

B-202: SCHOOL ORGANISATION AND MANAGEMENT

Internal Assessment: 30 marks

External Assessment: 70 marks

Note: The Question paper is divided into four sections. Section-A contains Multiple Choice Objective questions of one mark each. Section-B contains Very Short Answer questions of 2 marks each, Section-C contains Short Answer questions of four marks each and Section-D contains Long Answer questions of 15 marks each. Attempt all questions of Section-A and Section-B, any five questions out of seven from Section-C and two questions out of four from Section-D. Answer of very short answer questions (section-B) should be maximum of 25 words only. Answer of short answer questions (section-C) should not exceed 150 words.

Objectives:

The Pupil teacher will be able:

- To understand the terms –organization, administration and management.
- To understand the meaning, purpose and characteristics of school as an organization.
- To identify the educational structure in India.
- To acquaint with the innovations in classroom management.

Course Content

Unit I: SCHOOL AS AN ORGANIZATION

- Concept of Management and Administration.
- Organization: Meaning, Purpose & Characteristics.
- Types of School Boards: CBSE, ICSE, IB, State Board of Uttarakhand.
- School Accreditation: Need & Criteria.

Unit II: EDUCATIONAL STRUCTURE IN INDIA

- Structure & function at different levels: Center, State, District, University level.
- Functions of Apex bodies at Center level: CABE, NCERT, NUEPA, UGC, NCTE, KVS, NVS, IGNOU.
- Functions of Apex bodies at State level: SCERT, DIET, SRC.
- Decentralization of Education with reference to the role & functions of PRI's.

Unit III: MANAGEMENT OF SCHOOL EDUCATION

- Management Process: Planning, Organization, Directing & Controlling.
- Concept of Skills, Characteristics & Types of Managerial Skills.
- Key responsibility areas of Principal & teacher (s).

Unit IV: INNOVATIONS IN CLASSROOM MANAGEMENT

- Classroom as a subsystem of school system.
- Classroom without boundaries.
- Open & virtual classrooms.
- Constructivist classroom.

Practicum

- Study the different management functions in schools.
- Survey/ Case study of Apex bodies at State/District level etc.
- Unit test/Assignments.
- Study the role & functions of school principal.
- Formalities inside a virtual classroom.

Books Recommended:

1. Agarwal, J.C.: Educational Administration, Management & Supervision, Aryov Book, Depot.
2. Bhatt, B.D. & Sharma, S.R: Education Administration: Kanishka Publ. house.
3. Campbell, E.: Introduction to Educational Administration.
4. Tayles, G.: The Teacher as Manager, NCERT.

