

SRI VENKATESWARA COLLEGE OF EDUCATION



Affiliated to Acharya Nagarjuna University

20 - 20

Semester :

**COMPLETION OF SCHOOL &
COMMUNITY ACTIVITIES**

Name of the Student : _____

Subject : _____

Register No : _____

www.svedu.in

Email ID : svcoeguntur4588@gmail.com

INTRODUCTION

concept of school the term school it is agreed originated from greek word "skhole" meaning leisure the concept of leisure or was associated with school. mainly because in ancient greece general education was not available to all members of the society. It was privilege of rich and highest class of society.

Meaning the social aspirations have expressed differentiation about school "w. m. ruburn" school is a co-operative society of a society where co-operation is sought.



"John Dewey" The school is a special environment where a certain quality of life and certain types of activities and occupations are provided with the object of securing child's development along desired lines.

Nunn:- The school must be thought of primarily as a place a learning where certain knowledge is learnt and as a place where the ground are disciplined in certain of activities namely those that are of the greatest and most permanent significance in wider world KGr Saiyidion:-

KGr. Saiyidion:- The school is a center of vigorous life in direct intimate contact with the realities of life around reflecting the first and the worthiest of its features are simple enough to appeal the child.

objective of school :-

to conserve the social life handing down culture tradition values and customs of society from one generation to other.

- To preserve promote culture and civilization.
- To plan for all round development personality of children.
- To promote social efficiency of personality of children.
- To care for post-school adjustability of children.
- To inculcate higher values of life

AIMS and objective of school organi

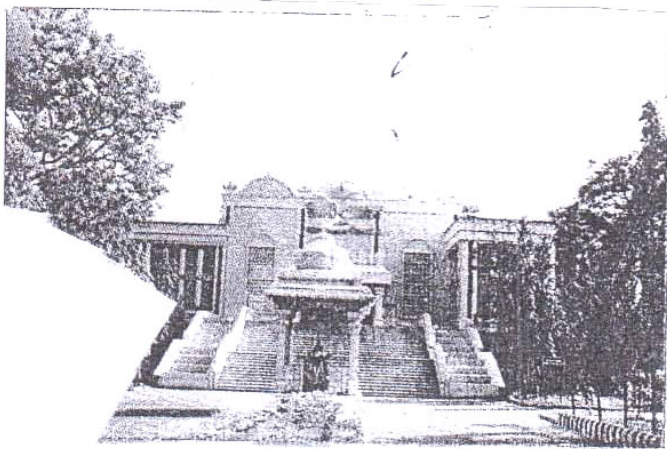
- to organise school for democratic living
- to plan for all round development of students
- to develop a permissive atmosphere



The school plant

Meaning,

All the infrastructure facilities required to run a school come under the heading school plant. A school plant is the nerve center of educational process. It will help in the all round development of student's physical, emotional, social and moral. School environment should therefore be conducive to proper development of personality. The school plant should be aesthetically pleasing and keep the student happy. The school plant should be aesthetically pleasing and keep the student happy. The school plant includes the school buildings, play ground, furniture, library equipment etc.



PHYSICAL FACILITIES

while selecting the school-site the following guideline should be kept in view.

Good location and surroundings

The school location should be accessible to children and must be free from unhealthy surrounding market yards, bus-stands, grove yards, factories, cattle and other unhealthy location. As a result, healthy education atmosphere is maintained in the city. It should be located away from the congested places but in rural areas it should be near the village to railway the site should be near the road, yet away from road as far as can be arranged in escape as much dust as possible.

④ Levels of the school.

The level of the site selected should be little raised so that water loading does not take place in monsoon season. The low should remain dry with no scope for stagnation of water marshes and ponds which become a good habitat for mosquitoes and insects. Land level must be sloping in direction of drainage canal so that water flows freely without the danger of flooding etc.

⑤ Direction:-

The direction of sun is very important in selection of the site. The school building should be constructed south-east so that in winter season sunlight enters all the rooms directly and during summer season sunlight does not enter the windows directly and the class does not face the sun.

d) Area:

How much area should a school comprise? the area of a school depends upon the following data:

→ The number of rooms:

every class room should provide an area of not less than 6-8 square feet per student.

→ The co-curricular activities:

Greater area is needed for school to provide for a good number of co-curricular activities, for such school large open space should be available for the conduct of various activities.

→ Type of school.

space area, will also depend upon the type of school residential non residential ordinary or public school general school or vocational school and courses for

being offered primary / up and high schools require a lot of space for hostel students dormitories and staff and staff quarters.

Design of the staff quarters.

Design of the school buildings.

The school has to be scientifically designed with proper ventilation, lighting and humidity.

General design for the school building one 'H.V' type for primary school is best type, it can be converted into any other design later on for upper primary schools 'U' or 'U' design is most useful for high school. E, and H-type are suitable, the reason for suggesting these designs is scope for proper ventilation lighting the blue prints are shown below.

Principal's room:-

The principals room should be, at a place when it can readily exert its influence. Generally it should be at the entrance of school or in front of the building so that all can see it. The principals room should be species staff room.

Staff room:-

The school should have separate room for staffs to attend to their work. The staff room should be very attractive and should be large enough to provide enough accomodation for staff to sit and store composition books assignments and education papers.



computer Laboratory:-

computers now play a major role in a school's work in a school computers will play two important functions -

a) to be used by the students for computer assisted learning (CAL) thus every school should have a computer laboratory its size should be in accordance with its purpose it should contain furniture such as computer tables and tables specially designed for operating computers, computers with multimedia and printers.

Common room for students :-

There should be common room for the students in an ideal school campus. The students can sit there in free time and have recreation with the recreational materials placed there in co-educational school there should be separate room for boys and girls teaching staff.

East or west no better tributes have been paid to any man on earth than to two teachers. He is regarded the chief "Architect" maker of destiny a maker of man the success of programme depends upon the teachers.

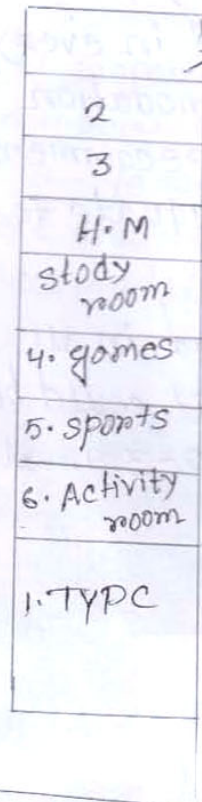


In the school organisation the B.C.D students should understand how important is teacher in the school organisation, in the process of school programme the head master, the teaching staff hit upon the basic human elements of school organizational structure role of teacher in school organisation is discussed in detail in the next chapter.

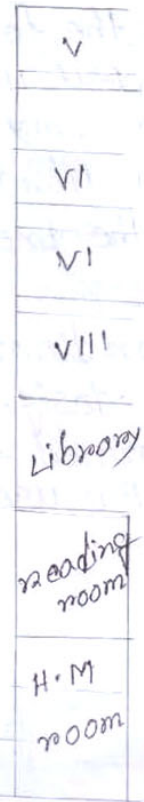
© NON teaching staff:-

office staff, hostel staff and other sub-staff include non-teaching in school organisation they play very important role for example office staff will maintain all records and registers and totally concerned with administration. They will assist the head master in all the administrative matters of school. like this the sub-staff like attenders, sweepers, watchman, record. assistants also take their own special role two play in the day - two - day administration of the school. They are part parcel of school organisation.

Type of schools

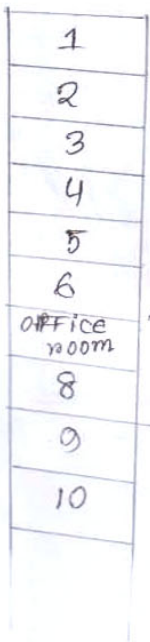


→ class room



I TYPE

U TYPE



→ HM room
Hall



'H' TYPE

Library:-

A separate room for library centrally located to all the teaching rooms should be a must in every school. But the standard for library accommodation, the economy utility and function it is recommended that a library of 600 sq.ft would be adequate to meet the present educational needs.

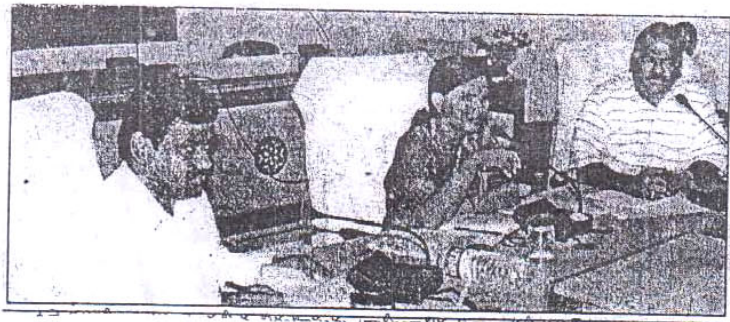
Hall:-

Ordinary the hall should be planned in all school designs for future constructions it could be so planned that it can be divided into 2-3 smaller rooms for use of teaching purpose also.



§ School office:-

The area required for the school office will depend on size of the school and no. of staff members where as it is necessary to reduce the non-teaching area two also will minimum it was felt that for efficient functioning of school suitable accommodation for staff and office was necessary.



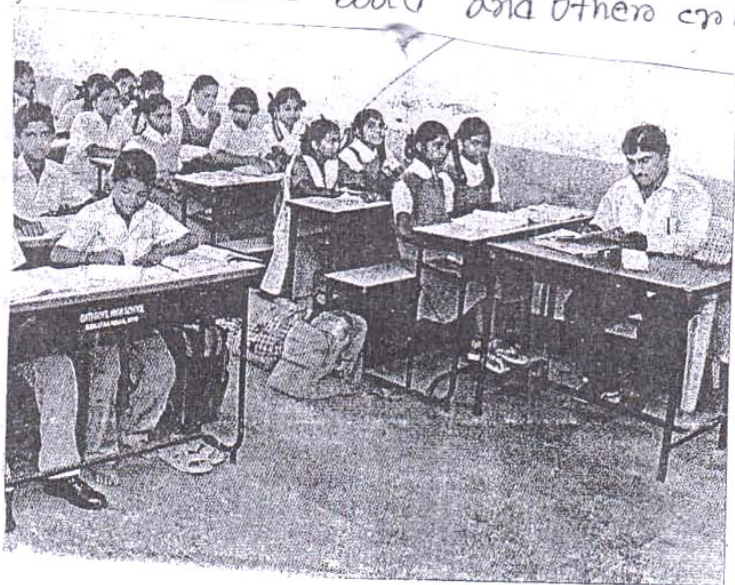
class room functions:-

The items of furniture the items in a class room can be divided in to following three categories
-
Essential furniture:

- 1) Desks and chairs for the pupils or matting on floor
- 2) Black board, either a wall black board or a black board festing on an easle
- 3) A chair for the teacher
- 4) A map stand and a pointer

Activity room / s.w. pw room . Expenditure room

A special room should be set a part for super work experience while planning the school. The room set agains for doing activities requires to be both a teaching room should be equipped with tools of carpenters cord board and other craft materials.



Additional requirements:-



In addition to this a school building has other components mentioned as under.

1) Lunch room:

There should be a lunch room in a school. It is seen where there is no lunch room, the pupils find difficulty in taking their lunch during recess. They sit in verandahs or lawns to take their lunch. The lunch room fulfills their need, after meals the room should be immediately cleaned. There should be a cleanliness committee of students for the purpose.

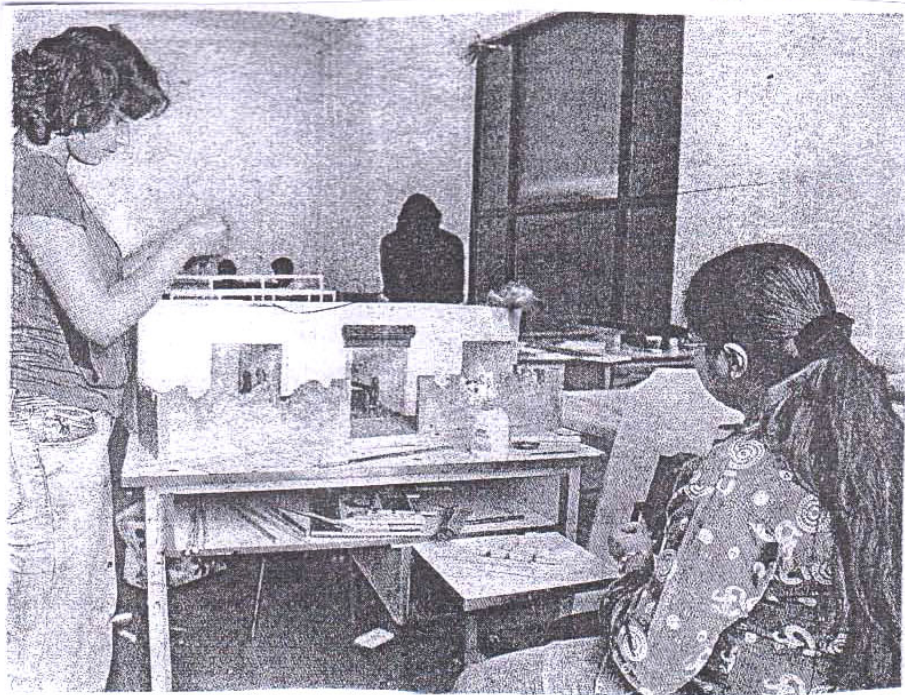


Size of the class:-

Almost all educational authorities agree that thirty is the ideal number of students in a school class economic considerations stand in our way in achieving this ideal. Even in public schools thirty five is the average class strength the analysis of data showed that 66.7% of schools have an average of 45 students per class in the prevailing circumstances it may be quite ideal to restrict the class size to forty five.

Laboratories:-

The area and accomodation of laboratories will depend on overage number of student taking science subjects the number and area of laboratories should there fore be worked out in each case on the basis of octulal develop ment.



The school Assembly :-

It is a good practice to begin the days work with a morning on this occasion the entire school population assemble for a common prayer and thought for the days three the students get themselves familiar with the rules regulations ideals and practises of the school and these are acquainted with comecetity sprit and imaque of school it is a forum for developing good citizenship training.

It develops the habit of doing prayer media-tion and spiritual values.

Habits of punctuality leadership and discipline will be inculcated.

The school assemidy is legonded as a means of controlling and directing the efforts and activities of pupils as a whole, it serves as a common forum and as a clearing house for

motivation information and publicity pupils through the school assembly learn how to behave in public meetings to get accustomed to speakers as well as audience which is a kind of citizenship training.

It develops a sense of beingness among the school children.

Dramatics:

Dramatics is a playful activity in which both creative expression and artistic imitation are combined. As the pupil plays varied roles, he satisfies his internal urge to play and to imitate. Through this activity he expresses himself and finds enjoyment. It has got a great therapeutic value.



It provides opportunities for the release of pent of emotions for improving speech and other qualities of education. It helps them to improve their literary ability and the get themselves acquainted with various subjects like music, staging, decorating and so on.

Dramatics are by differenting as Dance-drama is one variety of dramatics where the whole team is expressed through dance and mus.



Games and sports:-

sports, games and athletics should be organised in school in order to help pupils in conservation of their health development of habit promoting their personality traits like alertness confidence judgement co-operation, team spirit and soon. Athletic activities help in developing all round personality of the pupils and train in citizenship qualities. That is why playground is called the cradle of democracy.



School time table need importance and types time table.

A time table is a pre-arranged and systematic scheme of studies and activities of an institution. It is a plan showing the daily allotment of time among various subjects topics and activities. It shows the distribution of time interval and total duration of work along with the time allotted to different items of work load both second clock of the institution on the face of which are shown the periods of work intervals in between and the kind of activity in each class.

Speed and Importance of time table.

Time table is an essential record for the efficient functioning of an institution. It is the instrument that makes school work as per schedule. It is the time table that supplies the form work with in which the work by an institution proceeds.

- It ensures an orderly and smooth functioning of an institution.
- It facilitates equitable distribution of work among teachers.
- It prevents wastage of time and energy.
- It helps maintaining discipline in the institution.



- It promotes punctuality among staff and students.
- Types of time table
- consolidated time table
- class time table
- teacher time table
- leisure time table / floating time table
- leisure time table / floating time important principles of time table construction

co-curricular Activities:-

Meaning:-

Previously co-curricular activities was regarded as extra-curricular and much emphasis was not laid on organising the same. But of late attitude towards these activities has changed and all round development of the child has become the goal of education. Besides intellectual physical, emotional ~~on~~ ethical social, aesthetic and cultural development is to be aimed at and ancillary activities need to be organised in school as the medio of self expression and means of personality growth. The problem in these words "we do not visualize the school as merely a place of formal learning whose main concern is to communicate or certain preprescribed quantum of knowledge but rather as a living and organic

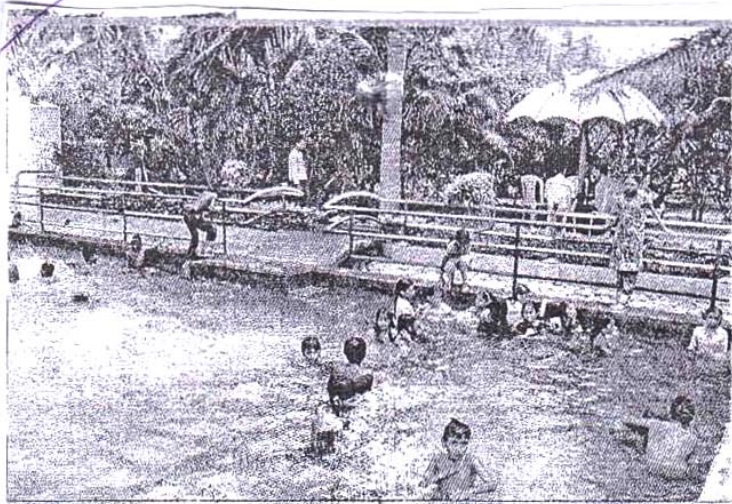
Community which is primarily interested in training its pupils in what we have called the glorious art of living knowledge and learning are undoubtedly of value but they must be acquired as a by-product of interested activities because it is only then that they can become a vital part of students

For proper growth and development of the body there are many co-curricular activities like games, sports, athletics, scouting, dancing, hiking etc. which are helpful for the growth and development of body many activities provide healthful channels for the surplus energy of pupils. They also contribute to the sound health and physical development.



Boy Scouting and eqine Guiders

Scouting is meant for the boys in the age group from 11-18 every scout takes a solemn oath to obey the scout law - which consists of ten rules relating to honour, loyalty, obedience, friendliness, courteousness, cheerfulness, usefulness, truth and cleanliness. He puts on special uniform and learns the use of ropes and sticks, learns first aid, special uniform and learns use social service organises camps, lives and field trips, learns to lead camp life and to lead corporate life and gets him still trained to lead independent life but team spirit.



The girl guide on the other hand - learns activities like looking, resting, singing dancing drill, social service and first-aid.

Financial Resources

Education and financial are interconnected it is said "There is little progress without education and there is little education with poverty". Management of human resources cannot be possible without management of financial resources, \therefore education finance has been introduced as an important field of study for the progress of education in India this is one of the most important function of the H.M.

Sources of income:

ordinarily the sources of revenue for education are central and state government allotments or local bodies and private bodies tuition fees education cess income from school funds endowments gifts etc

Maintenance of school plant:-

It is important to house a good school site building equipment and furniture but it is equally important to maintain these on a regular basis and maintenance of the school campus and its infrastructure should be considered an integral part of a regular school plan. Periodic inspection and repairs to school building and equipment and furniture is a must this requires provision for repairs in school's annual budget, All repairs should be carried out as far as possible during vacations so as not to allow them to interfere with the regular work of the school.



human resources:

Management system during the last decades has been characterised by growing concern with the nature and needs of human beings in the educational organisation. The assumption that human beings in the organisation have their own goals, values, feelings, emotions and need which affect their need to behave in certain ways and that the organisational needs are not necessarily congruent is a dominant fact of in the theory and practice of education management.

Human potential: Management system has the function of improving the learning situation for children. After realising human potential for human development through motivation and learning studies from anthropological psychology and human growth and development indicate that each.

Person is born with more potential with which he is born, people are born different capacities but no matter how limited or how extensive their potential no one ever develops all that they have since no one ever fully develops all that his potential, there is in effect not ceiling even in the most limited person there is a ceiling that is higher than he will ever reach.

Academic job of Head master:

Planning is the first step in only plan academic and administrative assignments. The head master is to plan all kinds of the activities in time for implementing various programmes with success. He is required to plan his duties and functions through out the year, but mainly at the following stages.

- 1) planning
- 2) organising and administrating
- 3) Academic functions viz teaching, guidance and counselling maintenance of standards.

Planning:-

Planning is the first step in any academic and administrative assignment. The Headmaster is to plan to all kinds of his activities in time for implementing various programmes with success. He is required to plan his duties and functions through out the year but mainly at the following stages.

Before opening of the school

During the first week of the session

At the end of the session.

conclusion

The state government are according to the constitution the principal agencies to prepare and improve educational plans and programme school education is essentially a responsibility of the state government with only two reservations (i) on the role assigned to the federal governments on the one hand and (ii) the responsibilities may be delegated to local authorities. As J.P. Milk has observed in practice, the nature of the responsibility for elementary education assumed at the state level, varies as largely from state to state at one extreme is a state like Punjab or Kerala both of authority to local bodies and are administering elementary education directly. At the other extreme are the states like Maharashtra, Rajasthan or AP which have transferred very large powers even elementary education to local bodies.

