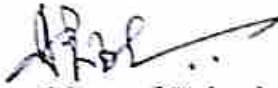
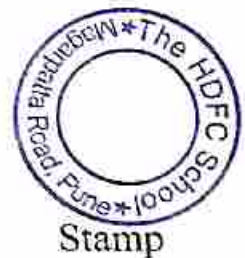


To whomsoever it may concern

This is to certify that TESSICA PATHAK
of ARIHANT COLLEGE OF EDUCATION, Pune has completed
MANAGEMENT OF INFRASTRUCTURAL RESOURCES practical
of B.Ed. 201 on date (13.01.2023) & day (FRIDAY), as a part
of the B.Ed. Second Year Syllabus.


Sign of Principal

Date:



PRINCIPAL
Arihant College of Education
Pune

AEF's Arihant College of Education

Name of the Student: Jessica Pathak

Roll No : 09

DECLARATION

My self Jessica Pathak Roll No. 09 declare that the practical submitted by me is original & written by me. I have done this practical under the guidance of Prof. Rameshwari Shende. There is no ambiguity of any kind. In case of any discrepancies occurred in my practical, I will be solely responsible for the consequences. The college will not be, in any kind of responsible for my failure.

Signature of the Student: Pathak

Date:

B.Ed. 201

Practical : STUDY OF SCHOOL MANAGEMENT- MANAGEMENT OF INFRASTRUCTURAL RESOURCES IN SCHOOL.

EVALUATION SCHEME

Rating Scale - Excellent: 5 Good: 4 Satisfactory: 3 Average: 2 Unsatisfactory: 1

Sr.No	Criteria	5	4	3	2	1
1	Introduction & Objectives of Practical		✓			
2	Physical Infrastructural facilities	✓				
3	Infrastructural facilities for Staff	✓				
4	Infrastructural facilities for students	✓				
5	Infrastructure facilities related to learning resources		✓			
6	Infrastructure related to Co-curricular activities	✓				
7	Infrastructure related to health & hygiene		✓			
8	Reflection of student teacher		✓			
9	Innovative Ideas and suggestions		✓			
10	Overall impression		✓			
	Total Marks out of 50	44				

Name of Guide: Asst.Prof. Rameshwari Shende

Sign of Guide with date :

RS
6.3.23



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INTRODUCTION

Infrastructure is defined as the basic physical systems of a business, region, or nation and often involves school systems like proper classrooms, libraries, playground etc. It is the set of facilities and systems that are necessary for smooth functioning of any organisation.

A good school infrastructure with good space makes it a good place for the children to study. Good infrastructure makes the student motivated to come to school, it improves the attendance and interest of students in learning.

Infrastructure also has an impact on teacher's motivation. Due to many schools not having the right infrastructure, the average of teacher's absenteeism is more.

- Good infrastructure comprises of :
- Spacious and well-ventilated classroom.
 - Libraries
 - Playgrounds



- well equipped lab
- facilities study tables, chairs, furniture and basic utilities such as water, electricity, etc.
- study hall
- games equipment
- Assembly area etc.

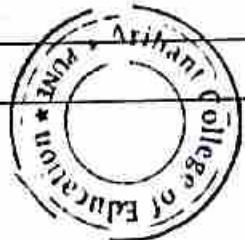
A school should feel warm, comfortable, and welcoming to the kids. Overcrowded environments affect the understanding levels of the children. Kids until adulthood tend to spend all their time in school away from the comfort and care of parents. Therefore, it is important for the infrastructure to frame a healthy environment for the children.

Good school infrastructure is important, but at the same time it should also have an emphasis on a child friendly ambience, activity and value based learning.

OBJECTIVES OF PRACTICAL

The objectives of the practical are as follows:-

1. To study the physical infrastructural facilities of the school.
2. To observe the infrastructural facilities for Staff.
3. To examine the infrastructural facilities for students.
4. To study the infrastructure facilities related to learning resources.
5. To observe infrastructure related to co-curricular activities.
6. To examine infrastructure related to health and hygiene.
7. To find out innovative ideas and suggestions for school infrastructure.



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8. To study library, recorded set of books, arrangement of books as a set of criteria, the different books available as well as scholars book purchase facility where students can purchase books.

9. To study the use of smart board, projectors for educational purpose such as showing videos, power point presentations, science experim and facts, quizzes etc.

Optimum Use

Maintenance

Availability

Optimum Use
Maintenance
Availability

No.	Topic	Availability	Maintenance	Optimum Use
1	Physical Infrastructural facilities			
	Site and Location of School			
	I. Environment	- Centrally located joining residential area. - Peaceful environment - Big facade and a spacious site	- All open and covered areas cleaned regularly by trained staff. - Building corridors very well maintained.	Properly designated places for parking, recreation, sports, library, infirmary and cultural activities.
	II. Site appearance	Ample sunlight and well ventilated.	outside parking, bus movement	All spaces are judiciously utilized to provide all sorts of activities for students.
	III. Sunlight and Ventilation	Away from main road traffic and disturbances	managed by security guards.	
1.2	Building			
	I. Space	School campus is very spacious.	Regularly maintained by peons and didis.	Space is used constructively.
	II. Shape	The shape is like a lay triangle.	All sections are well connected.	well-structured building.
	III. Mission, goals	To bring joy of learning and caring.	Firmly believes and achieves its mission.	Everyone strives towards development.
	IV. Instructions to students	To always think creatively.	School diary for all instructions.	Students follow all instructions very well.
1.3	School office			
	I. Location & Basic facilities	- Situated on the ground floor. - Away from the classrooms.	- Cleaned and maintained by trained staff. - All computers in working condition.	- Ample of space for staff of school office. - All the equipments in the office are utilized as per requirement.
	II. Computer & Internet Facilities	Computer, Internet facilities available.	Maintained by technical staff.	

Sr. No.	Points	Availability	Maintenance	Optimum Use
1.4	Visitor's Room I. Seating arrangement II. Space, Light & Ventilation	- On the ground floor. - Round tables and plush chairs. - Plenty of light. - To seven displays achievements.	- Always kept neat, tidy and clean. - Constantly cleaned by peons. - Proper maintenance done.	- The visitor's room is optimally used. - It is used by both parents as well as teacher candidates.
2	Infrastructural facilities for Principal, Teaching and Non-teaching staff			
2.1	Space & Location	- Principal's office on ground floor. - All floors have classrooms.	- Timely cleaning done. - Well-maintained.	Utilized for storing stuff, preparing lesson plans etc.
2.2	Essential Equipments and its situation	Has computers, printer, telephone, microwave, refrigerator, kettle etc.	All are working and kept in good condition.	All the equipments are used as per requirement.
2.3	Showcase	Cupboards for all workstations and softboards.	All the furniture is maintained regularly.	Used for storage of different things.
2.4	Lighting & Ventilation	- Well lit, ventilated. - A/c's in teaching staff rooms.	Everything is kept in working condition.	Teachers utilize lights, A/c's as and when necessary.
2.5	Computer with Internet facility	All staffrooms have internet and printing facility.	Computers updated with security software and maintained well.	All computers are optimally used, only for school work.
2.6	Seating arrangement	Comfortable chairs and workstations.	Always kept in good condition.	Used by all the teachers, writers.
2.7	Washroom	Separate washrooms on all floors for male and female.	Cleaned regularly and kept very clean.	Same washrooms are utilized by teachers and students.

Sr. No.	Points	Availability	Maintenance	Optimum Use
3	Infrastructure facilities for students in the Classroom			
3.1	Space, Lighting and Ventilation	• Spacious classrooms • Big windows, lights well ventilated	• Cleaned daily and all lights kept in working condition.	• All the space is used optimally. Has bins, reading corners etc.
3.2	Blackboards / Smart boards/ Projectors	• Equipped with blackboards, projectors and smartboards.	• Boards wiped clean, projectors maintained by technical staff.	• All three are used when teachers are teaching.
3.3	Teaching Aids	• Audio-video teaching aids used. Charts on softboards, models.	• All teaching aids are kept in good condition.	• All audio-video aids are fully utilized everyday.
3.4	Furniture (Height, writing, surface) & Cupboard	• Chairs and desks designed with app. size and height.	• All furnitures are cleaned daily by staff.	• All chairs and tables are based on no. of students. All are used.
3.5	Other Facilities, Vocational Guidance & Counseling facilities	• Remedial teaching • Counselling sessions • Student clubs	• All facilities are reviewed and maintained regularly.	• Counselling facilities provided to students on regular basis.
4	Infrastructure facilities related to learning resources Library			
4.1	Size	• Very spacious.	• Daily cleaning done.	• All space is utilized.
4.2	Catalogue & Card	• Online book catalogue facility.	• online maintenance on daily basis.	• online request and new books list available.
4.3	Reading Room i) Student ii) Staff	• Several reading tables, chairs for teachers and students	• Well cleaned tables and chairs, properly arranged daily.	• Both students and staff optimally utilize reading facility.
4.4	Newspapers	• All national news papers available.	• Daily newspapers replaced and kept.	• All newspapers are read regularly.

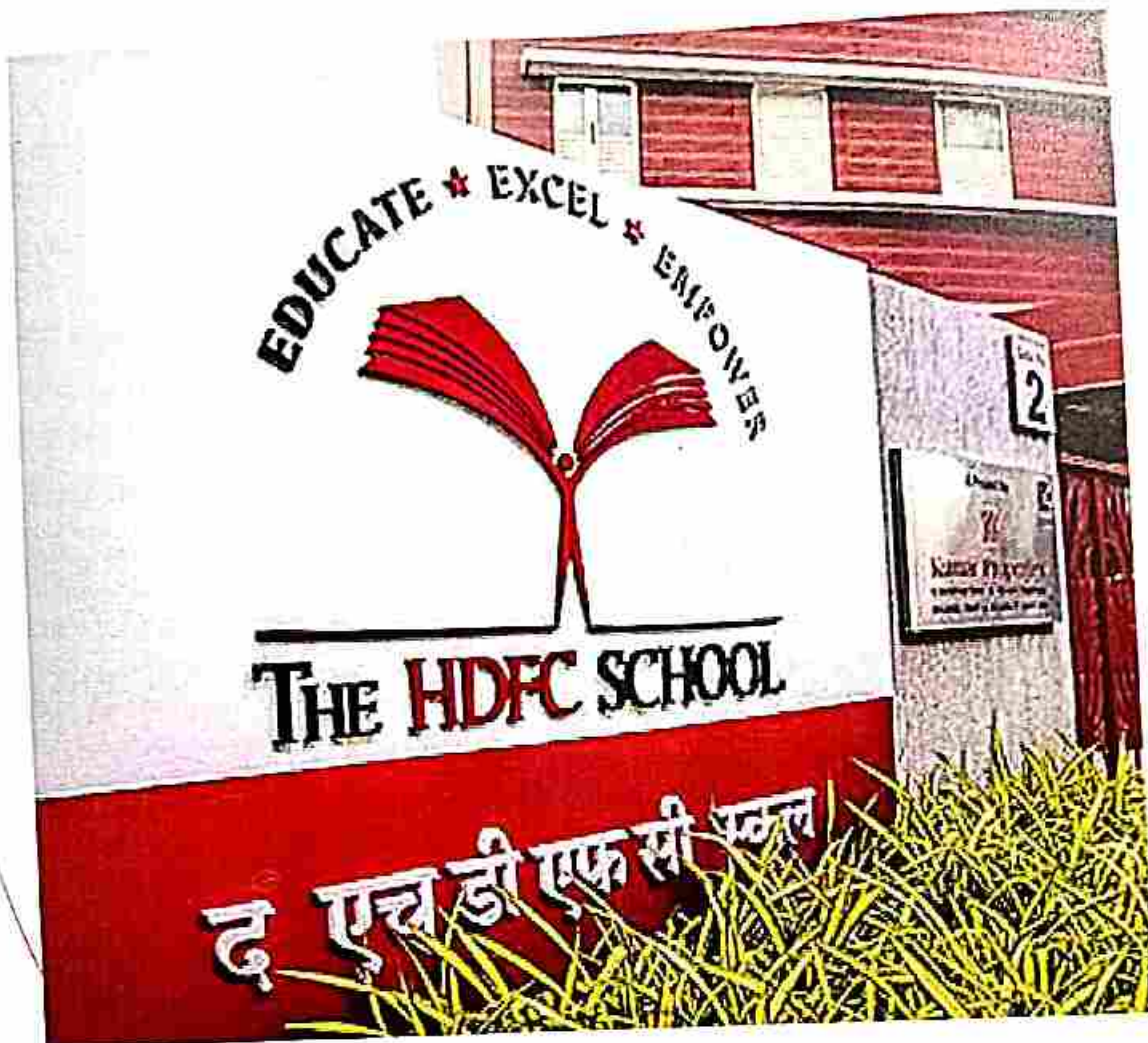
Sr. No.	Points	Availability	Maintenance	Optimum Use
4.5	Journals	Progressive school, Teacher Plus etc.	• Monthly, Quarterly updated versions. • Computers maintained by trained technical staff.	• Most of the journals are read regularly. • Computers are used regularly.
4.6	Computer with internet Facility	• Two computers with internet and printing facility.	• All CDs kept in clean condition.	• CDs are utilized as and when required.
4.7	Educational C.D.S	• CD-Roms provided by textbook publishers. • Big collection of charts, books etc.	• All aids are maintained well.	• Teaching aids used by teachers regularly.
4.8	Teaching aids	• Globe, maps and atlas available.	• All maps kept in good condition.	• Students use maps when required.
4.9	Maps	• Three tables with cupboards.	• Cleaned daily and rearranged regularly.	• All cupboards are fully stocked.
4.10	Cupboards	• Well-lit library.	• All lights, A/Cs maintained properly.	• Lights utilized as and when necessary.
4.11	Light & ventilation	• No online journals subscribed		
4.12	Online Journals			
5	Various Labs			
5.1	Science Laboratory	• Large and spacious • Rectangular	• Daily cleaning done by staff.	• All corners fully utilized.
	I. Size & shape	• Lighting, fans, etc. • Sinks with water supply.	• Sink cleaned daily. • Electric fittings maintained.	• Used as and when required.
	II. Electricity, water supply	• All necessary equipment for bio, physics, chemistry.	• All equipments are well-maintained.	• All equipments used for regular classes.
	III. Essential equipments			

Sr. No.	Points	Availability	Maintenance	Optimum Use
5.2	IV. Proper storage facilities	• Full size cupboards to store models etc.	• All storage facilities cleaned regularly.	• Cupboards used optimally for storage.
	V. Projectors	• One projector with smartboard.	• Maintained by technical staff.	• Used regularly for presentations and videos.
	Language Laboratory			
	I. Earphones	NOT PROVIDED	NOT AVAILABLE BUT CAN BE IF REQUIRED	BE
	II. Auditorium with film projector facilities	• Gathering hall used as auditorium. Has projector facility.	• Cleaned on regular daily basis.	• Used for school cinema. IDP, Workshops
5.3	III. Audio visual room	• No separate A/V room. All classes have projectors, smartboards	• Maintained by trained technical staff.	• Used for teaching V.E and special needs.
	IV. Audio active language lab	NOT AVAILABLE	AS OF NOW	AS
	V. Well stocked software library	• All software available.	• Maintained properly	• Used by teachers, students when needed.
	Mathematics Room			
	I. Graph roller board	• Projectors / Smartboard used to display	• Maintained by technical staff	• Used as and when required
5.4	II. Geometrical Instruments	• Some geometrical instruments are available	• All instruments well maintained	• Used for secondary students to teach measurement
	III. Solid shapes	• Models of solid shapes available	• All models kept in good condition	• Mostly used for primary students

Sl. No	Points	Availability	Maintenance	Optimum Use
5.4	IV. Measuring instruments	• Weighing machine, measuring tape	• All instruments well maintained	• Used as and when required
	Geography room			
	I. Maps	• Large size maps available	• All maps kept in good condition	• Used regularly by secondary grades
	II. Globe	• Globe is available	• Well maintained	• Used as and when required
5.5	III. Other related equipments	• Model of volcano, charts related to layers of Earth.	• All charts and models well maintained	• Used by teachers while teaching related topics.
	Computer Room			
	I. Internet Facility	• All computers equipped with internet facility	• All computers maintained by technical staff.	• Used regularly during computer periods.
	II. Number of Computers	• Sufficient no. of computers available	• Maintained by trained technical staff	• Used regularly by students of all classes
6	III. Printer, Scanner & Fax Maching	• Printer and scanner available in labs	• Maintained regularly by technical staff	• Used only with permission and entry log.
Infrastructure Facilities related to Co-Curricular Activities				
6.1	Assembly Hall			
	I. Size	• Very large hall with proper equipment	• Cleaned regularly by staff.	• Used for assembly and skating practice
	II. Speaker facilities & D.L.P	• Speaker facility available	• All equipment maintained well	• Used as and when required

Sr. No	Points	Availability	Maintenance	Optimum Use
6.2	III. Stage & Seating Capacity	Sufficient seating capacity	Cleaned regularly by staff	Used as and when required
	Store Room & Green room			
	I. Cupboards	One storeroom with sufficient cupboards	Cleaned and maintained well.	All store room cupboards used optimally
	II. Size	Size is sufficient to store all inventory	Maintained properly	Used to store files, chalks, charts, etc.
6.3	Playground			
	I. Space	Planned space for indoor and outdoor	Well maintained and cleaned regularly	Used for outdoor as well as indoor sports
	II. Number of game (Indoor & outdoor)	I-Chess, skating, TT, taekwondo, Judo, Karate, 0-Football, basketball, cricket	All sports equipment are maintained well.	Students regularly play indoor and outdoor sports
	III. Maintenance of Playground & Sports Room	- Well maintained - All equipment stored properly.	Cleaned and repaired when required.	Students use the following for selected sports only
5.4	Music Room			
	I. Musical instruments with proper trainer	3 rooms - Indian, western, classical with trained teachers.	All instruments are maintained well.	All music rooms used as per weekly schedule.
7	II. Maintenance of Instruments	Keyboard, Tabla, Harmonium, Sitar maintained well	Maintained and cleaned well regularly	Used properly and regularly during music periods

Sl. No	Points	Availability	Maintenance	Optimum Use
7	Infrastructure related to health & Hygiene			
7.1	Sick Room I. Basic facility (First aid box, bed)	• Clean neat beds, 1 doctor, nurse, first aid box	• Infirmary cleaned and sanitized regularly	• Used when students feel unwell or get hurt during sports
	II. Wash room facilities	• Washroom joining sickroom available	• Cleaned regularly by staff	• Used when required. Helpers available outside the washrooms
	III. Light, ventilation and fan / AC facilities	• Proper lighting, ventilation, AC available	• All equipments cleaned, maintained regularly	• All equipments used as and when required
7.2	Sanitary Facility I. Separate Toilet for boys & girls	• Separate toilets on each floor for boys and girls	• Cleaned and maintained regularly	• Used as and when required by students, staff
	II. Water Supply & cleanliness	• Water supply cleaned on regular intervals	• Very clean and well-maintained washrooms.	• Used when required. Push button taps to minimize wastage
7.3	Canteen and Drinking Water Facility			
	I. Size	•	CURRENTLY UNDER CONSTRUCTION	
	II. Cleanness	• Hygienic food from an outside vendor	• Breakfast, lunch provided in tiffins	• Facility utilized by both students & teachers
	III. Quality of food	• Satisfactory food quality	• Vendor maintains good food quality	• Avoids wastage by providing sufficient food
	IV. Variety in food	• Different variety as per schedule	• Consistently provides variety	• Provides healthy and nutritious food





LIBRARY

Education



LAB



BIOLOGY LAB



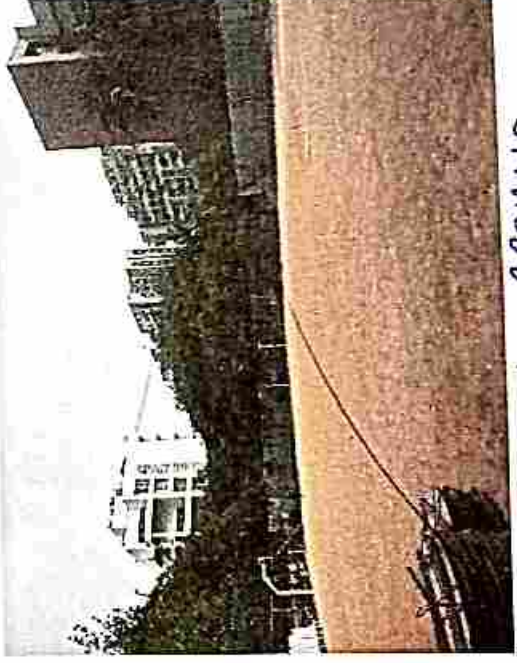
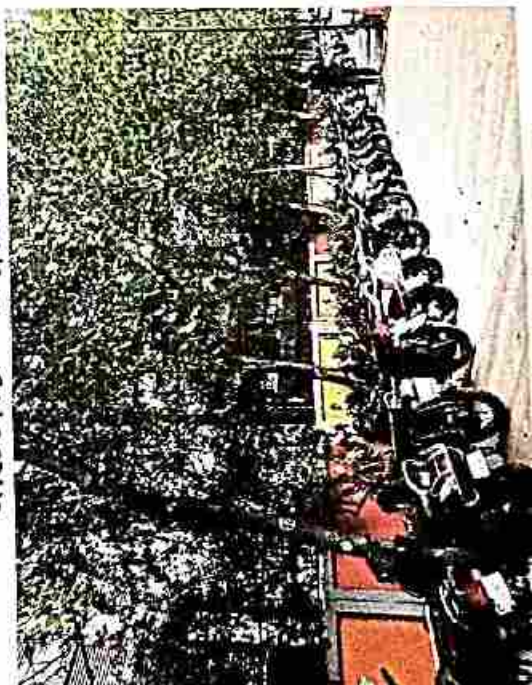
GROUND STAGE



LIBRARY



LIBRARY



SCHOOL GROUND



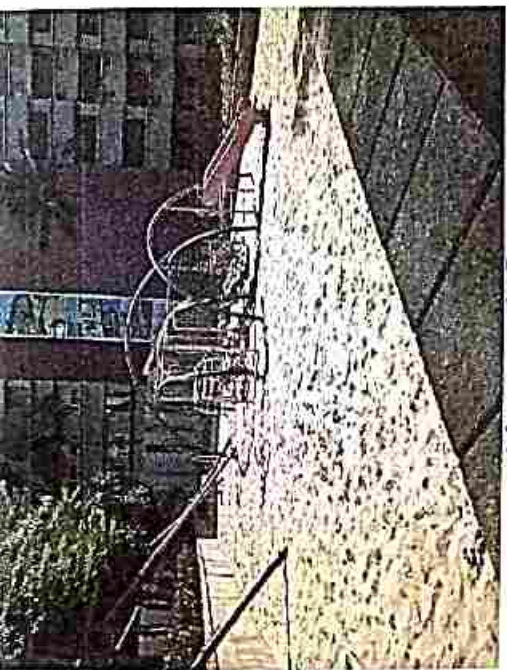
BIOLOGY LAB



INFIRMARY



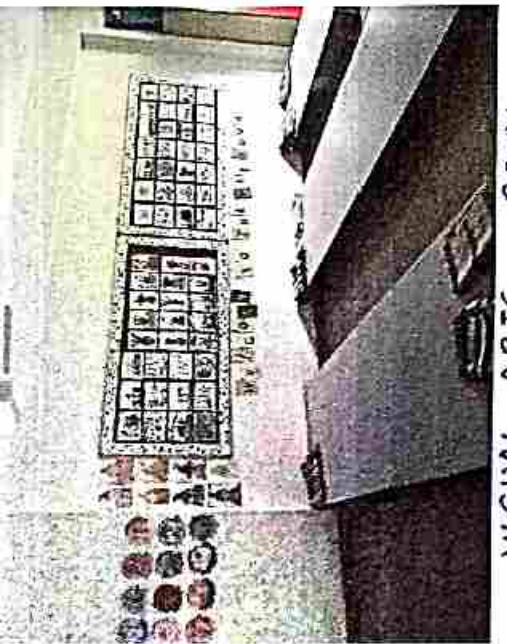
PLAY GROUND



SAND PIT



RECEPTION AREA



VISUAL ARTS ROOM



STILL AREA



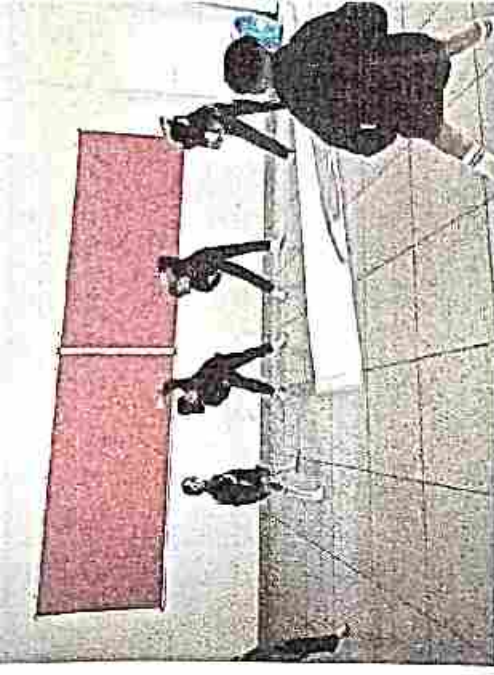
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DANCE ROOM



STAFF ROOM



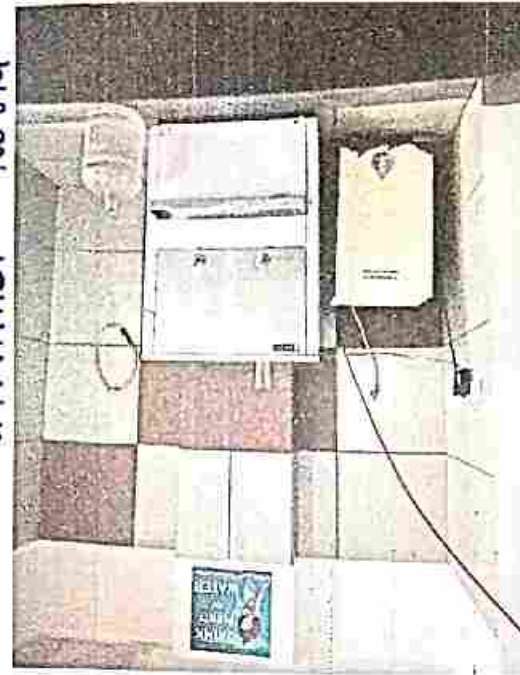
GYMNASIUM ROOM



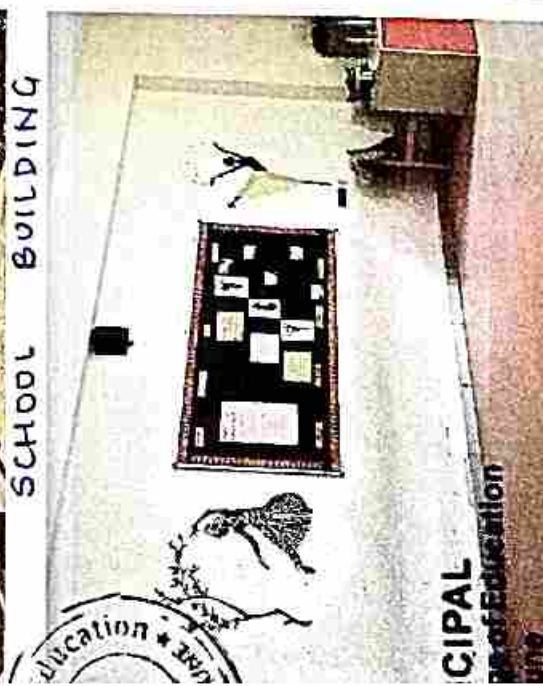
SCHOOL BUILDING



TEACHER'S STAFFROOM



WATER FILTER



CIPAL
of Education





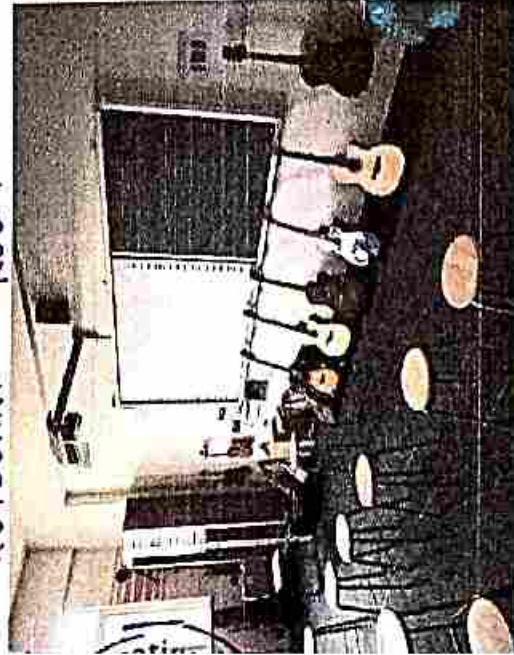
KEYBOARD ROOM



INDIAN CLASSICAL ROOM



DRUM ROOM



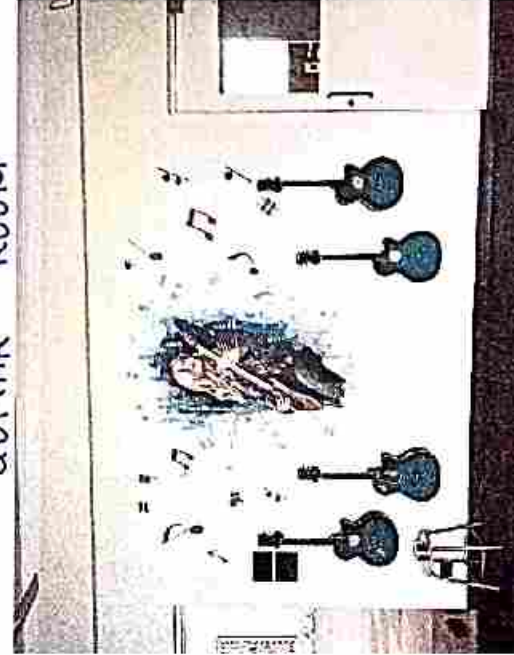
GUITAR ROOM



NOTICE BOARD



KEYBOARD ROOM





VOCALS ROOM



CHEMISTRY LAB



LEARNING CENTRE



CLASSICAL ROOM



CHEMISTRY LAB



VISUAL ARTS ROOM



CLASSICAL ROOM



READING CORNER



CLASSROOM SEATING



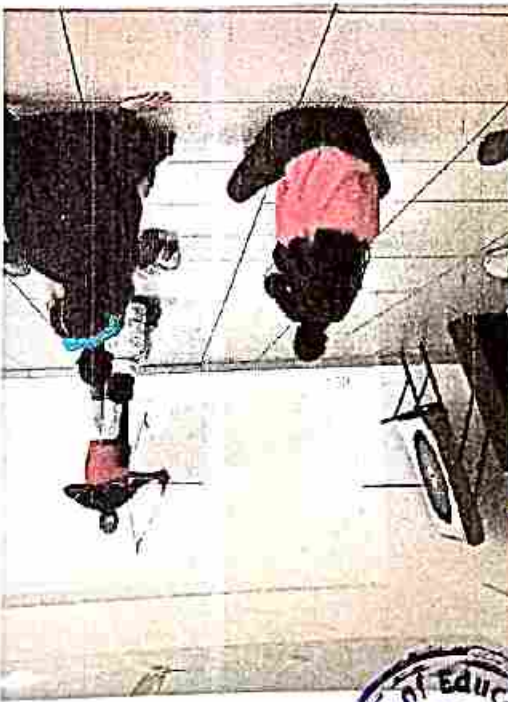
CLASSROOM



POTTERY SEATING

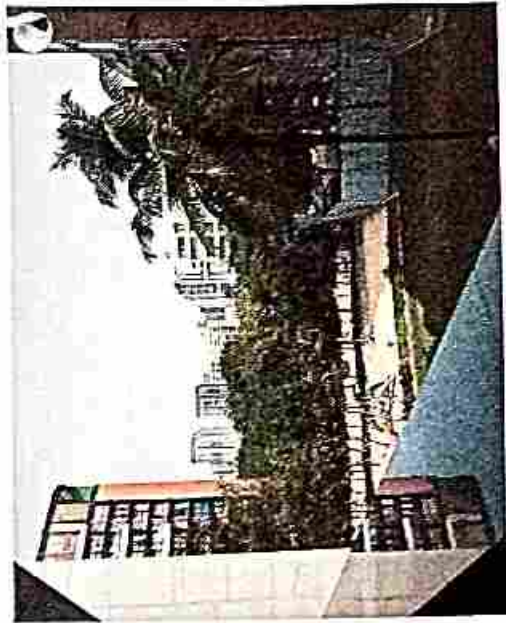


POTTERY ROOM



ARCHERY ROOM

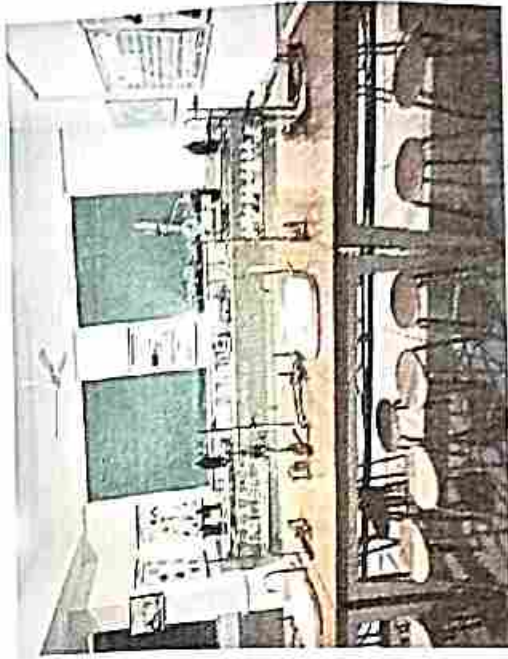




SCHOOL TREES



CORRIDORS



CHEMISTRY LAB



LEARNING CENTRE



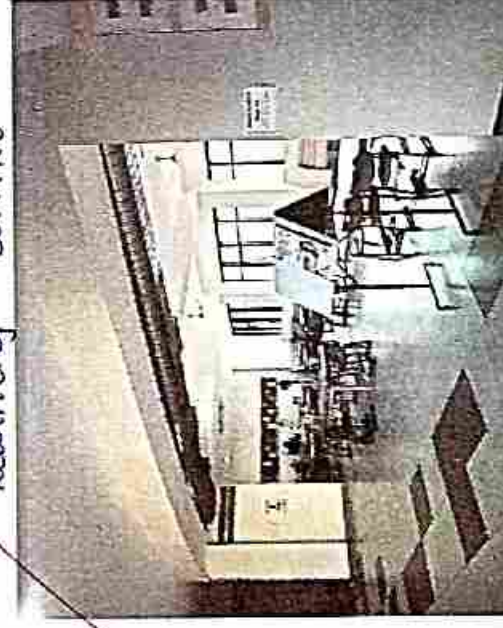
LEARNING CENTRE

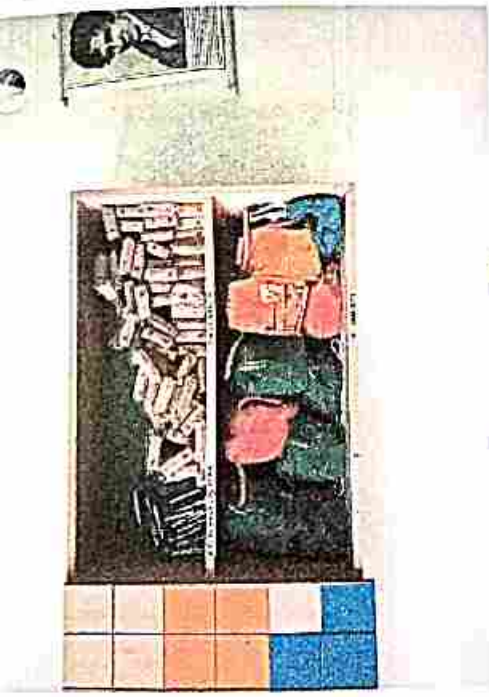


STAIRCASE



RING





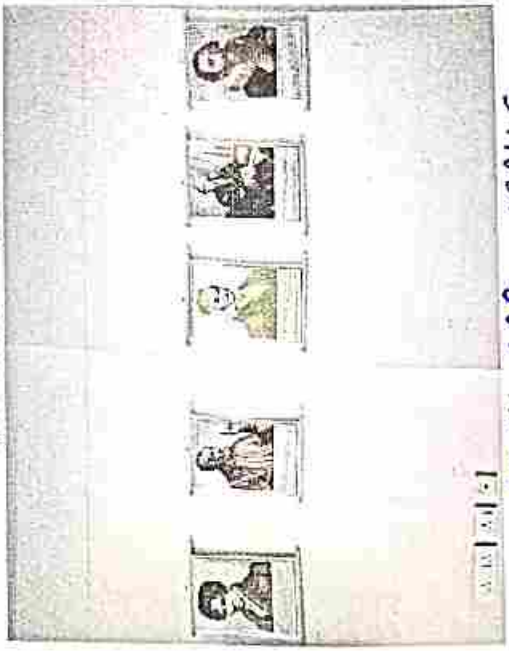
MATH LAB



QUITAR ROOM



MATH LAB



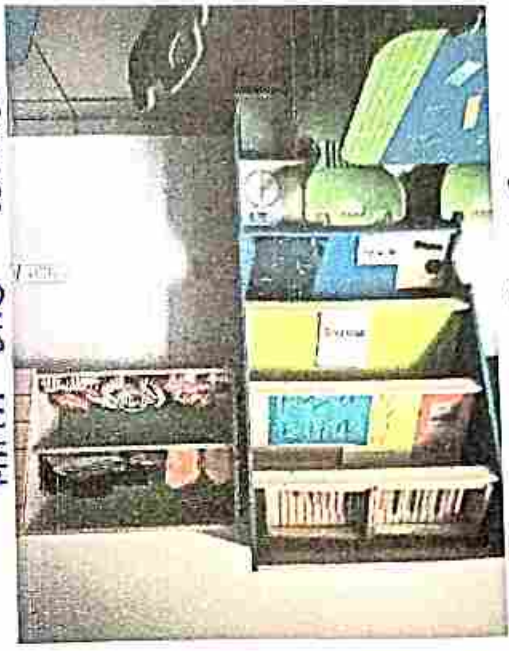
MATH LAB WALLS



CHEMISTRY LAB



MATH LAB PICTURES



MATH LAB TOOLS



INC



WASHROOMS



STAFFROOM KITCHEN



FILTER / FRIDGE / PRINTER



ARCHERY ROOM



PAL



REFLECTION

During my internship, I discovered several unique, innovative and thoughtful features about the school infrastructure. The school building reflects a positive and soothing environment for student learning. Below are the significant observations.

- Building has a traditional rectangular design keeping in mind the visibility, utility and aesthetics of the infrastructure.
- It is located in a safe and peaceful location surrounded by residential premises.
- The floors are designed to ensure utmost safety of the students with huge corridors, large windows, big staircases and completely separate areas for non-teaching staff and visitors.
- The school has a policy of 'no mobile' inside the school for visitors and parents to ensure complete privacy and safety of the students.
- From entrance to corridors, to reception and to visitor areas, all places are under CCTV surveillance.

- All the classrooms have huge windows to ample sunlight and ventilation throughout the day.
- Each classroom has one entrance and one exit door. Classrooms are equipped with smart boards and projectors with internet facility.
- Each classroom has storage space for students called cubby holes to keep books and craft material. This reduces the burden on students to carry all their books and notebooks in their school bags.
- All classrooms have large softboards to display student activity charts, teaching aids, time table, birthday schedule and other useful items. Each classroom has a reading and creativity corner.
- Outside each classroom there is a large softboard which is decorated by the class teacher at the beginning of the session. This gives a unique identity and expression to the class.

The school infrastructure is very thoughtfully planned, caters to student needs and gives space to grow inside and outside of the classroom. Providing a safe learning environment for students and teachers.

INNOVATIVE IDEAS & SUGGESTIONS

Below are some of the innovative ideas and suggestions below:

- The school should have a separate bigger playground for the students, especially the highschoolers to play team games.
- There should be a big assembly hall/ground for morning assembly prayers that caters the whole school strength. Instead of having assembly in the classroom, school can then take it down together.
- There should be space down for students to have break/lunch. Instead of eating in the classrooms, school should have break down.
- There should be atleast two staircases. One big staircase is very far from the classrooms. Two would make it accessible for all students easily.

- School should have a canteen facility so that students can have healthy food if they are not able to bring their tiffin boxes.

- ✓ There should be skating ground or in the open instead of doing it in an assembly hall.

- ✓ There should also be space to plant trees so students can enjoy fresh, clean air.

Govt

Arihant Education Foundation's

Arihant College of Education

Name of the Student: JESSICA PATHAK

Roll No: 09

B.Ed. 201: Quality and Management of School Education

Practical: - Seminar on any one unit of 201 Course

Name of Topic: Leadership - concept, Need & styles.

EVALUATION SCHEME

Rating Scale - Excellent: 5 Good: 4 Satisfactory: 3 Average: 2 Unsatisfactory: 1

No.	Criteria	5	4	3	2	1
1	Preparation of PPT					
1.1	Content Relevance to the topic	✓				
1.2	Adequate No of Slides	✓				
1.3	Proper use of Space on slides		✓			
1.4	Attractiveness & Neatness	✓	✓			
1.5	Creativity / Innovativeness		✓			
2	Presentation of PPT					
2.1	Style of presentation	✓				
2.2	Discussion and defense		✓			
3	Report Writing of Seminar					
3.1	Objectives of topic and References (Handwritten)	✓				
3.2	Content Details(Handwritten) +PPT Handouts	✓				
3.3	Student Teachers Reflection		✓			
	Total Marks (50)	46				

Name of Guide: Asst.Prof. Rameshwari Shende

Sign of Guide with date: 26.5.23

Declaration

My self Jessica Pathak Roll No. 09 declare that the practical submitted by me is original & written by me. I have done this practical under the guidance of Prof Rameshwari Shende. There is no ambiguity of any kind. In case of any discrepancies occurred in my practical. I will be solely responsible for the consequences. The college will not be, in any kind of responsible for my failure.

Signature of the Student: Jpathak

Date: 21-10-2022

on concept & types with

OBJECTIVES

The following are the objectives of the topic;

1. To understand the concept of leadership.
2. To understand the meaning and definitions of the term leadership.
3. To recognize the need of leadership.
4. To understand the different styles / types of leadership.
5. To recognize the merits and demerits of individual styles of leadership.

REFERENCES

- Quality and Management of School Education textbook.
- <https://www.techtarget.com>
- <https://www.economicsdiscussion.net/management/leadership/what-is-leadership/32116>
- <https://www.slideshare.net/JhonRickySalosa/type-of-leadership>
- <https://www.managementstudyguide.com/importance-of-leadership.htm>
- <https://www.toppr.com/guides/business-studies/directing/leadership/>

LEADERSHIP

CONCEPT :

Leadership is the ability to continuously influence a team of individuals, and encompasses many important traits. While management is the overall direction and oversight of the work activities of a team, leadership focuses on the ongoing motivation, engagement and productivity of a team.

There are important basis for understanding the nature of leadership in education; but the application and practice of these leadership concepts in different aspects of an educational organisation do serve different functions, may result in different types of leadership styles and also different strategies in educational management and development.

Leadership ensures that all school programs and activities are adequately and appropriately planned.

supervised, resourced and staffed
with qualified personnel.

MEANING

Leadership is a process whereby the leader influences a group of people in such a manner that they will subsequently strive to achieve the objectives he presents them with.

A leader should have a special ability to influence the behaviour of subordinates. Although the leader is sometimes required to exercise his authority over subordinates, he usually obtains their co-operation without coercion.

DEFINITIONS

1. **Koontz and O'Donnell**, "Leadership is the process of influencing people so that they will strive willingly towards the achievement of group goals."

2. **C. I. Bernard** — "Leadership is the quality of behaviour of the individuals whereby they guide people on their activities in organised efforts."

3. **Bernard Keys and Thomas** — "Leadership is the process of influencing and supporting others to work enthusiastically towards achieving objectives."

4. **Glover John G.** — "Leadership is that outstanding aspect of management which manifests ability, creativeness, initiative and inventiveness and which gains the confidence, cooperation and willingness of the people to work by organising and building employee's morale."

5. **Haimann** — "It is the process by which an executive or a manager imaginatively directs, guides and influences the work of others in choosing and attaining specified goals by mediating between the individual and the organisation in such a manner that both will obtain the maximum satisfaction."

NEED

The need of leadership is as follows:

1. CHANGEMAKERS / FACILITATES CHANGES

The role of leadership is evolving. Leaders propagate change. They are unselfish individuals who use skills like intuitiveness, analytics, and others to get akin to the latest market trends that accommodate the organization's goals and objectives and bring innovation to mitigate mundanity and introduce creativity.

2. PROVIDING MOTIVATION

A leader motivates the employees by giving them financial and non-financial incentives and gets work done efficiently. Motivation is the driving force in an individual's life.

3. PROVIDING GUIDANCE

A leader not only supervises the employees but also guides them in their work. He instructs the subordinates on how to perform their work effectively so that their efforts don't get wasted.

4. BUILDING POSITIVE WORK ENVIRONMENT

A good leader should maintain personal contacts with the employees and should hear their problems and solve them. He always listens to the point of view of the employees and in case of disagreement persuades them to agree with him by giving suitable clarifications.

5. CREATING CONFIDENCE

A leader acknowledges the efforts of the employees, explains to them their role clearly and guides them to achieve their goals. He also resolves the complaints and problems of the employees, thereby building confidence in them.

6. IMPROVE MORALE

Good leadership is indispensable to high employee's morale. The leader lifts a man's vision to higher sights. He raises his performance and builds up his personality.

7. BRING BETTER RESULTS

Co-ordination can be achieved through reconciling personal interests with organizational goals. This synchronization can be achieved through proper and effective co-ordination which will bring out better results.

8. ROLE MODELS

Leaders act as role models by demonstrating integrity, perseverance, positivity and confidence. Others aspire to be like their role models. Leaders can stimulate or undermine organizational performance through their influence on staff values and attitudes.

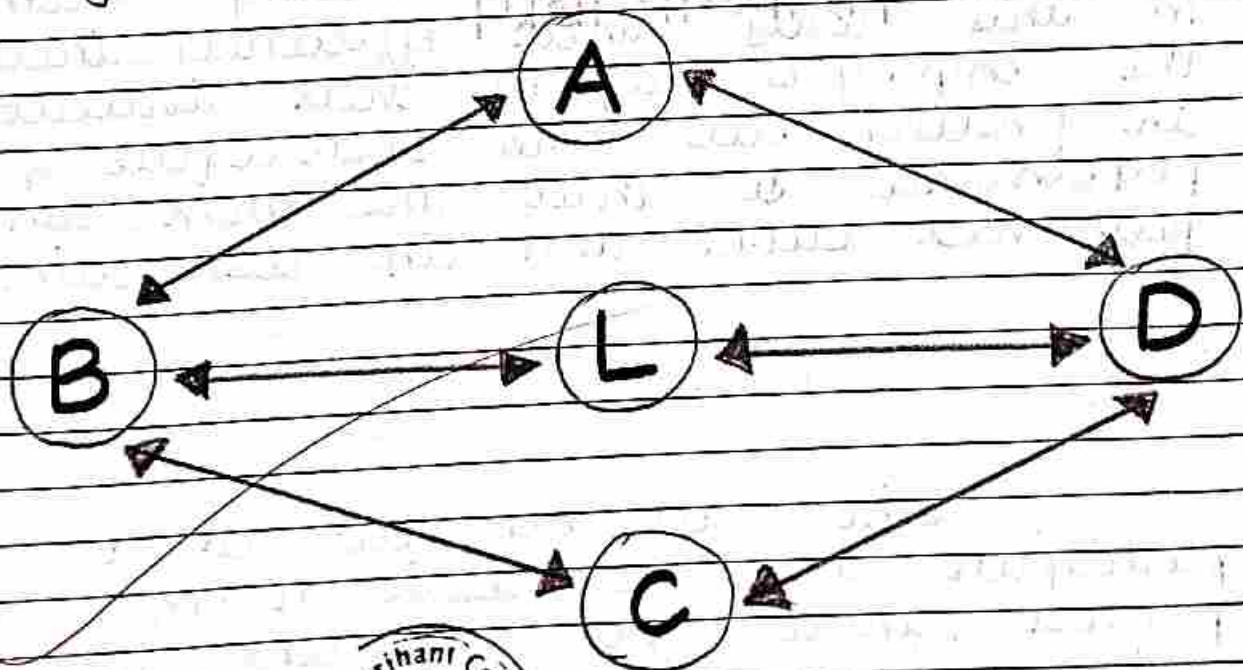
DEMOCRATIC STYLE

This style is also known as group centered leadership style.

It differs to a style where the leader consults its subordinates before taking the final decision.

It follows a two way communication style. It is also called as participative style as it allows the group members to be a part of the decision making process. Promotes sharing of responsibility, delegation and continual consultation.

Eg: Mahatma Gandhi



MERITS

1. HIGH MORALE

Under this style the enthusiasm of the managers and the employees is sky-high. Both consider each other their well-wishers. This finishes all the complaints and bitterness and all start getting maximum job satisfaction.

2. CREATION OF MORE EFFICIENCY AND PRODUCTIVITY

Since the employees are participants in the decision-making, they give full cooperation in implementing them. In this way their efficiency increases. The employees display their initiative in finding out new techniques of work performance so that the work can be performed better and in less time.

3. DIVERSITY OF IDEAS

Since all are allowed to participate in the decision-making process, there are different, innovative and diverse ideas and opinions.

4. QUICK ACCEPTANCE OF CHANGES

In democratic leadership, there is feeling of cooperation and the employees accept the changes willingly.

5. LOW ABSENTEEISM

Since the employees are allowed participation, they will value and come to love their job. It results in low absenteeism because there is job satisfaction in this type of leadership for employees.

DEMERITS

1. LACK OF EXPERTISE IS AN OBSTACLE

The chief characteristic of this leadership style is that the subordinates are made partners in taking decisions, so much so that some little affairs are left to them. Such cooperation can be expected only from educated employees.

2. STAGNATION / DELAY IN DECISIONS

It is clear that while taking decisions the subordinates are always consulted. This makes it a long process because it is not necessary that all the employees should give a unanimous decision and it may lead to stagnation or delay in taking decisions.

3. LACK OF RESPONSIBILITY IN MANAGERS

Sometimes the managers try to evade responsibility by observing that the decisions were taken by the subordinates, thus they must be held responsible.

4. PEOPLE MAY FEEL REJECTED

Since all employees are asked of their own opinions and ideas, it may happen that employees may feel rejected if their decisions are not taken into account and application.

AUTOCRATIC

LEADERSHIP
STYLES

DEMOCRATIC

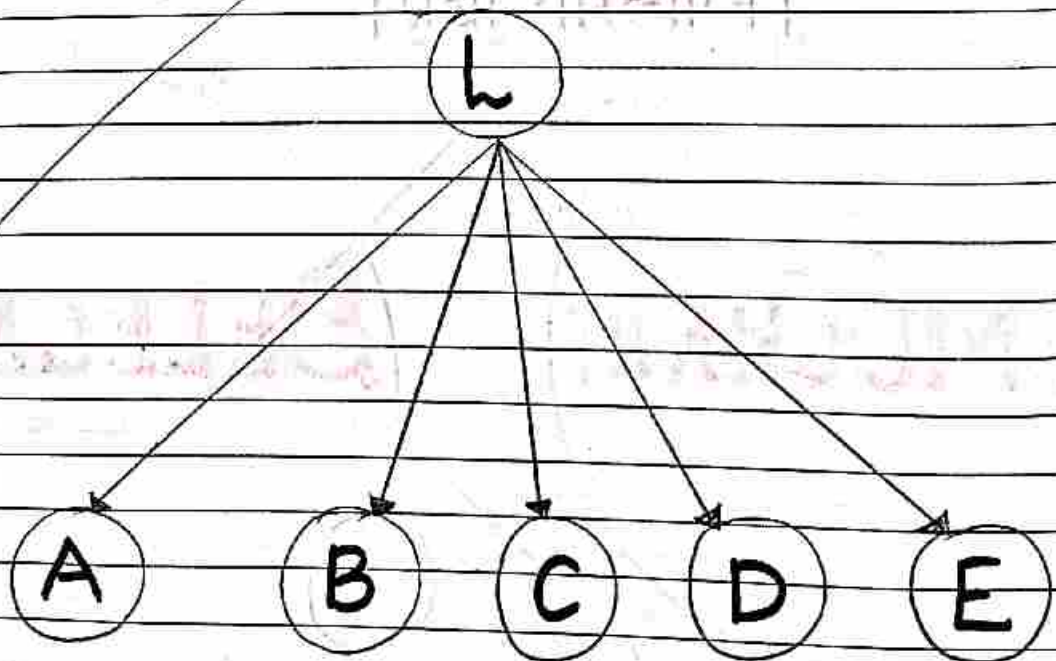
DELEGATIVE



AUTOCRATIC STYLE

This style is also known as the leader centered style. It refers to a leadership style where the leader takes all the decisions by himself. The leaders follow a one-way communication style. They do not consult others, opinions of employees are not considered. Followers are expected to obey orders without any complaints. If any employee is careless in his work performance, he is punished.

Eg. Adolf Hitler, Joseph Stalin.



MERITS

1. QUICK AND CLEAR DECISIONS

Because of the centralised authority all the decisions are taken by a single individual and hence there is no unnecessary delay and they are comparatively clearer.

2. INCREASED PRODUCTIVITY

Since the work performance of the employees is under strict control, the quantity and quality of the work happen to be satisfactory.

3. NECESSARY FOR LESS EDUCATED EMPLOYEES

This style is very useful for the less educated and persons of less understanding. They have no capability of taking decisions because of little education. The employees of this category can only work and not take decisions.



4. CLEAR COMMUNICATION

Autocratic leadership encourages one-way communication to eliminate complex and multiple channels of communication. The instructions will go straight to the employees.

5. EFFECTIVE IN CRISIS AND EMERGENCIES

The leader is the only one who is in charge of the situation. Their expertise and experience can solve short-term issues. Since the leader is the sole decision-maker, decisions can be taken quickly in case of emergencies.

6. BETTER SUPERVISION AND CONTROL

Due to autocratic leadership authority and strict supervision, there is better control on the employees and since there is one leader, he can supervise without interference.

DEMERITS

1. LACK OF CREATIVITY

A team can generate several ideas as compared to a single person. This gives more room for discussion, feedback and improvement. But since autocratic leaders discourage opinions of others it leads to lack of creativity.

2. LESS ROOM FOR EMPLOYEE GROWTH

In this style, there is less hold on decision making and no room for idea discussion. Since the leader will have a complete hold, team members might not get a chance to improve their skills.

3. DISCOURAGES IDEAS AND INPUTS

In this type of leadership, there are fewer meetings and discussions.

Since the leader makes the final decision he might reject ideas of team members.

4. MIGHT AFFECT WORK CULTURE NEGATIVELY

If the autocratic leader does not follow ethics and moral organisations will have to deal with high attrition rates and a mental breakdown for employees team members.

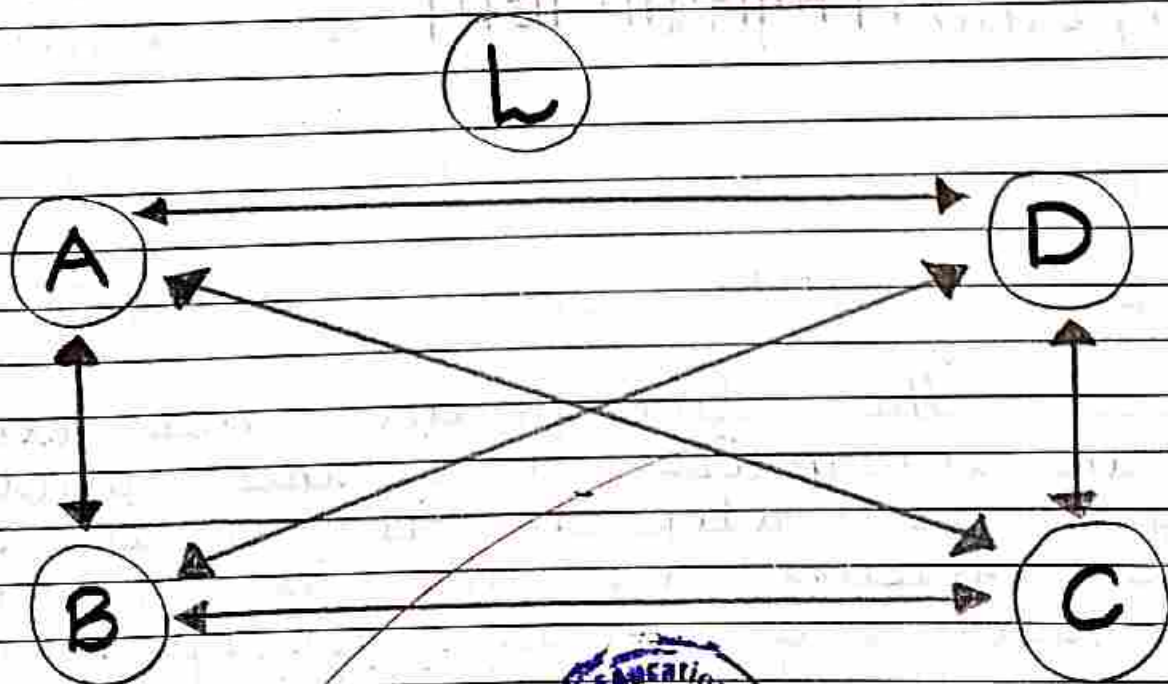
5. CREATES A DEPENDABLE SYSTEM

Since the leader is more authoritative and takes the final call, individuals might struggle in the leader's absence and are dependent on the autocratic leader. This does not help the individuals grow and restricts the growth of the team and the organization.

FREE - REIN / DELEGATIVE STYLE

This leadership is also described as laissez-faire or Individual-centred style. It refers to a style where the leader gives his subordinates complete freedom to take the decisions. It's a hands-off, lenient leadership style. Under this the managers, by explaining the overall objectives, help the subordinates in determining their own objectives.

Eg. Herbert Hoover



MERITS

1. DEVELOPMENT OF SELF-CONFIDENCE IN SUBORDINATES

When all the authority in the work performance is given to the employees, they become habituated in taking decisions which creates self-confidence in them.

2. POSITIVE MOTIVATION

When the manager gives the subordinates all the authority by showing full confidence in them they start considering themselves an important part of the concern.

3. HELPFUL IN DEVELOPMENT AND EXTENSION OF THE ENTERPRISE

The development and extension of an enterprise where this leadership style is adopted is at its climax. The reason for this is the time available with the manager to find out the possibilities of development.

DEMERITS

1. DIFFICULTY IN COOPERATION

Since there is no close supervision and control by the managers, everybody starts functioning independently. Some employees with opposite point of view become a hurdle in the attainment of objectives. It becomes difficult for the Manager to establish coordination.

2. LACK OF IMPORTANCE TO MANAGERIAL POST

In this leadership style, the post of a manager is rendered less important because he does not make any plan or take any decision or exercise any control. It weakens the role of managers.

3. SUITABLE ONLY FOR EDUCATED EMPLOYEES

This style of leadership is useful only when every employee is fully educated so that the work is assigned to him with full confidence.



ARIHANT COLLEGE OF EDUCATION

**COURSE: 201 QUALITY AND
MANAGEMENT OF SCHOOL EDUCATION
PRACTICAL: SEMINAR**

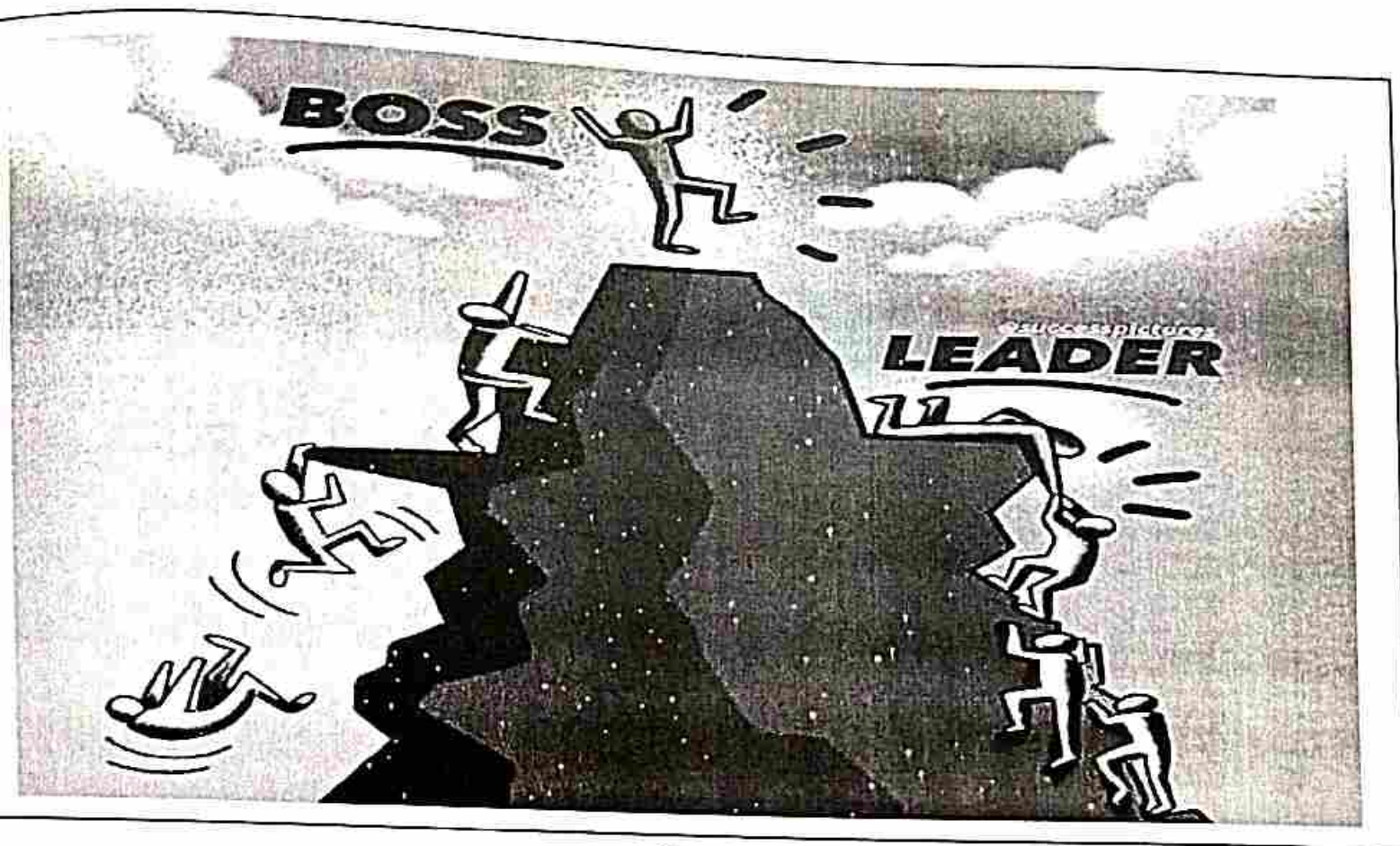
NAME: JESSICA PATHAK

STD: S.Y B.ED

ROLL NO: 09

TOPIC: LEADERSHIP: CONCEPT, NEED & STYLES

LEADERSHIP CONCEPT, NEED AND STYLES



WHAT IS LEADERSHIP?

Leaders and their leadership skills play an important role in the growth of any organization. Leadership refers to the process of influencing the behaviour of people in a manner that they strive willingly and enthusiastically towards the achievement of group objectives.

DEFINITIONS OF LEADERSHIP

- Koontz and O'Donnell, "Leadership is the process of influencing people so that they will strive willingly towards the achievement of group goals."
- C.I. Bernard - "Leadership is the quality of behaviour of the individuals whereby they guide people in their activities in organised efforts".
- Bernard Keys and Thomas - "Leadership is the process of influencing and supporting others to work enthusiastically towards achieving objectives".



NEED OF LEADERSHIP

- Changemakers/
Facilitates changes
- Providing Motivation
- Providing guidance:
- Building positive work environment
- Creating confidence
- Improve morale
- Bring better results
- Role Models



Why then do we need leaders

- Leaders create action where there was hesitation.
- Courage where there was cowardice
- Optimism where there is cynicism
- Strength where there was weakness
- Create hope in a state of despair
- Leadership determines the mentality, destiny, attitude and commitment of followers.
- Myles Munroe and John Maxwell agree that leadership is about influence.

DZT DEAF YOUTH'S LEADERSHIP AND
ADVOCACY SEMINAR 7-8 JUNE 2014

3 Leadership Styles

**Delegative or
Free Rein
(Laissez-faire)**

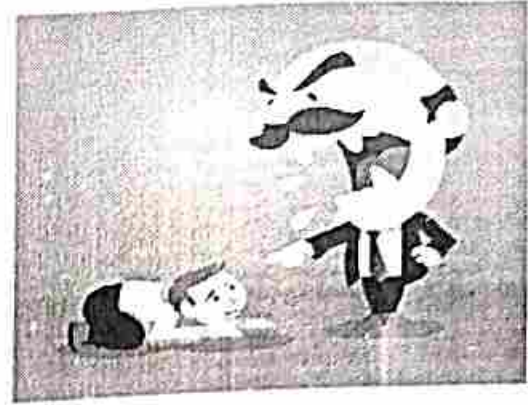
**Participative
or
democratic**

**Leadership
styles**

Autocratic

1. AUTOCRATIC LEADERSHIP

- It refers to a leadership style where the leader takes all the decisions by himself.
- The leaders follow a one-way communication style.
- They do not consult others, opinions of employees are not considered.
- Followers are expected to obey orders without any complaints.
- Eg. Adolf Hitler, Joseph Stalin



AUTOCRATIC LEADERSHIP STYLE

MERITS

1. Allows quick decision making.
2. Better supervision and control.
3. Increased productivity.
4. Effective in crisis and emergencies.
5. Clear communication.

DEMERITS

1. Lack of creativity
2. Less room for employee growth.
3. Discourages ideas and inputs.
4. Might affect work culture negatively.
5. Lacks flexibility and creates a dependable system.

Guys give your suggestions!



2. DEMOCRATIC LEADERSHIP

- It refers to a style where the leader consults its subordinates before taking the final decision.
- Follows two way communication style.
- It is also called as participative style as it allows the group members to be a part of the decision making process.
- Promotes sharing of responsibility, delegation and continual consultation.
- Flexible, cooperative and suggestive.
- Eg. Mahatma Gandhi



DEMOCRATIC LEADERSHIP

PROS



CONS



3. DELEGATIVE, LAISSEZ-FAIRE or FREE-REIN LEADERSHIP

- It refers to a style where the leader gives his subordinates complete freedom to take the decisions.
- It's a hands-off, lenient leadership style.
- It permits the group members to sort out their own roles and tackle their own work in their own way.
- Maximum freedom to the group.
- Not much work for the leaders.
- Eg. Herbert Hoover



DELEGATIVE LEADERSHIP STYLE

MERITS

1. Promotes decentralisation.
2. Utilisation of employee potentialities.
3. Encourage personal development and growth opportunity.
4. Positive motivation.
5. Encourages innovation and creativity.

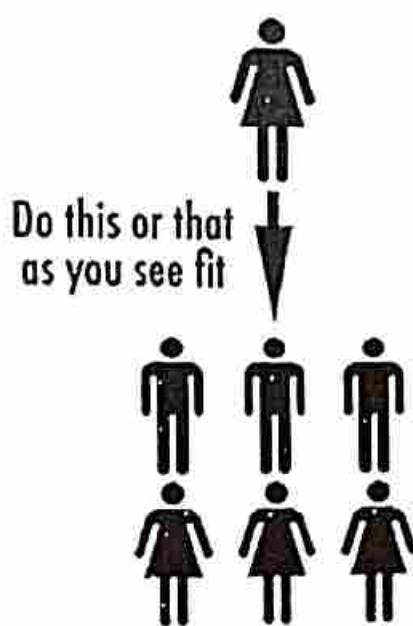
DEMERITS

1. Weakens the role of managers.
2. Not useful for unskilled employees.
3. Difficult to supervise and control the subordinates.
4. May create conflict and misunderstanding.
5. Lack of guidance.

Autocratic



Laissez-faire

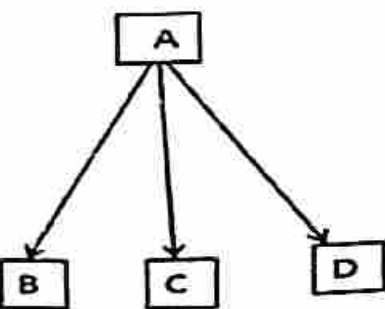


www.RedShoeMovement.com

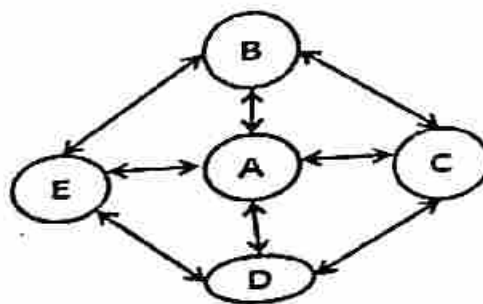
Democratic



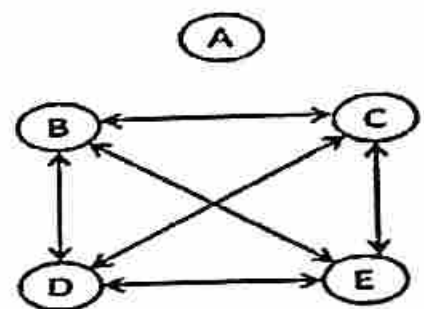
LEADERSHIP STYLES IN DIAGRAM FORM



(a) Autocratic



(b) Democratic



(c) Free Rein

Figure: Leadership Styles (A is the Leader)

REFLECTION

Leadership is a quality that I feel all should possess. This activity gave me deeper insights into the concept, need and different styles of leadership. It enlightened me on the role leadership plays in a teacher's life.

As a teacher which qualities I should have and which style of leadership I should exercise in the classroom, the merits and demerits of all styles were made clear to me through this activity.

I learnt when and how a teacher should use the leadership style, how sometimes it is important to be autocratic, sometimes democratic and delegative. To be a good teacher first it is important to be a good leader.

Through this activity, I now understand the difference between a boss and leader, the importance of the quality 'leadership' and that I should be an excellent and fair leader which would in turn make me a good teacher.

ARIHANT EDUCATION FOUNDATION

NAME OF COLLEGE: Arihant College of Education

EXAMINATION: Written Test

ROLL NO.: 09

COURSE NO.: 201

DATE: 10-04-2023

COURSE NAME: Quality & Management of School Education

INVIGILATOR'S SIGN.: [Signature]

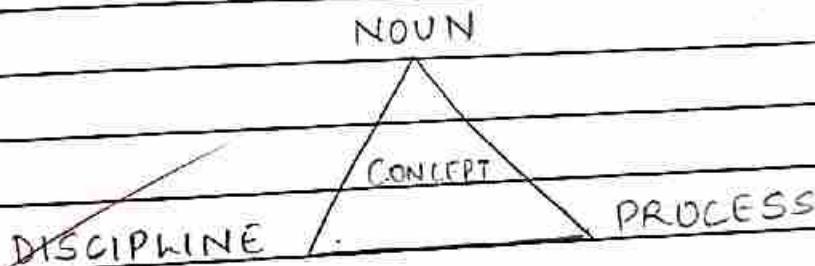
Q. NO.	01	02	03	04	05	06	07	08	09	10	Total Marks (In-Figures)	Total Marks (In-Words)	Signature
Marks Obtained	13	13	13	13	15	—	—	—	—	—	67/80	Sixty Seven	[Signature]

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Excellent! 😊

Q. 1 = 13

Concept of Management:



a) As a Noun, Management is defined as individuals who exercise leadership in an institution. Eg. Principal, Vice Principal, Supervisor etc.

b) As a Process: Management includes planning, organizing, controlling, staffing etc.

c) As a discipline Management is defined as the theory, laws and



* Definition

According to Henry Fayol,
"To manage is to forecast, to plan, to organize, to control and to coordinate all activities."

According to Mary Follett,
"Management is the art of getting things done through people."

* Functions of Management

1. Planning
2. Organizing
3. Controlling
4. Staffing
5. Directing
6. Cooperating
7. Co-ordinating
8. Decision - Making
9. Leading
10. Motivating
11. Recording
12. Financing

1. PLANNING

Planning is the first step of all activities. It is also the most important function. To plan effectively is to get half of the things done. To plan is to decide in advance what is to be done, to set objectives and deciding

best way to achieve them.

III
Eg: The Principal plans for a staff meeting one month in advance.

2. ORGANIZING

Organizing means arranging and allocating resources - both human and material.

Eg: Before the annual concert, all the teachers were allocated responsibilities according to their skill set.

3. CONTROLLING

Controlling means regulating all activities. This function is mainly done by the top-level management.

It is ensured that all activities are taken place smoothly and effectively.

Eg: The Principal makes sure all the teachers do their work properly.

4. STAFFING

Staffing means 'Recruitment'.

This function ensures that there is a RIGHT MAN, AT THE RIGHT JOB, AT THE

RIGHT TIME. The HR department of an

institution carries out this function. If

there is any vacancy, it is their job

to find a good employee staff.

Eg: After a teacher retires, the school

recruits a new teacher at her place

with the right skills.

5. ACTUATING DIRECTING

Directing also means 'Actuating'. It means to lead, to guide, to motivate and to direct employees. The managers should lead the employees in a positive and constructive manner.
Eg: The Principal directs the teacher in a positive manner in every staff meeting.

6. CO-OPERATING

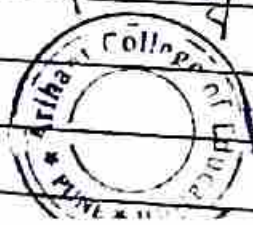
In an organization, people work together in team. This function is to make sure all work is done harmoniously with team work and team spirit.

Eg: For the Sports Day, all teachers worked together as a team to make the day a success.

7. CO-ORDINATING

It means to divide group work in groups. The top level should divide the work equally among groups to and make sure it is done properly.

Eg: During the annual concert, all the teachers were given different groups of students to train.



8. DECISION - MAKING.

This process can be centralized - that is taken by the top level or decentralized - that is taken by consulting the employees. The right decisions have to be taken at the right time quickly.

Eg: The management took a decision that there will be an increment in teacher's salary by 10% this year.

9. LEADING.

The managers have to lead their employees. They have to be their ROLE MODELS and lead, inspire and motivate their employees to work better.

Eg: The Principal leads the teachers by being their role model.

10. MOTIVATING

Motivating means to keep employees going. The top level / manager have to motivate its employees so that they work in a dedicated manner. This can be done by recognizing and rewarding their work.

Eg: Teachers with 100% attendance should be given an award at the end of the academic year.

11. RECORDS

Records means to keep all the

paperwork of an organization. It can be used for future reference and as evidences.

Eg: The school keeps all the records of students safely like cumulative and health records.

12. FINANCING

Financing means to prepare a budget. This is very important and it has to be presented at the end of the year to the board. It keeps a record of all expenditures, payments etc.

Eg: Audit of a school is done at the end of the year.

Conclusion: The above were the different functions of management. They are important for the smooth and effective working of an institution.

13

CONCEPT OF LEADERSHIP.

PRE-SERVICE
V/He - service

Leadership means to influence the behaviour of others so that they strive towards completion of a group goal.

According to Koontz and O'Donnell, 'Leadership is the process of influencing the behaviour of individuals so that they strive to complete group goals.'

Leadership is to lead, influence, and the art of getting things done through people.

* TYPES OF LEADERSHIP.

FREE - REIN
'LAISSEZ - FAIRE'
STYLE

AUTOCRATIC
STYLE

TYPES

DEMOCRATIC
STYLE

1] AUTOCRATIC STYLE

In this style, the leader does not consult the employees in any decisions. He is the sole leader. There is one way communication in this leadership. The leader gives orders to the employees and they are supposed to follow it without any complaints.

Eg: Adolf Hitler.

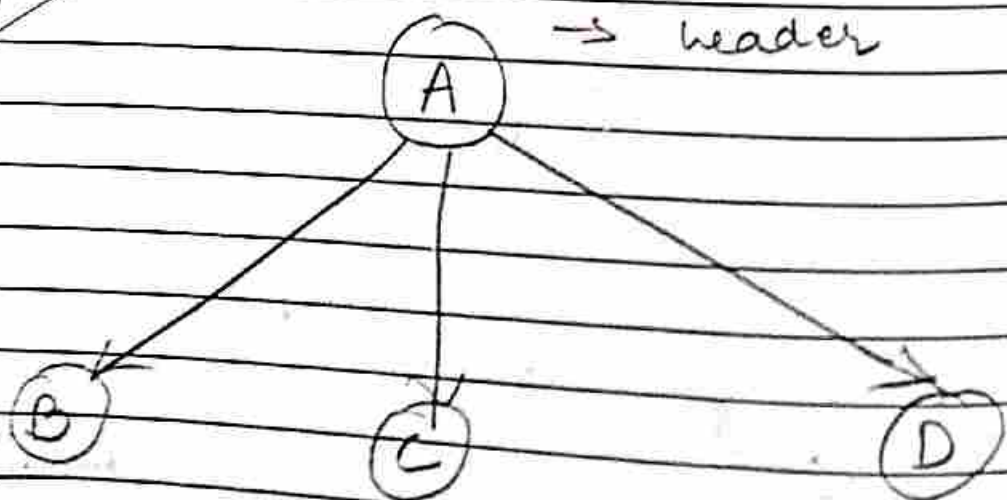
- Merits

1. There is clear communication.
2. It is good during emergencies.
3. Quick - decision making.
4. Lots of things done quickly due to fear of the leader.
5. Employees become dependent.

- Demerits

1. No motivation for employees.
2. No creativity.
3. Absenteeism is high.

- Diagram



3] DEMOCRATIC STYLES.

In this style, the leader consults the employees before taking any decision. It is also called 'Participative Style' because the employees actively participate in the decision making process. It follows a two way communication.

Eg: Mahatma Gandhi

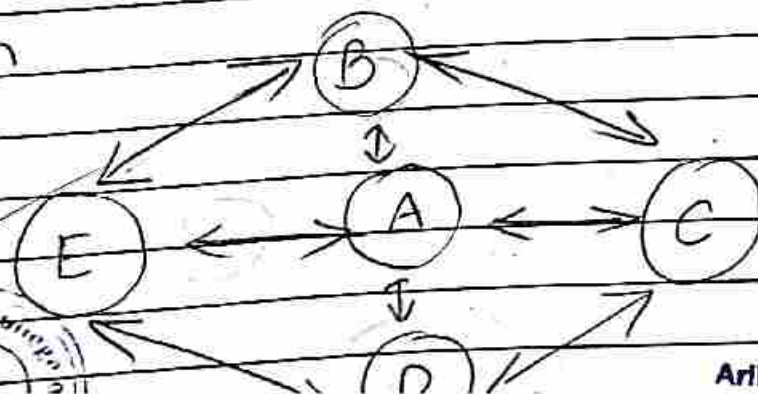
Merits

1. There is creativity as employees ideas are taken.
2. Low absenteeism.
3. Employees are motivated to work.
4. Employees feel seen, recognized and are dedicated to work more.

Demerits

1. No quick decision making.
2. Some employees may feel rejected.
3. Stagnation - if it takes too long to come to a common decision.
4. Not applicable for unskilled employees.

Diagram



3. FREE - REIN (Laissez-faire) style

the leader gives free rein to the subordinates. The leader does not participate in the decision-making process and the employees can take their own decisions. The employees can consult the leader / manager.

- Merits.

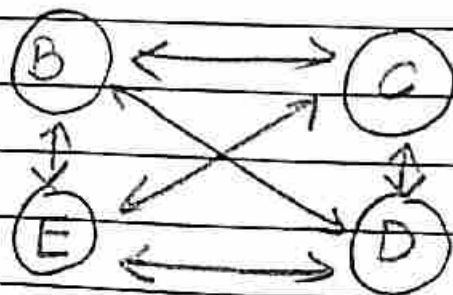
1. It allows innovation and creativity.
2. Low absenteeism.
3. Employees do not become dependent on the leader for decisions.

- Demerits

1. Weakens the role of manager.
2. No accountability.
3. Not suitable for unskilled workers.

- Diagram

(A) - leader



* Characteristics of Good Leadership

Leadership is exercised by a leader, hence a leader should be a

1. Good Planner

A leader has to plan, forecast all activities in advance. He has to decide objectives in advance; hence he should be a good planner.

2. Creative and Innovative

A leader should be creative and bring new ideas, methods and techniques to an organisation.

3. RISK TAKER

A leader should take necessary risks to gain good rewards for the organisation.

4. SUPPORTIVE AND EMPATHETIC

A leader should be supportive, empathetic and sympathetic towards all his employees so that the employees also feel seen and cared.

5. ROLE MODEL

A leader should be a role model to all his employees. He should have a dynamic and strong

personality.

6. DEMOCRATIC

A leadership should never be autocratic. A good leader always takes into consideration the thoughts, opinions and ideas of his employees.

7. PIONEER.

A leader should always take an initiative and the first step towards progress. Then he should lead his followers.

Conclusion: A teacher is a leader and also have all the above characteristics. She should also know which leadership to exercise at the right time in the classroom.

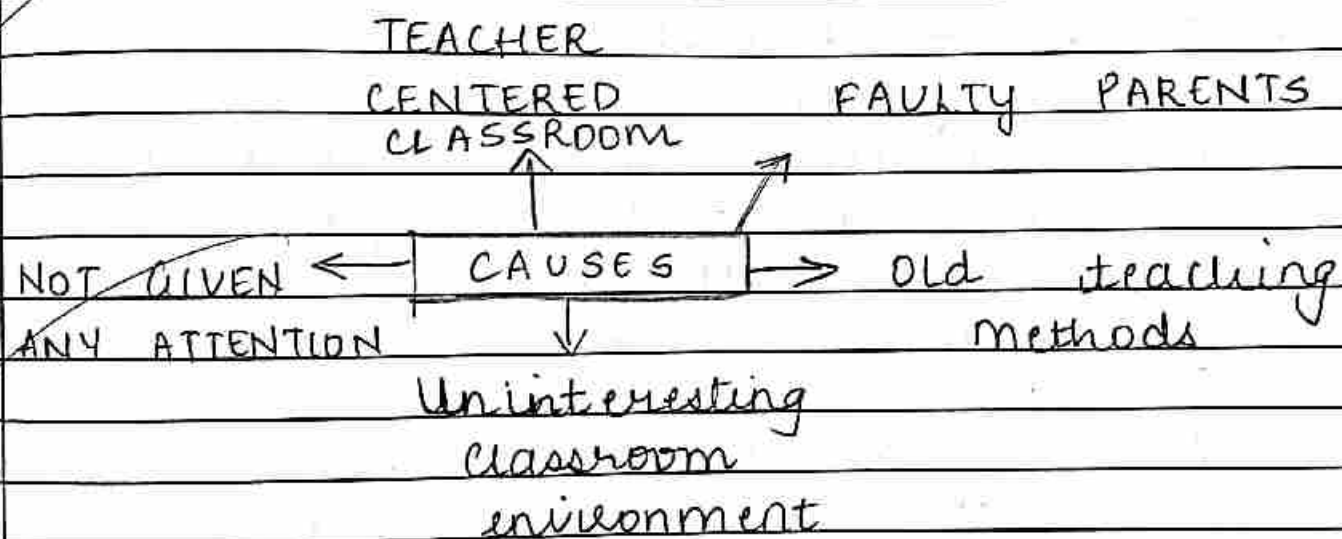
13

Good

School Discipline.

School discipline means to follow all rules and regulations, properly and sincerely.
It means to obey the rules.

Indis
Indiscipline means those incidents of misbehaviour that are disruptive in nature and those situations that disturb a good classroom environment.

* CAUSES OF INDISCIPLINE.1. FAULTY PARENTS

The home environment of a child is also a cause for indiscipline. If a child is not paid enough attention at home, or if his parents are constantly fighting, the child may project his feelings negatively in the classroom.

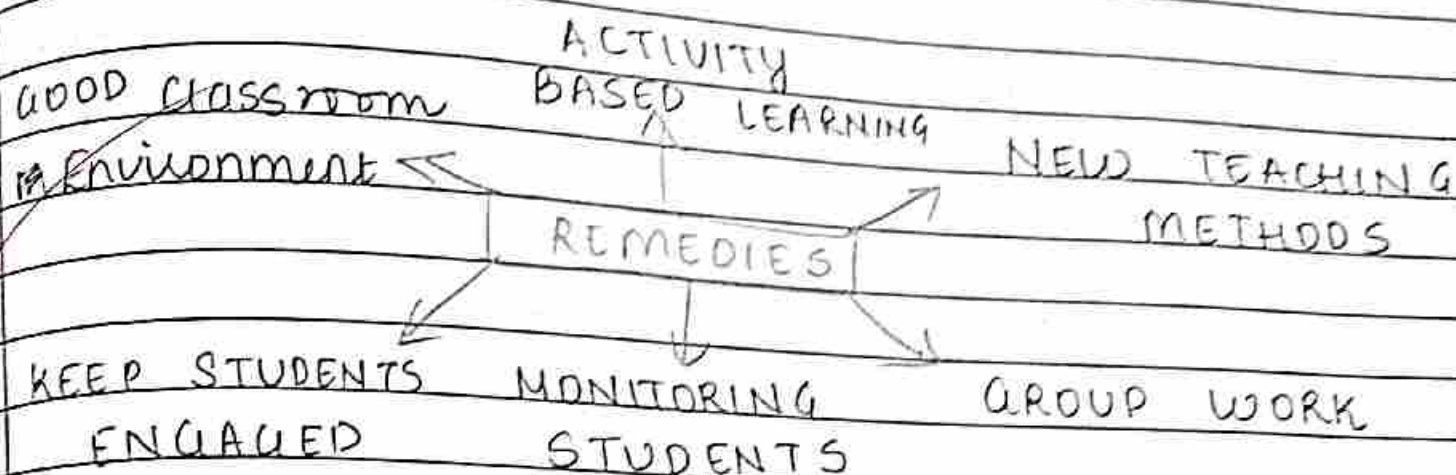
2. OLD TEACHING METHODS
If the teacher is using only lecture method and not conducting any activities then the student will be bored and cause disturbance in the class.

3. UNINTERESTING CLASSROOM ENVIRONMENT
If the classroom environment is not pleasant and conducive to learning, then the student will not participate in the learning process. He will not be engaged and start talking.

4. TEACHER - CENTERED CLASSROOM
If the classroom is not student centered, and no activities are taken place then the child will become restless and cause a nuisance.

5. NOT GIVEN ANY ATTENTION
If the students are not given attention, they may feel left out. Sometimes, the teacher pays attention only to the gifted students and the slow learners are left behind. They might start causing disturbances.

REMEDIES TO OVERCOME PROBLEMS OF INDISCIPLINE



1. New Teaching Methods

The teacher should use new teaching methods like project and activity based learning. He / She should use innovative learning methods instead of rote learning.

2. Group Work

The teacher can divide students in groups and assign them work so that they can use their energy in a creative and productive way.

3. Monitoring Students

The teacher should appoint class monitors who will help her to control the classroom.

4. Keep Students Engaged.
The ^{teacher} ~~students~~ should always keep the students engaged so that they have no time to cause any indiscipline.

5. Good classroom environment.
If the classroom environment is good and pleasant, the ~~the~~ student will be more likely to learn.

6. Activity Based Learning
Activity based learning ensures that all students participate in the learning process and no students can be distracted.

7. Reward System
The teacher should reward the student who is disciplined so that the other indisciplined students feel that they should get a reward too.

Conclusion : No student is truly naughty, if teacher uses correct and effective measures and methods, indiscipline can be eradicated from the classroom.

ARIHANT EDUCATION FOUNDATION

NAME OF COLLEGE: Arihant College of Education
 EXAMINATION: Written Test
 COURSE NO.: 201
 COURSE NAME: Quality & Management of School Education
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 INVIGILATOR'S SIGN.: _____

Q.NO.	01	02	03	04	05	06	07	08	09	10	Total Marks (In- Figures)	Total Marks (In- Words)	Signature
Marks Obtained													

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Q. 4. $4 \times 4 = 16$
CO-CURRICULAR ACTIVITIES
 Co-curricular activities are previously called as Extra curricular activities that focus on the mental, emotional, physical and holistic development of students. They include activities outside the academics and they complement and supplement other academic subjects.
 Eg: Singing, dancing, pottery, Robotics, etc.

* NEED AND IMPORTANCE

1. Physical Development
 Co-curricular activities improve the physical development and fitness of the child. Different

sports activities refreshes the body and mind of the child.

2. MENTAL DEVELOPMENT

The mental and intellectual development of a child is improved.

3. Emotional Development

The child learns to project and express his emotions in a healthy and creative manner.

4. Social Development

In co-curricular activities, students mostly learn in groups. It improves their inter-personal relations and they are developed socially.

5. HOLISTIC DEVELOPMENT

These activities develop a child holistically and students become smart outside of the classroom, in different activities.

6. VOCATIONAL TRAINING

Co-curriculars like pottery, knitting, singing, dancing can help become a base for

vocational knowledge which will help him in the future.

7. Cultural knowledge

Students learn more about our culture through folk dance, folk songs and so on. Such things can be taught during CCA.

8. Rejuvenates Body, Mind and Soul

Students fully participate during CCA. It refreshes and rejuvenates their body, mind and soul.

9. CIVIC RIGHTS Training

Student learn to live and work in groups. It will help them to become good citizens of the country and will learn to work patiently.

10. Moral development

CCA inculcates values like patience, co-operation, trust, modesty in children which develops them morally.

11. Boosts Confidence

CCA boosts confidence of students. If students know they are good at something it improves

their morale and self-esteem

12. Leadership Qualities
CCA also inculcates leadership qualities. Students learn to take charge, lead and take a stand in things they are good at.

Conclusion: Co-curricular activities keep the students active, refreshed and it provides a medium through which students can discover and showcase their talents.

$$Q. 5 = 4 + 4 + 4 + 3 = 15$$

Importance of School Timetable.

1. Equal Time to all Periods
A Time Table ensures that all the subjects get equal amount of time and periods in a week.
2. Eliminates Wastage of Time
A Time Table is important because it eliminates time wastage and all time in the school is used effectively.
3. Informs everyone
A time-table informs the students and teachers which subject and period is going on. Students know what to expect next.
4. Systematic working of a School
Time-table ensures that all activities are taking place in a systematic manner. There is no wastage and misunderstanding.
5. Allocation of Periods
A timetable make sure that all periods are given equal importance along with core subjects, CCA, House Activity etc are also included.
6. LIGHTENS BURDEN OF BACKLOG



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Students can bring books only according to the timetable. They don't have to bring all books everyday which makes the bag heavy.

Importance of School Records:

1. Keeps track of Student's Progress
School records like report cards, cumulative records keep a track of student's progress in a school.

2. For future reference

If the school needs any information in the future it is important to have the records in hand.

3. For legal purposes.

The school board or the government might need evidences anytime, it is better to keep all the records safe.

4. For the parents.

School records of the child keeps the parent updated on their child's progress and they keep them and improve them based on the results of the records.

5. To improve a child's development
Teachers can make use of the records of a child's progress to bring about positive changes in the child's development.

6. For financial purposes.
All the records relating to finance, like payment slips, expenditure lists etc are important while drafting a budget and also during audit.

VOCATIONALISATION OF EDUCATION

1] Imparts practical knowledge
Vocational ^{training} knowledge imparts practical knowledge to students. Students learn different different skills and not just in theory but in real life.

2] Gives them an idea for a future job

When students get vocational training in school they have an idea of which field they want pursue in future after school.

3] Economic Development

Vocational training produces skilled workforce. It increases

economic stability and development of a country because all human resources are utilised.

4] Reduces unemployment

Fields like teaching, engineering already have many candidates which create unemployment. But if children get vocational training, they can go into different innovative fields.

5] opens up different fields for job
Jobs like agriculture, animal husbandry, knitting, pottery start becoming easy to do because students have an idea how it works due to vocational training in school.

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Ques 2] functions of officer Zilla Parishad

1] Educational officer of the Zilla Parishad make sures by visiting that all the schools in the district are following rules and regulations.

2] Gives advice to his assistant and to the school management.

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Section

ARIHANT COLLEGE OF EDUCATION (ACE) (B.Ed), PUNE
 Arihant Education Foundation's
 Section : Tutorial / First Team

Roll No. (In words) : Nine

Date : 10.4.23

Paper No. : 201

Section No. :

Subject Name : Quality and Management of School Education

Tutor's Signature : [Signature]

No.	01	02	03	04	05	06	07	08	09	10	Total Marks	Total marks in words	Signature
Marks obtained :													

(Start writing from this page)

- 3] Resolves disputes between the teachers and management.
- 4] Makes sure all the teachers follow proper code of conduct.
- 5] Transfer of the teachers of district school done by him.
- 6] Special programmes to improve quality of education is organised by him.
- 7] Gives report to the Chief Executive Officer of the School District.



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Ans: 1] Need for School accreditation

1] The quality of the school is checked if it meets the standards and imparts quality education.

2] If a school is accredited, it gains goodwill and reputation.

3] Parents are assured of the school they are sending their child in.

4] Employees and teachers are assured of the good school they are working in and it also attracts more candidates.

5] If a school is accredited, it will strive to keep its status and will keep working to provide quality in all facets of education.

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