

SEMESTER: B. Ed III

Subject: General School Activities

SESSION: August 2020

B. Ed -303

Teacher's Name: Dr. Nasreen Qusar

**TEACHING
SCHEDULE**

Unit	Sub-Topics	No. of Lectures	Dates and Time
Educational Administration	Meaning, Concept, Scope and Functions of Educational Administration	06	Monday-Saturday 2:30 pm -3:10 pm
	Principles of Educational Administration	04	Monday-Saturday 2:30 pm -3:10 pm
	Organisational Culture in a school to foster a Stress-Free Work Environment for the Head, Teachers, Staff and students.	06	Monday-Saturday 2:30 pm -3:10 pm

School as an Organisation	The School- Its functions and relationship with the society	06	Monday-Saturday 2:30 pm -3:10 pm
	School Personnel- Roles and responsibilities: Headmaster, Teachers, Non-Teaching Staff.	06	Monday-Saturday 2:30 pm -3:10 pm
	School Finance- Sources of Income and items of Expenditure, School Budget	06	Monday-Saturday 2:30 pm -3:10 pm
	Management of various Local Funds: Poor Fund, Games Fund, News Fund, Red Cross Fund	06	Monday-Saturday 2:30 pm -3:10 pm
Elements of school Management	School Climate: Meaning and types	06	Monday-Saturday 2:30 pm -3:10 pm
	Time table: principles and Techniques of Timetable preparation.	06	Monday-Saturday 2:30 pm -3:10 pm
	School Discipline: concept and Approaches	02	Monday-Saturday 2:30 pm -3:10 pm
Dynamics of Supervision	Supervision: Concept, Need, Functions and scope	04	Monday-Saturday 2:30 pm -3:10 pm

	Role of the Head and Teachers of the institution in Supervision.	06	Monday-Saturday 2:30 pm -3:10 pm
	Democratic decision making: Concept and procedure with respect to functioning of a School	06	Monday-Saturday 2:30 pm -3:10 pm
School Activities	Morning Assembly: concept and Significance	06	Monday-Saturday 2:30 pm -3:10 pm
	Maintenance of School Records: Attendance, Admission, Registration, Examination, Stock/ Estates	02	Monday-Saturday 2:30 pm -3:10 pm
	Co-curricular Activities: Debates, Seminars, Quiz, Cultural Programmes, Games and Sports	03	Monday-Saturday 2:30 pm -3:10 pm