

Part - A

1) Briefly explain the administrative structure of education in India.

The pattern in which administration has been set up plays an important role in the effectiveness of the management and implementation of the educational plans and objectives from the national to the local level in educational settings. In our country the following ways of the administrative system has been established.

1. Localized system of administration.

Decentralized administration is localized administration. In this system, the entire implementation power lies with the local authorities and all the norms and rules are fixed and exercised by the local officers.

Merits :-

1. The maintenance and managerial activities is good in this system, since the monitoring system is near.

2. A democratic initiative is entertained by the local authorities and this increases the participation of the people and community. This leads to the linking of school with the society.

2. Centralized system of administration.

In this system, the central government plays a vital role. All the policies and plans that are devised by the central government and the state government or local authorities had to just implement the centrally devised policies in education.

Merits :

1) In this system, an economic use of human and other resources are used.

2) All the implementation strategies could be closely monitored by a single system.

3. Functional system of administration

This approach uses the method of both the above said systems. The practical merits of both the systems are used by this system and hence it is eclectic in nature. In this system both the centralized and decentralized systems are used.

Educational Administrative agencies in India

Further the three different agencies that are involved in the educational administration in our country are discussed below.

1. Role of central government

The educational standards and norms are dictated by the central government. The central allots funds for the projects like universal primary education, adult education etc. Several projects are initiated by the central, based on the needs of the society and time.

Apart from providing funds and grants, central government also plays a vital role in developing centralized universities, agencies, research centres etc... Majority of the central agencies look after higher educational system in our country.

* Several central agencies like NCERT, NCTE, All India Council for Technical Education, CBSE etc... are some of the several bodies that are involved with the education in the country. With respect to educational administration, a central organisation called National Institute of Educational planning and Administration was established:

2. Role of State Government:-

* State ministry of education and the department of education look after the education. The state ministry of education is responsible for initiating and controlling

the educational policies. The department of education, consisting of one or more directorates executes the policies, open and manages schools and colleges, implements the rules and regulation to all educational institutions.

* The entire school education is controlled and coordinated by the state government.

The existing framework in each state is that each state has the head of Education department, at district level there is a district education officer or chief education officer who is assisted by number of functionaries at lower levels. Each district is divided into a number of zones, each of them headed by zonal educational officer. There are more than 4000 zones in the country.

Head of educational development.

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District Educational officer.

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zonal Educational officer.

3. Role of Local bodies

* Any policies that is devised by the central or state becomes effective only when it is effectively implemented and this done with the aid of the local authorities. But the fact is that the successful functioning of the local bodies depends upon the extent to which the people are educated and trained in democratic methods.

* All the policies and planning that are devised by the government must be implemented by the local authorities. In a culturally diversified country like India, the government cannot have control over the entire process of education, and hence small initiatives taken at the local authorities also do play a vital role in the effectiveness of education.

4. Role of private agencies:-

* The growth of education in our country has been considerably contributed by the private agencies. The educational need of an overpopulated country could be met only by the establishment of private agencies.

* Privatization of education in India is still in doubt since it leads to commercialization of education and education becomes a product of consumer market. Yet, the expansion of the sphere of education takes place to the initiation of several private institutions in the country.

* Several schools and colleges are opened over a decade.

2) What are the different types of Schools?
Explains the schools under different management.

* In our country varieties of governing bodies control and co-ordinate the educational system and accordingly we get different types of schools under different management.

They are :-

- (i) Governmental agencies.
- (ii) Government aided School.
- (iii) Non - government Schools.

1) Governmental Agencies :

It is one of the prime duties of our government to govern education by funding educational activities, monitoring the system, maintaining the educational system and the functionality of the education in our country. Hence a major role is played by the governmental agencies in education. There is a wide range of school in the government.

of india, state governments, local self government institutions (Panchayats) in rural areas and municipal bodies in urban areas. These Schools are listed below as given by the NCF.2005.

1. Formal government Schools :

Primary, upper primary, higher secondary schools run by the state government.

2. Transitional School :

Education guarantee scheme schools, (M.P. Chattisgarh), Rajiv Gandhi Panchayats, alternative school, Shishu Shiksha Kendra (West Bengal) managed by local bodies or the state government comes under transitional school.

3. Bridge Courses (Residential & Non-Residential)

Short term schools held for older and out of school children to teach the age specific grade.

4. Alternative Schools.

Six hours schools and four hours schools and mobile schools come under this category.

5. Ashram Schools:

Residential formal schools are started for tribal children financed by the ministry for tribal welfare.

6. Residential Schools:

These schools are started for disadvantaged groups financed by the concerned ministry for the welfare of the disadvantaged communities.

7. Kendra Vidyalaya:

This type of schools was started for the children of the central government employees (including the armed forces).

8. Navodaya Vidyalaya:

Residential school of excellence entirely funded and managed by the government of India.

II - Government aided agencies :-

It includes the following types of Schools.

1) Government aided Schools :

Reputed schools with good academic excellence and years of service are recognized by the government of India and certain expense of the fund is provided by the government.

2. Sponsored Schools :

In certain institutions a part of the academic project are purely sponsored by the government.

III) Non-governmental agencies :-

1. Local bodies :-

Local bodies play a vital role in the initiation of several educational institutions. The funds are raised by these local bodies from various sources and it is utilized

for the common cause. Several schools in villages are started by these local bodies.

2) Religious organization and Missionaries

Several schools have been set up by several religious and foreign missionaries in the country for the development of education. These steps taken by these bodies have greatly contributed for the development of the quality education and for the development of education for the privileged sectors of the society. Several missionaries have been imparting education from pre-independent ages in our country.

3. private bodies :-

Several private bodies and trusts play a direct role in the progress of education in our country. presently privatization is in a matter of debate. New pedagogies and methodologies have been given out by these private institutions.

2) physical resources for the school are very essential resources than the other - comment on this statement.

* Schools, being the second home, serve a number of purposes in a child's life. From boosting their confidence to making them learn the importance of team work and socialisation, schools do it all. Away from home, schools become the place for children to spend their maximum time.

* Kids are sent to school considering the fact that there is an experienced hand to guide them and also a safe environment promoting growth. We also accept the fact that infrastructure plays a building hand in creating a favorable environment for a child's growth.

* The major and typical school plant or an ideal school at higher secondary level consist of the following resources they are,

1. Site and location :-

2. Area of school plant :

* Strength of the school

* Nature of the school

* Courses of studies

* Co-curricular programmes .

3. Design and dimensions,

4. Equipments :

* Essential equipments like .

⇒ Desk and chairs for the pupil.

⇒ Blackboard .

⇒ chair and table for teacher .

* Desirable equipments like .

⇒ Almirah .

⇒ Notice board , bulletin board

⇒ fan .

5. Buildings :-

- * Classrooms - Shape, size, lightening
- * Principle room
- * Library
- * Girls room
- * Auditorium
- * Ncc room
- * Audio-visual room.
- * Guidance and counselling cell.

6. Art and Craft room :-

* Above are the very essential physical resources for schools. because infrastructure plays a budding hand in creating a favorable environment for child's growth. Kids are sent to school considering the fact that there is an experienced hand to guide them and also a safe environment promoting growth.

* However, there are times when irrespective of poor infrastructure, students perform meritoriously. people may argue that physical space is secondary and concentration is what matters but researches and psychologists suggest that environmental factors can increase the academic performance and motivate attendance.

* School buildings, classroom, play grounds, and libraries are the most important aspect of school infrastructure. Spacious and refurbished buildings and well-ventilated classrooms are must in schools.

* Well-equipped labs enable them to perform lab activities more effectively. This can also be an encouragement for the school faculty.

PART-B.

4) Illustrate the principles of School Management.

Generally the principles of educational management could be viewed in the following two aspects.

- (i) principles based on democracy
- (ii) principles based on Management.

Principles based on democracy

In a democratic country like India, the principles of educational management should be governed by the principles of democracy.

1) principles of sharing responsibility :-

The person involved in the educational administration should follow this principle, because each one has their own responsibility for the effective functioning of the entire educational process. In any educational setting each and every person has their part to play and hence the administrator must be keen to share

the responsibility among his/her subordinates.

② principle of freedom:

For the effective functioning of the educational system, the people involved in the process must be entertained with freedom. When freedom is given there is scope for individual performance in education and there will be a chance for the functioning of the creative powers of the individuals which will lead to the process of the production of innovations in the field of education.

④ principle of justice:

certainly justice has to be practiced in the educational environment, as it upholds the ethics of the workers. He or she must show justice for maintaining the moral values and high ideals of the society.

⑤ principle of recognition of individual worth:

Modern education is based on the psychological principle of the individual differences. Must recognize the potentialities of each & every individual.

⑥ principle of leadership:

A great leader can be a great administrator and so the person who practices educational administration must certainly possess the qualities of an effective leadership.

⑦ principle of democracy:

Our country upholds democracy and hence our educational system do favours this concept. Hence the administrator must favours this principle in the educational environment.

⑧ principle of participation:

* An educational administrator must give chance for the participation of each and every individual in the povers of the functioning of the educational system.

* Since In a democratic country each one has their role to play, this principle should be followed.

11. principles based on Management.

planning :

planning is very important for the educational management. Educational planning must be incorporated in the process of educational administration, so that the clear cut objectives and goals of the educational process are achieved.

Execution :

Implementation plays a very important step in management because several practical problems arise when an educational plan is implemented and this must be taken care cautiously by the educational management.

Evaluation :

To assess the success or failure of an educational programme, educational administrator must give adequate space for evaluation of the process and the products of evaluation. In order to ensure the future success, the present system has to be evaluated periodically.

5) Explain the vision and Mission of secondary level.

Vision of Secondary level.

- * To facilitate self-analysis and self-understanding among students.
- * To create awareness on the scope of study among students.
- * To create awareness on various disciplines like science, social sciences, Technology, Environment, Mathematical etc...
- * To develop skill based learning.
- * To develop leadership skills.
- * To develop democratic citizens.
- * To inculcate values and development of personality

Mission of Secondary level.

- * Rich curricular experiences.
- * Co-curricular activities.
- * Value based education
- * Need based education.

b) Write a short note on physical resources and human resources of a school.

Human resources of a school :-

* The most important one of them all is human resources. Human resources is divided into the staff and the supporting staff.

* Human resources are essential for student to succeed in their life.

These resources includes:

⇒ Teacher, Mentors, Manager and other school staffs.

⇒ Teacher plays an important role to student success. So HRM should encourage the teacher to use different strategies to teach their students.

Physical resources:-

* physical resources is very important to school plant.

* The physical environment has direct role on the experiences that students get.

* For.e.g! If there is no science lab in school, students cannot develop scientific temper and problem solving skills.

* These Resources include basic materials such as,

→ Black boards

→ Benches,

→ Desks,

→ Text books etc.

JRM should aims to provide these basic

requirements to school as they are most important for every students.

→ Also need some Essential equipment and Desirable equipments.

⇒ Buildings includes - classroom, principals room, school office, staff rooms, Library, Reading room, Girls room, Assembly hall, Auditorium, Audio-visual room, N.C.C room, Hostel is must for every school plant.

⇒ And also special rooms like, Science laboratories, Social Science room, Art and craft room is very important.

School plant.

⇒ All the physical resources have to be maintained properly in order to prolong to use.

Part - C .

⑦ Mention any two objectives of School Management .

- * To develop an understanding of the concept of educational management .

- * To develop an understanding of the essential components of democratic classroom management .

- * To develop an awareness of the characteristics of quality institutions .

- * To develop an understanding of the roles and functions of an School management .

⑧ Define School :-

- * Education is a process occurring in a particular setting and this setting is called as school .

- * The term school is derived from greek word "iskhole", which means leisure .

* School is considered as a place where the student learns and gets the resources and situation for learning.

* "School is a formally organized place deliberately planned for the process of learning and teaching to occur."

9. Write a short note on MHRD.

The Ministry of Human Resource Development, formerly Ministry of Education, is responsible for the development of human resources in India. The ministry is held currently by Ramesh pokhriyal and is divided into two departments.

Dept of School Education and Literacy.
which deals with primary, secondary and higher secondary education, adult education and literacy.

Dept of Higher Education.
which deals with university education, technical education, Scholarship etc. The erstwhile ministry of education now function under these two dept, as of 26 september 1985.

10) Need and Importance of School plant :-

Need of School plant :-

* Site and location, Design and dimensions, equipments, Buildings like classroom, principle room, staff room, school office, Library, Assembly Hall, Auditorium, Audio-visual rooms, Laboratories, Hostel, N.C.C room, etc.

Importance of School plant :-

* The design of the school plant should be precautionously made by to avoid accident.

* proper place for playground also plays a prime role for the physical development of the children.

* The physical environment has direct role on the experiences that students get. Hence due care has to be taken in providing the school plant with all the essentials.

1) What do you mean by democratic and autocratic management?

1) Autocratic Management :-

In this type of management, the leader has the sole rights and power to control and coordinate the entire functioning of the education. The leader dictates power over his or her colleagues and others had to just carry out the order made by the leader. There is no scope for the opinion of the members.

2. Democratic Management :

In this type of management, the functions of the educational process are shared by the members. Each person owns their rights and duties. All here, the leader acts as a facilitator rather than the dictator.

All decisions are taken by the committee of members, than the single headed decision of the autocratic management.