

B.ED NON FORMAL PROGRAMME
DE – 503 SCHOOL ORGANIZATION AND CLASSROOM
MANAGEMENT (SOCM)

ASSIGNMENT # 1:

Q1: - What do you mean by school and define “School as a Social institution of the society”?

Ans:-

Man’s responsibility to man demands the requisition of many knowledge, skill and appreciation, most of which must be required through the school. The integrating function must recognize this fundamental social objective.

The school should teach common understanding common ideals, common attitudes and a body of common knowledge and skills such as will enable all men to live together with full recognition of their mutual responsibility and obligations. These facts should be taken into consideration in classifying pupils and should apply on all levels of education.

Provisional for individual differences must be considered as an important part of the educational function. At this same time education tends to increase rather than decrease certain divergences among individuals, which is shown comparing cultures and civilization as well as persons.

Since the purpose of school is to serve the needs of pupils a major responsibility of the administrator is to organize the school and classify pupils to facilitate the achievement of this purpose.

Discipline in a school usually means order and system in doing things regularity and obedience to commands.

Every academic programmed should have two aspects theoretical and practical. Hence school is an institution where the need of knowledge can be catered by the students.

School As A Social Institution Of Society

Most of the school activities have social implications. Through the activities which are mostly co-operative in nature call for social tracts like co-operation, mutual help, understanding, fellow-feeling tolerance and sharing responsibility.

Pupils learn these tracts very easily. They acquire group loyalty – loyalty to the school, loyalty to the family, loyalty to the nation and loyalty to the world.

The specific social activities which provide social training are scouting Girls, Red Cross, community work, social service camps etc.

The school should be regarded as a true replica of the society and all the activities relating to adults life should be organized in the school.

Q2: - Define the term organization and draw and explain the organizational setup of school organization in Pakistan?

Ans:-

Organization is the formation of an effective machine management of an effective execution, administration of an effective direction. Administration is the machine of management strives forwards it Organization is the machine of management in its achievement of eh ends determined by administration.

The organizing process if followed faithfully may result into a host of advantages chief among them may be the following.

(a) Ensures cohesiveness & order in the Organization

One of the primary reasons for organizing to establish lines of authority

(b) Facilities effective communication

A good organization structure clearly defines channels of communication among the members of the organization.

(c) Foster co-ordination

The organizing process fosters co-ordination by supplying the framework for holding together the various functions in an orderly pattern and logical arrangement.

(d) Improves efficiency and quality of work

A final reason for organizing is to improve efficiency and quality of work for an organization through synergism.

The scope of school organization

In democratic education emphasis is laid upon the all round development of the individual. The utility of the school depends upon its organization. Hence it is our duty to organize the schools in the best possible manner.

Fundamental Principles of School Organization

(1) Principles of facilitation of accomplishing objectives:-

An organization is effective if it facilitates the attainment of predetermined objectives.

(2) Principles of informal organization supporting the formal organization structure:-

The basic relation steps of the formal organization structure are centered primarily on responsibility authority and accountability.

(3) Principle of effective usage of informal leaders:-

Management would be wise to find out who the leaders are within the informal group.

(4) Principle of functional similarity:-

Jobs are defined by grouping similar functions into individual work assignments.

(5) Principle of span of management:-

The number of sub ordinates to be effectively supervised must be limited

(6) Principle of balance b/w authority and responsibility.

(7) Principle of unity of command:-

The principle stabilizes the reporting relationship of a sub ordinate to one superior.

(8) Principle of functional growth:-

An organization experiences various types of functional differentiation as it grows.

(9) Principle of Flexibility:-

The organization structure must be flexible enough to accommodate change occurring within and outside the organization.

(10) Principle of stability:-

The organization should not only flexible but also stable. It should withstand changes so as to meet objective in an efficient and economical manner.

School organization setup in Pakistan

Primarily the following aspects are covered by this:

- 1:- The qualifications of the headmaster and the assistant masters of the school, their duties and their timetable.
- 2:- The drawing up of the syllabus from the point of view of the social good.
- 3:- Periods of work, chalking out and implementation of Plans.
- 4:- Management of co-curricular activities discipline and control the school building furniture in classroom, libraries etc.
- 5:- The scheme of admission progress and examination.
- 6:- The examining of work is pertaining to the income and expenditures in the school.
- 7:- The mutual relationship b/w the society and the school.

Q3:- Enlist the types of school Administration and define any one in detail?

Ans:-

Administration is a fundamental instrument in all the organizations. It is efficient and economical use of time, money and material. It is the guide line that provides leadership and control of the efforts of a group of individuals towards some common goals.

Educational Administration is also a process of validating purposes and allocating resources to achieve the maximum attainments of purposes with the minimum allocation of resources.

Administration of school has four aspects.

(1) Administration of material equipment:-

This includes material things i.e. furniture and equipments.

(2) Administration of school plant:-

This includes building laboratories and play ground.

(3) Administration of human equipment:-

This implies mobilization of all people who are involved and interested in the educational activities of the school which includes pupils and their parents, school staff experts and board of management.

(4) Administration of ideas and Principles:-

This means organization of ideas and principles into the school system, curriculum, time schedule, norms of achievement and co-curricular activities.

Objective of school Administration:-

School administration is the source of spirit and an ideal in order to run the school systematically. School administration is not restricted to just 3 R's- reading, writing and Arithmetic but 7 R's – reading, writing Arithmetic, Rights, responsibilities, relationship and recreation.

-:Example:-

Administration of the school and Aesthetic Development:-

- (a) Provision of different course like painting music, drawing, art, nature study and photography.
- (b) Provision and maintenance of a sound and attractive building.
- (c) Provision of a small garden or space for flower beds in the school.
- (d) Decorating of class-room in an artistic manner and orderly arranging of desks.
- (e) Encouraging singing and appreciation of poetry.
- (f) Arranging excursion to different places of natural beauty.

Q4:- Write note on the following?

(a) Relation b/w teacher and student

Ans:-

Relation between teacher and student is mainly based on the discipline which should be followed during the course of study and at latter stage. It is the discipline which sets sound guideline for the students in terms of behavior before teacher.

Discipline in a school usually means order and system in doing things, regularity and obedience to commands.

According to modern conception school discipline can not be conceived in term of military discipline. The teacher is no more an Army officer or policeman. He is now an Engineer. By creating the element of fear, the teacher may be able to impose his will upon his pupils, but he does not touch the inner strings of conduct, he does not command love and respect. In pupils obey him it because if fear not because of respect and love.

Punishment is not creative, it is negative it can stop anything but it can not create any thing.

The Relation between teacher and student should be based on conducive environment where an individual obeys the rules and regulation willingly.

The teacher should find out the cause of student's inability, breach of discipline lack of concentration so that the character of student can be molded in positive direction.

The teacher is a symbol of success for student, and he should perform his/her duty in a way so that the student could pursue in the logical pattern.

The relation between teacher and student should be friendly similarly student should respond in respectful frank behavior the student should realize the teacher where and whenever demanded and vice versa.

They both student and teacher and the relation between when set in a positive direction can achieve the objectives of studies, course smoothly.

Hence cordial relation between teacher and student is the only way of success through the process of educational era.

The teacher main role in relation to pupils indeed the most significant of all his roles. The teacher enables his students to develop physically, mentally, emotionally and socially. He helps them in developing a balanced and wholesome personality and a good moral character. According to new education, learning by the pupils is more important them teaching by the teacher.

Good relationship between teacher and student means that teacher must be easily accessible to his pupils. The teacher should teach his students what the demands of the society are.

Extra curricular activities play a great role to develop understanding between teacher and students. The teacher appears to the pupils in different personality in different connections. Students will respect him when he himself respects the rules of his school. Teacher should find out what each pupil intends to be and compare his intentions with the ability he possesses. If the teacher would help student solve his/her personal problems, the student would look up to the teacher as friend. The friendly, happy, considerate teacher puts a child at ease in the classrooms.

(b) Roles of parent-teacher Association in School

Ans:-

The term “Human Relation” is the combination of two words Human and Relation which means the relation among various individuals on the surface of the earth.

From educational point of view in school “Human Relation” means creating conducive environment for a team work of the head administrator, teacher the taught and the parents, so that the institute run smoothly and properly flourished. Now a days it is recognized fact that without community participation the goal is not only difficult but impossible too.

The school has an opportunity not only to make use of but also to serve its community. The school community relation offers an excellent opportunity for harmonizing cultural differences.

The school is not alone in providing educational experience for the child. It is assisted by the community through which the child has a variety of worthwhile and significant experiences.

The community is a social laboratory in which pupils can gain valuable suggestions. The community serves not only as a laboratory but also as a focus of many school activities.

The community is the source of the child’s education during the remaining 70 or 80 % of his day. The school alone can not do the job of education, nor can the school and family together. Education is the result of living and growing up in a community.

It is the parents and citizens who ultimately decide the type of schools that the community should have. The school may serve as a recreational and cultural center for both youth and adult group in the community.

The community is so important in the education of children; educators are interested in finding the best combination of school and community experience for educational purposes.

Close relationship with community groups is essential for good understanding. It is therefore important that you as a teacher do everything you can do strengthen the program of school by developing a close relationship with community. The teacher will be happier and more successful if the community in which he teaches becomes his/her home.

Q5:- Enlist and explain the factors effecting school discipline?

Ans:-

The world discipline has been derived from the Latin word “Disciple”, “Disciples” which means followers and pupil. According to dictionary, discipline means mental and moral training bringing under control.

Factors Effecting School Discipline

(1) Reaching the school late:-

There can be many reasons for unpunctuality. It is possible that due to some domestic problem a student gets late. Hence before punishing the teacher should find out the cause

(2) Talking in the class:-

The reason for this may either be an interesting method of teaching or large number of students in the class. In order to make teaching interesting the teacher should try to get co-operation of the students along with other useful methods students who are found talking may be seated separately.

(3) Destroying the school property:-

The students should be punished for this and some fines should be realized from them as far as possible. If the student can repair the articles he should be required to do so.

(4) Neglecting homework:-

There may be several reasons for not doing the homework. It is possible that the amount of homework becomes so much that the students can not do it. So the real cause should be found out before giving punishment.

(5) Bullying the younger students:-

It will be good in this case to make the offender apologies.

(6) Telling lies:-

The students often tell lies for fear of punishment hence they should be treated with love and sympathy.

(7) Disrespectful Behavior to words teacher:

First of all the cause for this should be found out if the offence is repeated the offender may be give corporal punishment.

(8) Truancy:-

Some students run away school. This may be due to this interestedness in studies. Hence the individual difficulties of the student should be attended to. It should also be found out how the student passes his time after running away from the school.

(9) Stealing things:-

Some students steal pencils, books, pens and other articles from their classmates. The reason for this habit may be an excessive fondness for the particular article, self conceit exhibition complex feeling of revenge. Hence the real cause should be first found out. The students should be treated with love in order to cure him of the feeling of revenge. If excessive fondness is responsible for this, those articles should be provided to the students.

(10) Copying at examination:-

Some students have the habit of copying at the examination. For this the school should raise its moral standard and instill in the student the spirit of morality. The students should be strictly warned when caught for the first time but one who does this repeatedly should be turned out form the examination hall.