

Jyoti B.Ed College, Kompura, Fazilka

B.Ed (Semester - 2nd)

Assignment 2025

School Management → Subject

Rollno.

Topic

- | | |
|--------------------|---|
| 2401
to
2406 | <u>School as an organization</u> - Meaning, objectives and Principles of school organization, Types of administration and management. |
| 2407 to
2412 | <u>School Plant</u> - Meaning, Importance, essential characteristics, Maintenance and selection of site. |
| 2413
to
2418 | <u>Institutional Planning</u> - Meaning, objectives, characteristics and advantages of Institutional Planning. |
| 2419 to
2424 | <u>School Time table</u> - Importance, Types and Principles of time table construction. |
| 2425
to
2430 | <u>Co-curricular Activities</u> - Meaning, Importance, Principles of organizing co-curricular activities (Especially Morning Assembly, NSS, NCC, Field trips) |
| 2431 to
2436 | <u>Discipline</u> - Concept, Need, Causes of indiscipline and Remedial measures. |
| 2437 to
2442 | <u>Leadership</u> - Concept, Need & Development of Leadership Qualities. |

Assignment

Date: _____ Page: _____

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2443
to 2448

Supervision - Meaning, objectives and Principles, Role of Educational Administrators (at school level, Block, District, state level).

2449
to 2454

School Records and Registers - Need and Importance, Types, characteristics and Maintenance.

2455
to
2460

Total Quality Management (TQM) - Concept, Need and Importance, characteristics and Principles. Development of human resource through TQM.

2461 to
2466

Biometric Attendance System - Concept, Significance and Challenges in Indian Context.

2467 to
2470

Feedback of teachers & Administrators - Concept, Need & Importance, Role of reflective teaching.

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Compulsory
for all
students

Sessional Work :- Any two of the following -

- ① Construction of a Time - Table of school.
- ② Maintenance of any one school record/register.
- ③ Report on the best practices followed in the school to maintain quality of education.

Submitted To -

Mr. Sandeep Kumar

5/11/2025

Submitted By -

Name -

Rollno. -