

## SEMESTER - IV

### CPS 2d – Part IV - PEDAGOGY OF ENGLISH

**Credits: 2**

**Internal: 20 marks**

**Hours/Week: Theory-2hrs Practical - 3hrs**

**External: 30 marks**

**Total: 50 marks**

#### **Objectives**

**At the end of the course the student teachers will be able to:**

- identify the skills needed to organize various co-curricular activities;
- implement the required traits for effective classroom management;
- state the norms of developing a good school plant and realize the need for maintaining various school records and registers.

#### **Unit I: Teacher of English and Organization of Co-curricular Activities**

Qualities of teachers of English-Role of teachers of English- Meaning of the term Co-curricular activities- Importance of Co-curricular activities-Guiding Principles for the organization of co-curricular activities-Variou co-curricular activities related to teaching of English: Essay, Elocution, Debate and Drama.

#### **Unit II: Classroom Management**

Defining Classroom Management- Teacher as an Effective classroom manager- Managing the learning environment- Managing Instruction- Inappropriate Behaviour and discipline: Responding to persistent misbehaviour, serious misbehaviour, bullies and bullying- Conflict Resolution- Legal dimensions of classroom management.

#### **Unit III: The School Plant**

Concept of School plant-The School plant Building-Principles of School Plant Building- Design of the school- Classrooms in School Plant-Special Rooms: Library and Reading Rooms, Assembly Hall, Science Laboratories, Science Rooms, Art Rooms, Workshops and Sheds, Medical Room, Office for the School Counsellor, Cafeteria, The Administrative Suite, The Office Room, Store Room and Storage and Supply Rooms- The Hostel- The Teachers' Quarters- The Museum- The School Play Grounds-Sanitation- Lighting-School Furniture-

The Ideal Campus-Maintenance of the school plant- School Plant Utilization- Functions of the School Office: Records, Registers.

**Suggested references:**

- ❖ Bhatia, R.L., and Ahuja, B.N. (2009). *School Organisation and Management*. New Delhi: Surjeet Publications.
- ❖ Chaube, S.P., and Chaube, A. (2007). *School Organisation*. New Delhi: Vikas Publishing House Pvt. Ltd.
- ❖ Dash, B.N. (2008). *School Organisation Administration and Management*. Hyderabad: Neelkamal Publications Pvt. Ltd.
- ❖ Gill, S. (2014). *Educational Administration and Organisation Management*. New Delhi: Saurabh Publishing House.
- ❖ Kochhar, S.K. (2006). *Secondary School Administration*. New Delhi: Sterling Publishers Private Limited.
- ❖ Krishnamacharyulu, V. (2008). *Classroom Dynamics*. Hyderabad: Neelkamal Publications Pvt. Ltd.
- ❖ Mangal, S.K., and Mangal, Uma. (2011). *Essentials of Educational Technology*. New Delhi: PHI Learning private Limited.
- ❖ Mishra, R.C. (2012). *Classroom Administration*. New Delhi: APH Publishing Corporation.
- ❖ Mishra, R.C. (2012). *Classroom Management*. New Delhi: APH Publishing Corporation.
- ❖ Mohan, Aruna.G. (2010). *Understanding the learner and Classroom Management*. Hyderabad: Neelkamal Publications Pvt. Ltd.
- ❖ Mohanty, Jagannath. (2005). *Educational Management Supervision School Organisation*. Hyderabad: Neelkamal Publications Pvt. Ltd.
- ❖ Nayak, K.C. (2011). *School Organization and Administration*. New Delhi: Saurabh Publishing House.
- ❖ Savage, Tom V., and Savage, Marsha V. (2010). *Successful Classroom Management and Discipline- Teaching self-control and responsibility*. Washington DC: Sage Publications.
- ❖ Sharma, Madhulika. (2013). *Education Management, Curriculum Development and Teaching Techniques*. New Delhi: Kanishka Publishers.

- ❖ Sidhu, Kulbir Singh. (2005). *School Organisation and Administration*. New Delhi: Sterling Publishers Private Limited.
- ❖ Singh, Amarjit (Ed). (2012). *Classroom Management*. New Delhi: Kanishka Publishers.

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