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11 Saylor, J.Galen; William Alexander & Arthur J.Lewis Curriculum Planning,  
Learning 4<sup>th</sup> Edition, New York,  
and Winslow

12 Sharma, R.A. Technology  
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13 Sharma, R.A. Technology,  
Publishing House .

14 Sharma, R.A. Technology of Teaching, H.P. Bhargava, Book  
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15 Vashist, S.R. Curriculum Construction, H.P. Bhargava, Book  
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16 Venkatalah, N. Educational Technology. S. K. Enterprise Book  
Seller and Distributors, Keating Road, P.O. Box  
No. 35. Shillong -1 (19990)

17 Venkatalah, N. Curriculum Innovations for 2000 A.D. H.P.  
Bhargava, Book House, Agra (2000)

6<sup>th</sup> Semester

Paper – VIII : School Management

Objectives

1. To develop knowledge and understanding of the Concept of School Management
2. To enable the students to understand the process of School Management.
3. To develop the familiarity with the Concept, Need and Scope of Educational Planning.
4. To enable the students to understand the Concept, Determinants & Principles of Curriculum Construction.

Unit – I School Management

- Concept & Scope of School organization and Management
- Types of School Management : Centralized and Decentralized, Authoritarian & Democratic
- Objectives and Principles of School Management.
- Characteristics of Successful School Management:

**Unit – II Class Room Management**

- Meaning of Class room Management
- Principles of Class Room Management
- Process of Class room Management (Planning, organizing, leading and controlling)
- Techniques of Class Room Management

**Unit – III Physical Infrastructure of School**

- School Building and design of school plant
- ✓ School Library
- School laboratory
- School office

**Unit IV Functioning of School**

- Function of a School
- School Time Table & Calender
- Teacher's Diary
- Role of Headmaster & Teachers
- Staff Meeting

**Unit – V School Inspection & Supervision**

- Meaning, need and scope of Inspection & Supervision
- Distinction between Inspection & Supervision
- Objectives & function of supervision
- Steps of school supervision

**Unit – VI Institutional Programmes & Planning**

- ✓ Programmes of a School ✓
- Institutional Planning – concept, need, objectives, principles and process
- ✗ Organization of co-curricular Activities
- Evaluation of School programme ✓

**List of suggested readings: ( Paper – VIII)**

- 1 Amrish Kumar Ahuja Educational Management, Planning & Finance, Authors press, New Delhi, (2007) 250p
- 2 Bhatnagar, R.P. & Agarwal Educational Administration, Supervision, Planning and Financing, H.P. Bhargava, Book house, Agra (2001)

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  - 4 Chandra SS & Chakravorty School Administration Organization and Management. Surya Publications, Meerut, (2006)
  - 5 Choudhury, N.R. Management in Education, H.P. Bhargava, Book House, Agra (2001)
  - 6 Mohanty School Administration, Supervision, H.P. Bhargava, Book house, Agra (2001)
  - 7 Paul Hersey, Blanchard, K.H. & Dewey E. Johnson Management of Organizational Behaviour: Utilizing Human Resources, Prentice Hall of India, New Delhi (1999)
  - 8 Robbins, S.P. Essentials of Organization Behaviour, Prentice Hall of India, New Delhi (1998)
  - 9 Singh, Raj School Organization and Administration, H.P. Bhargava, Book House, Agra (1994)
  - 10 Singh, A Classroom Management: A reflective perspective, Eastern Book House, Guwahati- (1999)
  - 11 Singh, H.M. Fundamentals of Educational Management, Eastern Book House, Guwahati- (1995)
  - 12 Sindhu, I.S. Educational Administration & Management. International Publishing House, Meerut, (2005)
  - 13 Thakur D and Thakur D.N. Educational Planning and Administration, Deep & Deep Publications, New Delhi, (2007)
  - 14 Vidya Prakash Educational Planning, .K. Enterprises, Book Seller and Distributors, Keating Road, Shillong (1999)
  15. Sharma School Management, R. Lall Book Depot, Meerut (U.P)