NIRMALA MEMORIAL FOUNDATION
COLLEGE OF EDUCATION
AFFLIATED TO UNIVERSITY OF MUMBAI
ACCREDITED BY NAAC WITH B+ (1ST CYCLE)
D.S. Road, Asha Nagar, Thakur Complex, Kandivali (East), Mumbai-400101. Tel: 022-6943 6400

Courses Content and Brouchers

Course Content
Stress management
Course Code VAC-1

Module 1: Introduction to Stress and Its Impact (5 hours)

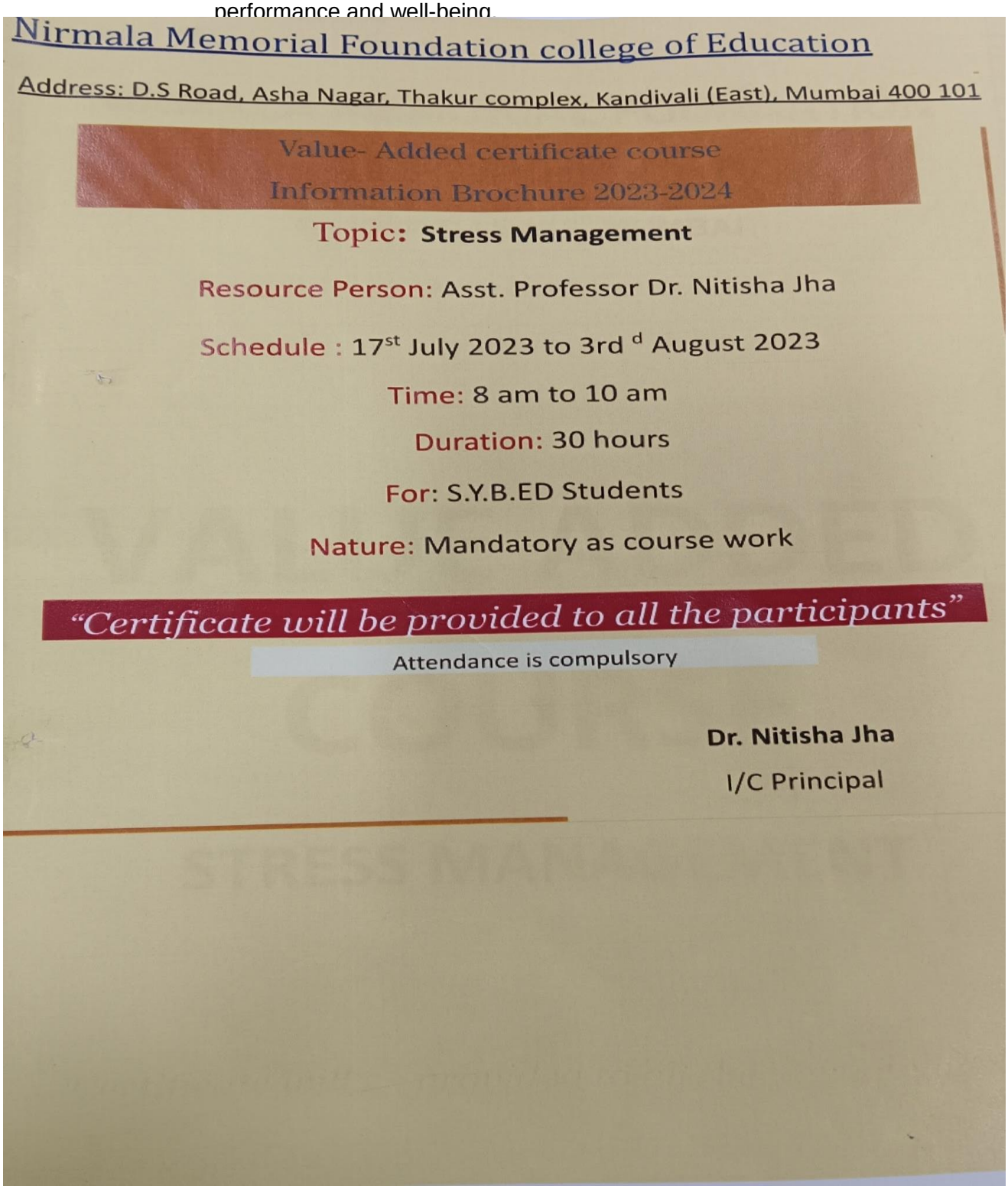
1. **Lecture (2 hours)**:
   - **Introduction to Stress**: Definition, types of stress (Eustress vs. Distress), and understanding the stress response.
   - **Sources of Stress**: Academic pressures, workload, societal expectations, personal issues, and classroom challenges.
   - **Physical, Mental, and Emotional Effects of Stress**: How stress affects overall health and well-being.
2. **Group Discussion (1 hour)**:
   - Share personal experiences of stress, focusing on stressors in the education context.
3. **Self-Reflection Activity (1 hour)**:
   - Identifying personal stressors and analyzing how they affect behavior, emotions, and performance in daily life.
4. **Practical Exercise (1 hour)**:
   - Basic relaxation techniques (e.g., deep breathing exercises).

Module 2: Understanding Stress in the Teaching Profession (5 hours)

1. **Lecture (2 hours)**:
   - **Teacher-Specific Stressors**: Classroom management, grading workload, dealing with diverse learners, parental expectations, and personal work-life balance.

- **Impact of Stress on Teaching Practice**: How stress affects a teacher's

performance and well-being



Nirmala Memorial Foundation college of Education

Address: D.S Road, Asha Nagar, Thakur complex, Kandivali (East), Mumbai 400 101

Value- Added certificate course
Information Brochure 2023-2024

Topic: **Stress Management**

Resource Person: Asst. Professor Dr. Nitisha Jha

Schedule : 17st July 2023 to 3rd d August 2023

Time: 8 am to 10 am

Duration: 30 hours

For: S.Y.B.ED Students

Nature: Mandatory as course work

"Certificate will be provided to all the participants"

Attendance is compulsory

Dr. Nitisha Jha
I/C Principal

2. **Case Study Discussion (1.5 hours)**:
    - Analyze real-life cases of teacher burnout and its consequences on both personal and professional levels.
3. **Group Activity (1 hour)**:
    - Students discuss and identify anticipated stressors in their future teaching careers, followed by group brainstorming of potential coping strategies.
4. **Relaxation Practice (30 minutes)**:
    - Progressive muscle relaxation or guided imagery for stress relief.

Module 3: Stress Management Techniques for Daily Practice (5 hours)

1. **Lecture (2 hours)**:
    - **Time Management Skills**: Prioritizing tasks, setting achievable goals, managing workload.
    - **Physical Health and Stress**: The connection between exercise, physical activity, and stress reduction.
    - **Sleep Hygiene**: The importance of good sleep and its role in stress management.
2. **Practical Activity (1 hour)**:
    - Students work in groups to create a personal time management plan to balance academic, teaching practice, and personal life.
3. **Relaxation Techniques (1 hour)**:
    - Practice a variety of stress management techniques (e.g., deep breathing, visualization, mindfulness).
4. **Discussion (1 hour)**:
    - Share experiences on maintaining work-life balance and discuss barriers to achieving this balance.

Module 4: Emotional and Cognitive Approaches to Stress Management (5 hours)

1. **Lecture (2 hours)**:
    - **Cognitive Behavioral Techniques (CBT)**: Reframing negative thought patterns, replacing them with positive thinking.
    - **Emotional Intelligence**: Understanding, managing, and expressing emotions effectively in a teaching environment.
2. **Practical Activity (1 hour)**:

- **Mindfulness Practice**: Guided mindfulness exercises to improve emotional regulation and reduce stress.

3. **Group Discussion (1 hour)**:
   - **Managing Emotions in Teaching**: Discussing potential emotional triggers in the classroom and proposing strategies to handle them.
4. **Gratitude Practice (30 minutes)**:
   - Introduction to gratitude journaling as a technique for shifting focus away from stress and promoting positive emotions.
5. **Reflection (30 minutes)**:
   - Reflect on personal emotional triggers and how emotional intelligence can be applied in teaching.

Module 5: Building Resilience and Long-Term Stress Management (5 hours)

1. **Lecture (2 hours)**:
   - **Building Resilience**: Developing mental and emotional resilience for handling difficult situations in teaching.
   - **The Role of a Support System**: Peers, mentors, colleagues, and family in stress management.
2. **Group Discussion (1 hour)**:
   - **Work-Life Balance**: Discuss ways to maintain balance between professional and personal responsibilities, and set realistic expectations for self-care.
3. **Resilience Practice (1 hour)**:
   - Developing a personal resilience plan that includes strategies to manage stress effectively over the long term.
4. **Mindfulness & Meditation (1 hour)**:
   - Practice meditation or mindfulness techniques designed for long-term stress reduction.

Module 6: Preventing Burnout and Promoting Well-being (5 hours)

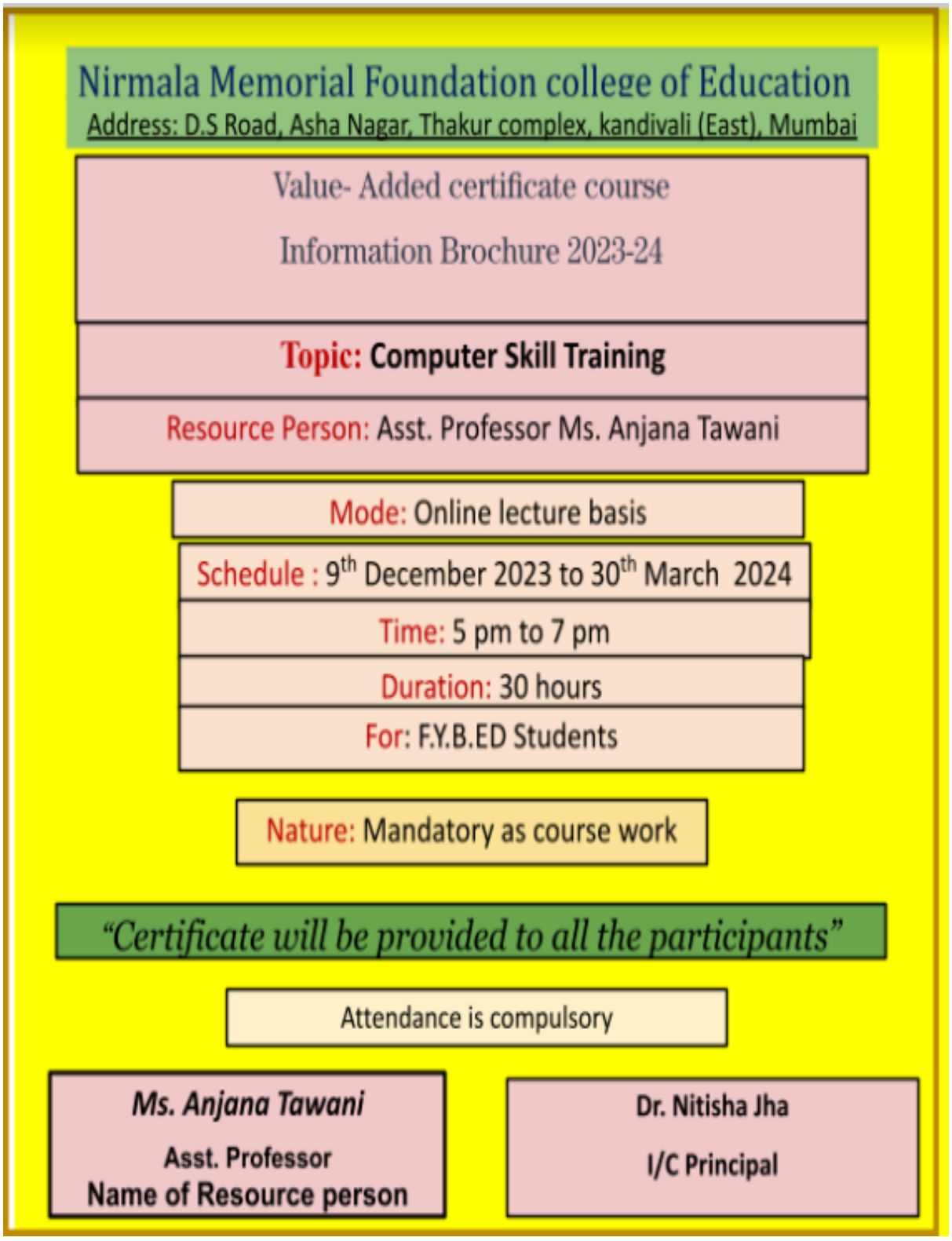
1. **Lecture (2 hours)**:
   - **Recognizing Burnout**: Symptoms, causes, and early warning signs of burnout.
   - **Preventing Burnout**: The importance of self-care, professional boundaries, and continuous professional development.

2. **Group Activity (1 hour)**:
    - **Role-Playing Burnout Scenarios**: Role-play sessions where students practice dealing with common classroom stressors and recognizing early signs of burnout in themselves and others.
3. **Self-Compassion Practice (1 hour)**:
    - Exercises focusing on cultivating self-compassion and positive self-talk to cope with stress.
4. **Class Discussion (1 hour)**:
    - **Growth Mindset**: How adopting a growth mindset can help manage stress, avoid burnout, and improve long-term well-being.

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Computer Skills Training for B.Ed. Students

Course Code VAC-1

Course Overview:

This 30-hour course is aimed at B.Ed. students to provide foundational computer skills needed for teaching and learning. It covers essential productivity tools, integration of technology in the classroom, and digital content creation. Through hands-on practice, students will develop the ability to incorporate digital tools into lesson planning, delivery, and assessment.

Course Duration: 30 hours (Theory: 12 hours, Practical: 18 hours)

Module 1: Basics of Computers and Operating Systems

Duration: 4 hours (Theory: 2 hours, Practical: 2 hours)

- **Unit 1.1**: Introduction to Computer Hardware and Software
  - Basic components: CPU, RAM, storage, input/output devices
  - Types of software: Operating systems, applications
- **Unit 1.2**: Operating Systems (Windows/Linux/macOS)
  - Managing files and folders
  - Basic system settings and troubleshooting
- **Unit 1.3**: Internet and Online Safety
  - Web browsing basics
  - Email management (creating and organizing email accounts)
  - Internet security and protecting personal information

Module 2: Productivity Tools for Educators

Duration: 10 hours (Theory: 4 hours, Practical: 6 hours)

- **Unit 2.1**: Word Processing with MS Word/Google Docs
  - Document formatting: headers, footers, lists, and page layouts
  - Creating educational documents: lesson plans, reports, and newsletters
- **Unit 2.2**: Spreadsheets with MS Excel/Google Sheets
  - Managing grades, attendance, and student data
  - Basic functions and formulas (SUM, AVERAGE, IF)
  - Creating simple charts and graphs for data representation
- **Unit 2.3**: Presentation Tools with MS PowerPoint/Google Slides
  - Creating engaging educational presentations
  - Using templates, adding multimedia (images, videos)
  - Best practices for visual communication in teaching

Module 3: Digital Teaching Tools and Classroom Management

Duration: 8 hours (Theory: 3 hours, Practical: 5 hours)

- **Unit 3.1**: Learning Management Systems (LMS)
  - Introduction to Google Classroom/Moodle
  - Creating and managing virtual classrooms
  - Assignments, quizzes, and grading online
- **Unit 3.2**: Online Teaching and Collaboration Tools
  - Conducting classes with Zoom/Google Meet/Microsoft Teams
  - Features like screen sharing, whiteboards, and breakout rooms
  - Tools for asynchronous learning (Google Drive, Dropbox)

Module 4: Digital Content Creation for Educators

Duration: 6 hours (Theory: 2 hours, Practical: 4 hours)

- **Unit 4.1**: Creating Educational Videos
  - Basics of video creation using tools like Screencast-O-Matic, Loom
  - Editing videos for classroom use
  - Best practices for video lessons
- **Unit 4.2**: Designing Infographics and Digital Posters
  - Using tools like Canva or Piktochart
  - Designing simple infographics and posters for visual learning
  - Incorporating graphics in classroom presentations

Module 5: Assessment Tools and Digital Evaluation

Duration: 2 hours (Theory: 1 hour, Practical: 1 hour)

- **Unit 5.1**: Digital Assessment Platforms
  - Creating quizzes with Google Forms, Kahoot, and Quizizz
  - Auto-grading and generating feedback
  - Analyzing student performance through digital data

Module 6: Emerging Educational Technologies

Duration: 2 hours (Theory: 2 hours)

- **Unit 6.1**: Introduction to Artificial Intelligence in Education
  - AI tools for personalized learning
  - AI-powered teaching assistants and chatbots
- **Unit 6.2**: Gamification and Virtual Reality (VR)
  - Gamification in education: concepts and examples
  - Overview of VR-based educational tools

Module 7: Ethical Use of Technology in Education

Duration: 2 hours (Theory: 2 hours)

- **Unit 7.1**: Digital Citizenship
  - Teaching students about responsible use of technology
  - Understanding online behavior, intellectual property, and plagiarism
- **Unit 7.2**: Addressing Ethical Issues
  - Managing screen time and promoting balance
  - Cyberbullying and online safety in educational contexts

Evaluation and Assessment:

- **Practical Assignments**: 50% (Developing presentations, digital lesson plans, quizzes)
- **Final Project**: 30% (Create a digital classroom or educational resource)
- **Class Participation**: 10%
- **Written Test**: 10% (Covering theoretical aspects of technology in education)

Learning Outcomes:

By the end of the course, students will:

1. Master basic computer operations and productivity tools.
2. Utilize digital tools to enhance teaching and learning processes.
3. Create and manage online classrooms and virtual learning environments.
4. Design and implement engaging multimedia content for education.
5. Understand ethical considerations of using technology in the classroom.