B.Ed. Second Year

Course 201: Quality and Management of School Education

Syllabus along with Scope as suggested, Discussed in the seminar held at Adarsha Comprehensive College of Education Research, Pune on 12th July 2016.

Unit I: Fundamentals of Management and Quality Management

1. Meaning and function of Management -
   - Concept, meaning and definitions of management, need and importance of management
   - Functions of management

2. Types of Management:
   a) Time Management –
      - Concept, meaning, need and importance of time management
      - School time table-importance and types
      - Time wasters - causes and remedies
   b) Event Management –
      - Concept, steps, essential skills required and role of a teacher in event management
   c) Classroom management –
      - Concept, meaning and techniques of classroom management
      - Role of teacher in classroom management
      - Types of Discipline
      - Problems and remedies of discipline

3. Modern Theories of Management
   a) Henry Fayol -(Administrative management theory) 14 principles
b) Peter Drucker - *The theory of management by objectives* -
MBO, Process involved in MBO

4. Concept of Quality management and SWOT Analysis.
   - Meaning and definition of quality management
   - SWOT - Concept, meaning, need and importance of SWOT
     - Factors - Internal and External
     - SWOT - For institutions, teachers and students

5. TQM in Education and school Accreditation –
   - Concept, meaning, need and importance of TQM
   - Process of TQM in education
   - Role of H.M. and teacher in TQM
   - School Accreditation – concept, need, importance and criteria

Unit II: Managerial Practices: Human and Infrastructural Resources

   - Concept, process/mechanism of HRD
   - Managerial qualities/skills for successful HRD
     a) Pre-Service –
        1. Concept, objectives, need, importance, and limitations
        2. Pre-service training at different levels
     b) In-service -
        - Concept, objectives, need, importance, types

2. Role and Qualities of Human Resource -
   a) Teacher
   b) supervisor and Head Master
   c) Parents
(Duties and responsibilities)

3. Leadership:- Concept, need and styles/types of leadership
   1. Autocratic  2. Democratic  3. Delegative (concept, merits and demerits)

4. Essential Infrastructural facilities in secondary and higher secondary schools
   1. Human needs, 2. Academic needs

5. Quality Management of Infrastructural Resources-
   a) Creation
   b) Maintenance
   c) Optimum Use

Unit III: Management of Various problems at Secondary and Higher Secondary Level.

1. Wastage and stagnation
   • Concept, Causes and Remedies,

2. Crowded classes.
   • Concept
   • Problems of crowded classes
   • Remedies

3. Discipline problem in school:
   • Concept, causes of indiscipline, remedies

4. Vocationalization of Education
   Definition (concept), need, importance, problems of vocationalization, suggestions for improvement.

5. Current issues and problems at Higher Secondary Level
   • Problems of Higher Secondary Level.- Admission Process, Infrastructure, Teaching Methodologies
Unit IV : Components of School Management and Administrative setup in Education.

1. School Records- Types and its importance
   - Need and importance
   - Types of school records.

2. Co-curricular activities: Need and importance of organization of Co-curricular activities.

3. Government administrative setup and authorities.-
   - Central and State Government
   - Functions ‘Director of Education’ and ‘Education Officer Zilla Parishad’

4. Types of School Board:-
   a) S.S.C. and H.S.C.
   b) CBSE (Central Board of Secondary Education)
   c) CISCE (Council for the Indian Secondary Certificate Education) / ICSE (Indian Certificate of Secondary Examination)
   d) CIE (Cambridge International Examinations) / IGCSE (International General Certificate of Secondary Education)

Objectives, Functions, features of curriculum

5. Structure and functions of- NCERT, SCERT, NCTE

[Instruction: Matter in Italics indicate scope of the content.]