

B-202: SCHOOL ORGANISATION AND MANAGEMENT

Objectives:

The Pupil teacher will be able:

- To understand the term's organization administration and management.
- To understand the meaning, purpose and characteristics of school as an organization.
- To identify the educational structure in India.
- To explain the role of leadership for innovation & change.

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, UNEPA, UGC, NCTE, KVS, NVS, IGNOU.
- Functions of apex bodies at state level: SCERT, DIET, SRC, CRC, BRC.
- Decentralization of Education with reference to the role & functions of PRI's.

Unit III: MANAGEMENT OF SCHOOL EDUCATION

- Management Process: Planning, Organization, Directing & Controlling.
- Managerial Skills, Concept Skills, Human Skills.
- Key responsibility areas of Principal & teacher (s).
- Leadership: concept & the content of innovation & change.

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.

- Organize one/more events.
- Study the leadership style 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.