

PAPER- III (EDN: 03)
School Management & Issues in Education
[100 Instructional Hours – 100 Marks]

Objectives:

This course will enable the student teachers to:

1. understand the basic concepts of educational management.
2. understand different components of school management.
3. realize the multifaceted role of a teacher/head teacher.
4. understand and appreciate the process of becoming an effective teacher.
5. realize the importance and goals of secondary education in india.
6. imbibe and internalize right attitudes and values with respect to issues related to equity and equality in education.
7. get a holistic view of quality in education and the agencies concerned with quality assurance.
8. develop an understanding of population concepts and the multi-dimensional nature of population education.
9. understand the concept of environmental education and the role of school in the context of sustainable development.

Course Content:

Unit-I Introduction to Educational Management **10 Hours**

- 1.1 Management, Administration and Organization - Meaning, Definition and their Inter Relationship
- 1.2 Administrative Structure of Education in India with Special Reference to Andhra Pradesh.
- 1.3 Educational Management – Concept, Definition, Aims, Scope, Functions and Characteristics.
- 1.4 Types and Principles of Educational Management and Practical Measures for Democratic School Management.

Unit-II School as an Organisation **10 Hours**

- 2.1 Meaning, Definition and Objectives of a School.
- 2.2 Resource Requirements of School. i.e., Physical, Human and Financial Resources.
- 2.3 School Organization: Meaning, Aims and Objectives
- 2.4 Schools Under Different Managements –
 - i) Government - Central, State and Local Bodies.
 - ii) Private – Aided and Unaided.
- 2.5 Detailed Study of Specific Managements -
 - i) Residential Schools Run by Social Welfare Corporations
 - ii) Navodaya Vidyalayas/ Kendriya Vidyalayas / Sainik Schools / Railway School and Public Undertaking
 - iii) National / State Open Schools

- Unit-III Head of the Organisation – Different Roles 10 Hours**
- 3.1 Qualities of an Ideal Head Master and Roles and Responsibilities
 - 3.2 Academic Aspects: Preparation of Time-Table, Planning and Organising Co-Curricular Activities, Subject Clubs, Guidance and Counseling, Supervision, Maintenance of Standards, Establishing Conducive Organizational Climate and Institutional Evaluation.
 - 3.3 Administrative Aspects: Institutional Planning, Mobilization of Resources, Preparation of Budget, Maintenance of Records and Registers, Conducting Staff Meetings.
 - 3.4 Human Resource Management: Acquisition, Development, Motivation, Maintenance.
 - 3.5 Material Resource Management: Needs Assessment, Procurement, Maintenance.
 - 3.6 Discipline Management: Need and Importance, Causes of Indiscipline and Remedial Actions.
- Unit-IV Teacher – Qualities and Competencies 10 Hours**
- 4.1 Characteristics of an Ideal Teacher.
 - 4.2 Professional Ethics and Code of Conduct and Accountability.
 - 4.3 Competencies Required Different Areas and Categories of Teaching
Competencies: Content, Contextual, Conceptual, Transactional, Curriculum, Co-curriculum, Competencies, Management and Evaluation
Competencies
 - 4.4: Teacher Commitment – Commitment towards Student, Institution, Society, Profession and Human Values
 - 4.5: Action Research: Concept, Need and Steps
- Unit-V Teacher Education 10 Hours**
- 5.1 Status and Development of Teacher Education in India.
 - 5.2 Teacher Training Programmes - pre-Service and In-Service Programmes.
 - 5.3 National / Regional : RIE's (NCERT), IASEs, CTEs and DIETS
 - 5.4 Policies and Practices in Teacher Education, NCFTE – 2009.
- Unit-VI Universalization of Secondary Education 10 Hours**
- 6.1 Constitutional Provisions, Policies and Programmes of Secondary Education.
 - 6.2 Current Status and Problems of Secondary Education – with Special Reference to
 - i. Girl Child Education
 - ii. Inclusive Education
 - iii. Vocationalization of Education
 - 6.3 Right to Education and its Implications for Universalization of Secondary Education.
- Unit-VII Equity and Equality in Education 10 Hours**
- 7.1 Gender Equity and Issues Concerned:

- i. Education for All – National and International Initiatives.
 - ii. Census, 2011: Trends in Population and Literacy Rates
 - iii. Gender Disparities: Reasons & Remedial Measures
- 7.2: Equality in Education:
- i. Meaning, Need and Importance of Equality in Education
 - ii. Constitutional Provisions on Equality of Educational Opportunities in India.
 - iii. Ways and Means of Achieving Equality in Education.

Unit-VIII Quality in Education 10 Hours

- 8.1 Quality: Meaning and Definition.
- 8.2 Tools and Techniques of Quality Control in Education / Institutional Evaluation.
- 8.3 Quality Assurance in Education – SSA and RMVM.
- 8.4 Regulatory Bodies in Quality Assurance in Education – NAAC, NCTE and Quality Council

Unit-IX Population Education 9 Hours

- 9.1 Population Education: Meaning, Nature, Scope and Significance.
- 9.2 Approaches to Population Education.
- 9.3 Causes and Consequences of Population Growth.
- 9.4 Sustainable Development and Population Growth.
- 9.5 Population Policies in India.

Unit-X Environmental Education 10 Hours

- 10.1 Environmental Education: Concept, Meaning, Definition and Aims.
- 10.2 Conservation of Environment and Sustainable Development.
- 10.3 Policies and Programmes for the Conservation of Environment.
- 10.4 Approaches of Environmental Education.
- 10.5 Role of NGOs, Schools, Teachers & Government in the Protection of Environment

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