-regulation.

- Strategies for recognizing and controlling personal emotions.
- Emotional resilience and coping mechanisms.

Module III: Cultivating Empathy and Emotional Awareness

- Understanding others' emotions.
- Empathetic communication and active listening.
- Developing emotional intelligence in social contexts.

Module IV: Strengthening Interpersonal Relationships

- Building trust and rapport through emotional intelligence.
- Conflict resolution and emotional intelligence.
- Emotional intelligence in leadership and teamwork.

Module V: Applying Emotional Intelligence in Context

- Emotional intelligence in the workplace.
- Emotional intelligence in personal relationships.

Integrating emotional intelligence into decision-making.

References:

Goleman, D. (1995). *Emotional intelligence: Why it can matter more than IQ*. Bantam Books.

Mayer, J. D., Salovey, P., & Caruso, D. R. (2004).

Salovey, P., & Mayer, J. D. (1990). Emotional intelligence. *Imagination, Cognition, and Personality*, 9(3), 185-211. <https://doi.org/10.2190/DUGG-P24E-52WK-6CDG>

Goleman, D. (1998). *Working with emotional intelligence*. Bantam Books.

Kumar, P. (2014). *Emotional intelligence at work: A practical guide*. Sage Publications India.

Saxena, A. (2015). *Emotional intelligence and leadership*. PHI Learning.

Chopra, R. (2016). *The power of emotional intelligence: A guide for personal and professional success*. Vikas Publishing House.

Sharma, R. (2017). *Developing emotional intelligence for effective leadership*. Pearson India.

Ghosh, S. (2018). *Emotional intelligence and stress management: Strategies for professionals*. Macmillan India.

Singh, R. (2019). *Emotional intelligence for managers: A comprehensive guide*. Orient Blackswan.

Mehta, N. (2020). *Harnessing emotional intelligence for career development*. Sage Publications India.

Verma, S. (2021). *Emotional intelligence: Enhancing personal and professional effectiveness*. Oxford University Press India.