APPENDIX – 1

B.Ed. Examination

Paper – IV

Part – A

SCHOOL ORGANISATION

Time: $1 \frac{1}{2}$ hours  
Max Marks: 35

Unit – I

School Plant

a) Selection of site  
b) Essential characteristics a good school plant  
c) Classroom Equipment  
d) Sanitation and beautification of school plant

Unit – II

School Planning

a) Time table:-
   i) Principles time table construction.  
   ii) Types of time table.

b) Records and registers :
   i) Attendance register of students  
   ii) Attendance register of staff  
   iii) Admission and withdrawal register.  
   iv) Commulative record card.

c) Discipline: -  Means and measures

Unit – III

Personnel Management

a) Role and profile of an ideal teacher.  
b) Role and profile of an ideal Headmaster.

Unit – IV

Management of student activities

a) Social Service activities, NSS, Scouting and girls guiding.  
b) Literary activities; School publication, debates and declamation.  
c) Cultural activities : Dramatics.
d) Moral development activities: - Morning Assembly.

Unit –V

Institutional Planning: -

a) Concept, need and importance of institutional Planning.

PRACTICALS

1) Filling up of a cumulative record card.
2) Planning time table for different classes.
3) Maintaining attendance register.

Note:- 1) Practical part will have a weightage of 5 marks in internal assessment.
2) The paper setter will set 5 questions in all. 4 questions will be having two parts a & b. Each carrying weightage of 6 marks. Students will be required to attempt. Any one part from each Question. Fifth question will be compulsory & will be of notes. Students will be required to attempt two notes out of four and this question will carry 11 marks.

BOOKS SUGGESTED

2. Anderson, L.W. and : School Administration. Van Dyke L.
8. Mhinudin, M.S. : School Organisation and Management, Govt. of Mysore, Banglore.
9. Singh, Jaswant : How to be a successful Headmaster.
Unit – IV

School Organisation & Technology of Teaching. There will be a composite paper having two parts A & B. However students will attempt these two parts on two separate answer books:-

Instructions:

There will be 5 questions in all. Four questions will have (a) & (b) parts. Each Part will carry a weight age of 6 marks. Students will be required to attempt one part from each question. Fifth question will be compulsory and will be on notes. Student will be a required o attempt two note out o four. Each note will carry a weightage of 5½ Marks.