

## **THIRD SEMESTER**

**Paper 301**

**School Management**

M. Marks 80

- Unit I**      **School Management - Detailed Conceptual Clarity**  
i)      Background, Objectives, Levels and Characteristics.  
ii)      Principles, Scope and Functions of School Management.  
iii)      Constituents of Educational Management - Planning, Organizing, Controlling, Administration and Supervision.
- Unit II**      **Institutional Planning and Role of Head of the Institution**  
i)      Institutional Planning - Objectives, Characteristics, Role of Educational Administrator.  
ii)      The School Plant - Principle of Designing School Building.  
iii)      Head of the Institution - Qualities, Responsibilities and Functions
- Unit III**      **Management Related Activities in Education**  
i)      Discipline - Meaning, Significance, Objectives and Role of Teacher, Causes for indiscipline and Suggestions to overcome indiscipline.  
ii)      Time Table - Meaning, Principles, Importance, Objectives and Construction.  
iii)      School Records and Registers : Types and Need, Maintaining, School Records: Different Types of Records and Registers Viz. Teacher Diary, Cumulative Record Card, Attendance Registers of Teacher and Students, Admission & Withdrawal Register and Stock Register
- Unit IV**      **Staff Development and Control managements**  
i)      Staff Development - Meaning, Objectives & Kinds  
ii)      Teacher Behaviour - Development of teaching skills  
iii)      Control Management - Meaning, Types and Objectives, Role of Central and State Bodies - NCERT, NUEPA, SIE, DIET  
iv)      Decision Making - Meaning, Characteristics, Types & Theories.

**References :**

1.      Aggarwal, J.C. (1994) Educational Administration Management and Supervision, Principles and Practices, New Delhi.
2.      Bass C. Premila (1994) Educational Planning and Management, New Delhi : Sterling Publishers Pvt. Ltd.
3.      Bhatia, K.K. and Singh, Jaswant (2002) Principles & Practice of School Management, Ludhiana; Tandon Publications

4. Bush, Tony (1986) Theories of Educational Management, New Delhi Harper & Row Publishers.
5. Bush, Tony (2002) The Principles & Practices of Educational Management, Paul Champan Publishing, London
6. Dash. B. N. (2003) School Organization Administration and Management; Neelkamal Publications, New Delhi.
7. Devendra Thakur and D.N. Thakur (1997) Educational Planning and Administration, Deep and Deep Publications, New Delhi.
8. Sultan Mohiyuddin (1989) School Organization and Management, J.K. Book House, Residency Road, Jammu.
9. Mathur S.S. (1990) Educational Administration and Management, the Indian Publications, Ambala, Cantt.