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PART - A

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Sarva Shiksha Abhiyan

Sarva Shiksha Abhiyan is government of India's flagship programme for achievement of universalization (UEE) in a time bound manner as mandated by 86th amendment to the constitution of India making free and compulsory education to the children 6-14 years age group, a fundamental right.

Principles of SSA -

- ① Holistic view of education as interpreted in the national curriculum framework 2005, with implications for systematic revamp of the entire content process of education with significant implications for curriculum
- ② Equity to mean not only equal opportunity, but also creation of conditions in which the disadvantaged sections of the society
- ③ Access, not to be confined to ensuring that a school becomes accessible to all children within specified distance, but implies an understanding of educational needs and predicament decisive intervention to bring about a basic change in the status of women
- ④ Centrality of teacher, to motivate them to innovate and create a culture in the class room, and beyond the classroom it might produce inclusive environment
- ⑤ Moral compulsion is imposed through the RTE act
- ⑥ Convergent and integrated system of educational management is pre-requisite for implementation of RTE law. all states must move in that direction as speedily as feasible

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Rashtriya Madhyamik Shiksha Abhiyan

It's a sponsored scheme of central government of the MHRD for the development of secondary education in public school throughout India. It was launched in March 2009. The implementation of scheme has started from 2009-2015 to provide conditions for an efficient growth development and equality for all.

Objectives of RMSA

- ① To improve quality of education imparted at secondary level through making all secondary schools conform to prescribed norms.
- ② To remove gender, socio economic disability barriers
- ③ Universal access to secondary education by 2017
- ④ Universal retention of students by 2020

Four major heads : ① Quality improvement : In school there was promotion of social labs, environment education, promotion of yoga, and population education

- ② ICT - Technology comprises the centrally sponsored schemes like computer education and literacy in schools and educational technology which familiarizes the student with information technology
- ③ Access and equity : RMSA not only emphasizes on providing secondary education for the special focused groups that include SC, ST and minority and ~~BSN~~ children, but it also give importance on removing discrimination in different fields of education
- ④ Integrated education for disabled children

RMSA considered the need of disabled or differentially abled children they have limitations

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Need of Continuous professional Development/CPD for teachers

CPD or CPD is a process of recording and reflecting on learning and development. the action of tracking and documenting the skills, knowledge, experience that teachers gain both formally as they teach, beyond any training. these orientations and training programmes aim to achieve certain inputs they are as follow.

- Objectives :
- ① Focused on improving and evaluating pupil outcomes, when the teachers get trained their efficiency will grow and it will lead to improve their inputs.
 - ② Equipping the prospective teachers with necessary pedagogic skills - : The main objective of teachers education is to develop skills to stimulate experience in the taught under an artificially created environment less with resources.
 - ③ Enabling teachers to acquire understanding of child psychology - : The objective is to understand the child psychology so that the teacher is able to appreciate the difficulties experienced by children so as to bring about new modes and methods of achieving the goals.
 - ④ Developing proper attitude towards teaching : One of the major objectives of teachers education or orientation is to develop proper attitude towards teaching which will result maximisation of teachers ability.
 - ⑤ Developing self confidence : this section includes adjustment with physical conditions, healthy adjustment with social environment and adjustment with himself to derive emotional satisfaction with his life.
- And there are many more related objectives are there for the same. —→

Importance and significance

- ① Enabling teachers to make proper use of instructional facilities :- the objective of teachers training or orientation is to develop the capacity to extend the resources of the school by means of improvisation of instructional facilities
- ② It help to understand individual differences :- Orientation and training programmes help teachers to consider each child as unique and different. it helps to deal the differentiated child as well as differently abled child. Orientations and training gives tips to deal with those kids.
- ③ It develops the ability to give direct satisfaction of parents from the achievement of the children.
When a teacher gets proper training continuously. a teacher can provide exact instructions and clear outputs for the student community. it will help to develop the ability to get child more achievement normally it leads to parent satisfaction
- ④ It helps to Impart an adequate knowledge of the Subject-matter :- ~~Thru~~ Through this continuous specific training programmes. a specified teacher can develop good command of the subject.

The duties and responsibility of a teacher in the school is very much relevant a teacher works in different roles at a time. through proper continuous orientations and professional developmental programmes we can enable the great capacity of teachers always.

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PART-C

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Required infrastructural facilities for ideal secondary school

- Classrooms (with required space and seating capacity)
- Digital classrooms
- Ict labs
- Science labs
- Kitchens sheds / canteen
- Drinking Water facility
- Toilets
- Electricity
- playground
- Other labs (for different subjects)
- Library
- Staffrooms and principal's room

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The academic audit is a faculty driven model of on going self reflection, collaboration, teamwork and peer feedback. During the self study phase of the academic audit, the faculty look at the key activities in place that regularly improve the quality of teaching and learning.

The academic accountability

It's a process of evaluating academic performance of a school on the basis of student performance measures.



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The budgeting is the product of collaborative process requiring a clear understanding of the school's goals for improving student outcomes and its plans for achieving them. Budgeting is a process of preparing a statement of the anticipated income and the proposed expenditure

Techniques

- Designing the ~~for~~ budget
- Set a plan for seasonal expenses
- ~~Estimate~~ Estimate plan
- ~~Est~~ Expenditure plan

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Planning in education and school management has become very important because it makes sure an institution's success. It considers significant issues, constraints, conditions, and factors of education. The focus on potential objectives and schools vision and mission.

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A performance appraisal is to create a thorough yet supportive and developmental process that ensures all staff have the skills and support they need to carry out their role effectively. Successful appraisals focus on future development and action.

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Curricular activities can conduct in secondary level

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- Debate and discussion
- School magazine
- Dramatics
- Study circle
- Clubs
- Societies
- Art groups
- Seminars
- Drawing
- painting
- Mass drill
- Sculpture
- Fancy dress
- Folk dance
- Cultural programming
- Cooperative bank
- Coin collection
- picnics.... etc

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Varied roles of a teacher in modern world

- 1) The controller
- 2) The prompter
- 3) The resource
- 4) The Assessor
- 5) The organizer
- 6) The participant
- 7) The tutor
- 8) The mentor
- 9) The facilitator
- 10) The psychologist



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Important aspects of academic supervision

Administration —: An academic Supervisor should take care of the day by day school administration activities like presence of staff members and their work distribution etc..

Academic :- He/she should ensure that school is going smoothly with scheduled time tables and resources. They should report the needs and lays to the management

problem solving :- In an institution there will be lot of problems will arise a supervisor should solve it in his level best

Quality Ensuring :- He/she should help to maintain the quality of academics

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Ways to maintain discipline in school

- 1) Be organized
- 2) Deal with problem right from the beginning
- 3) Have good control procedure
- 4) Keep your students engaged
- 5) Teach the Instructions and rules well
- 6) Move around school and classroom
- 7) Develop a rapport with students
- 8) Be professional

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NEC plays a major role in bringing positive attitudinal change in people towards education and in mobilizing the community and motivating parents/guardians to send their children to school, especially girls and children from disadvantaged groups they conduct.

- Awareness programmes
- Workshops
- Motivational orientations
- Financial Support
- School developments

PART-B

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School administration

School administration oversees tasks in schools, they ensure that the organization runs smoothly and they also manage facilities and staff.

Responsibilities :- It includes co-ordinate all admin process, managing budgets, policies and events, Resolving conflicts or other issues the occurs

A school administration department does various tasks in academic and non academic sector. They work together with academic staffs to grow and to attain the goals of the school

Tasks

- Manage budgets, logistics and events or meetings in the school it's very important in a school to conduct these things with proper arrangement. School admin is the responsible head for all these things
 - Handle schedule, record keeping and record, another important thing is keeping records of the different school tasks, keeping students data, their portfolio their development, Staffs data -- etc
 - Develop and run educational programmes - Running and conducting educational programmes needs innovation and great support from all the staffs. administration do this with the support of whole institution
 - Counsel and convince students and parents - At some points there would be conflicts and misunderstandings between school and student community at these points admin should explain them
 - Implement actions that improve the quality of education and school - Administration should have an eye on the developmental process and functions of the school to provide better quality to the students
 - Help shape and uphold the vision of the school
Administration should always work to achieve the vision and standard of the school
- These are the different tasks of the school administration in different levels

Discipline & Teachers

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The basic factor which determines discipline in an institution is related to the quality of teachers behaviours. because there are many facts and aspects correlate with discipline. a qualified teacher can manage discipline through different strategies. a teacher should be following certain things to have great discipline in an institution.

- ① Create a discipline plan - : a teacher should maintain a discipline plan in the class in accordance with school policy and instruction in the discipline areas
- ② Establish leaders in class - : a teacher should establish leaders in the classroom. different leaders can manage different discipline areas and it will give mutual respect between the students.
- ③ Provide interesting education opportunities - : a teacher can engage students in different ways. teacher should give more activities in the class to engage them
- ④ Build reputation for fairness - : Give an honour or arrange a reputation badge for those who are following the discipline rules perfectly
- ⑤ Maintain equality - : a teacher should follow the equality while she/he instruct and follow the lead back of the discipline

These are the various strategies a teacher should follow in an institution or in class. It's really matters in the discipline and it shows the importance of a teacher in maintaining discipline.

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Significance of Academic planning

Academic planning allows higher education institutions to match their academic offerings with needs of learners. identify and commit to research priorities. position itself for sustainable success in future.

Significances are -

- ① It provides support to achieve school's mission and vision
- ② Less efforts: It helps team from wasting time through proper plans and instruction
- ③ It gives exact instructions for the planned period
- ④ It helps to reduce expenditure in an institution with proper planning
- ⑤ It provides better result in case of achievement
- ⑥ It ensures the quality of teaching and learning

Significance of Infrastructural planning

Building, classrooms, labs, and equipments for educational needs are crucial element of an academic institution. to arrange this administration should have proper planning and execution

Significances are: ① It helps to reduce the over expenditure with proper planning methods

- ② It helps to provide the needs when needed
- ③ Management can identify the lacunes in an institution
- ④ It helps to make proper ~~bug~~ budgeting
- ⑤ It ensures quality of education and satisfaction of students
- ⑥ It provides better school environment

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Changing Concept of Discipline

Today where the objective of education has been understood to develop qualities of successful citizenship and sociability in child, at the same place, school discipline is meant internal and external discipline which should develop physical mental, social and ethical values.

Changing concepts

- 1) Punishment Free - There is no punishment is allowed in the school like early days. teachers should make a support with students and should deal them emotionally.
- 2) Dignity matters - accommodate each child with their differences in the class. manage them with different activities and try to engage them by giving more works in class.
- 3) Parents Satisfaction - It's highly matters the parents satisfaction towards a school. even the child has restless character a teacher should manage him/her with proper methods and mechanism.
- 4) Emotional influence - Since we can't scold or punish the child beyond a limit. we should make an emotional impact on the child by loving them. child will feel the influence and will follow the instruction.
- 5) Appreciate them not to scolding - like we had earlier days. no child is ready to accept scolding. we need to maintain the appreciation in each steps.

Discipline concept can change it and it will have different perspective in different times. but values will stay forever. a teacher should try to inculcate it in students by different strategies.

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Time table and Importance

A time table informs students as well as teachers about the time of class periods. Furthermore, it also lets them know the duration of each class period. Without school time table the students will not be able to prepare properly.

Importance ① Ensures all subjects are study studies

equally - a good time table schedule the subjects with same hours ~~of~~ & it considers equally all subjects

② It makes lesson planning delivery easy - A time table

makes lesson planning easy. A teacher can consider or approach a lesson with proper arrangements

③ Optimization of time - a time table will help students to use maximum ~~day~~ time in school/homes. Without time table students will miss more hours and it will affect their quality of learning

④ Maintain order in the school - A proper time table in any activities will help the school to maintain thing in order. It will help each category or group of students to join in a specific class and can utilize the time

⑤ It gives quality of learning and teaching

one of the
 of a Major thing in the table is it helps to make more clarity and quality in learning teaching process

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Teachers appraisal & Factors

A teacher's self appraisal is the one where the teachers can plan, set, and put needs for their development. as a headmaster ~~to~~ if I am going to consider following things in teachers accountability

- ① Self evaluation - : I would give a self evaluation form for the teachers with few accountabilities and roles of a teacher where they can evaluate themselves which will give them an awareness and responsibility towards profession
- ② Class observation - : class observation is another thing or factor which is using to evaluate the teachers, by observing the class I will give growth areas and strength of teachers
- ③ Checking the students result by result analysis
I will check and will do the follow up of results analyze and will ask teachers to set goals for themselves
- ④ Task completion - : I will check whether their duties and responsibilities whether they are completed perfectly within time or not
- ⑤ Co curricular activities - : I will check their performance in the conduction of co curricular activities in the school.

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Role of a teacher in coordination Between School & community

Teachers link the community and school. A teacher helps child and their parents to have proper awareness about school and school activities. The nature of this interaction will help to satisfy the parents needs from the school.

Different roles

- 1) Teachers convey the informations to parents : A teacher convey the information and notices to the community through the students or with any other communicative measures
- 2) Teachers help school to collect fees : A teacher coordinate with community and request the different payments or fees of the school
- 3) Teachers helps for faster learning : When a child need support especially in primary levels students. teacher communicate and clarify the need of foster learning and clarify the concepts and topics to community
- 4) problem solves : Where there are many problems with authorities and communities teacher can solve it in lower level it will help school from high tasks
- 5) Making relationships : A teacher makes relationship with community and good rapport will help to achieve school's goals.

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Participatory management in school

Participatory management is the practice of empowering the community or members of PTA to participate in organizational decision making. Participatory and cooperative management will help public schools and institutions to grow together. There are many techniques for the same.

② Form parents teachers Associations

Forming and making PTA is one of the best practice in all the institutions whether they are public or private. From the group of parents community through election or recommendation school authority and management will select few members to the management.

They are provided with management decision making activities and their opinions and remarks will be considered seriously as they are the representatives of the parent community. They have freedom and scope to notify the management with needs and of the institution.

① Open house with community

Open houses or parents meeting in particular interval will help school to know and incorporate with communities' needs. They can arise the problems and needs of their child and community.

Through the systematic follow up and feedback teachers and authority can give this information and feedbacks, to management. It helps a school to know the feedback and growth areas, strengthens etc..

These are the ways we can make participatory management in any school.

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