

STUDENT NAME : .....

REGISTRATION NO.....

ROLL NO. : .....

ASSIGNMENT PAPER : 3<sup>rd</sup>

SUBJECT : SCHOOL ORGANIZATION

## SECTION-C

Que: Write an essay in home works ?

Ans : Home works is a work given to pupils in school to be at home under the supervision of their parents But different persons have different view about the homework. Some say it is not (Have different) good to give homework at home, if a students during his school house reading, reading, writing, thinking continuously for gives or six hours, then these is no need of homework. Students can devote this time to games or a hobby. But some has a thought that homework develops the intellectual and more qualities. It is valuable means of study. But is the best way to revise the pupils to plan and perform his work and efficiency. Homework helps to parents examine the work of their ward and can improve their performance by giving suitable suggestions.

According to Bray : Under normal condition, a reasonable days work for a child has been done at a close of the afternoon session and homework, as it is generally organized does more harm than good as suite in sure in this county except perhaps from the point of view of examination success.

Homework are given by the different teachers suitable to the children over work and burden should be reduced for this purpose home work should be divided differently.

1. Primary Schools :- In middle school, the children having age b/w 11-13 should be given such homework which can be finished in about one and two hours.
2. High School :- In this, the homework should be of two or three hours. The work increased from year to year.

## PROBLEMS OF HOMEWORK

- 1) Homework as punishments:- Overwork and extra work above two/three hours for high school is like a punishment for the children.
- 2) Need of Parents Supervisions :- Some students are work in doing their home works itself. They need supervision of their parents to complete its work like a teacher in their school.
- 3) Health Problems:- Homework is considered as a danger to the health at the child. The student work hard six hours his health.
- 4) Creating indifferences:- If too much work is given to the pupil and they failed. They are unable to do the homework, they just neglect it.
- 5) Unsatisfactory Condition for study:- It is lack of adequate light, air etc. make study differently. Some people get help but not which indulge in their sense of fear because he was not finished the work.

### "Benefits of Home work "

Homework is given to the pupil to enhance the capability of them. The try to solves their problem themself without any supervision.

Homework is beneficial not only to body but also for the mind. The pupils can easily learn the spelling, writing, thinking etc.

To revise the previous work k done in the class, homework is one of the substitutes. By giving homework the preparation of the coming.

### Section-D

Que; Write short note on the following:-

- 1) Time table
- 2) Evaluation

Ans : Time Table :-

Time table is plan and chart in the school showing the schedule such as allocation of several subject activities and classes. Time table is the mirror that reflects the entire educational classes, followed in the school will be allocated to different educational person.

According to the H.G. Steads:- It is the time table that supplies the framework within which the framework within which the work of the school proceeds. It prevents, waste of time and efforts of the efficient working of a school and teachers. It gives describes emphasis to each subject.

There are two types of Time-Table

1) Class-Wise timetable

2) Teacher-wise timetable

1) Class wise time table:- The class wise time table is prepared first than teach wise. Time table is used to distribute the subject to teachers. Time table makes possible fair allotment of time on the basis of subjects.

2) Evaluation:- Evaluation is the medium involved to measure growth and development. It includes all kind of efforts takes for growth. It involves three steps :-

a) Identifications and formulation of objectives.

b) Observation of pupil behavior.

3) Construction of valid instrument to observe pupil knowledge, information, skill + interest.

Education is concerned with achievements of goals. To achievement the purpose of evaluation following device are used:-

a) Test if conduct to evaluate the performance of the pupil. Psychological that is taken to check their intelligent, interest, personality, observation, interviews, checklist projects are used to evaluate the performance.

Different devices are used to evaluations:-

Test:-

Achievement Test:- Included oral, essay type short answer type test.

Objective Type Test:-

a) Psychological Test:- Included intelligence, interest, personality of people.

b) Record and reports:- Diaries, Anecdote record, cumulative records are use for evaluations.

c) Student project:- Such as note book, assignments, autobiographic are the source of evaluations. Evaluation the chief concerned with all the goals of and education classes. There are two fundamentals:-

1) Education objectives

2) Learning experiences.

Evaluation brings the internal relationship between objectives and learning experience performance and scope of the pupils and measured through education.

## SECTION-B

Que : Explain the main function duties of headmaster in school organization

Ans: The post of the headmaster is of great responsibility. Each headmaster has some special qualities for carrying out responsibilities of his position. He has to perform certain duties which may be grouped under two

1) General Duties

2) Specific Duties

A) General duties of Headmaster:-

- 1) Headmaster decides the courses, co-curricular activities, fee, school timing, periods, holidays.
- 2) Selection of teaching and non-teaching staff.
- 3) Purchase of materials such as furniture, book etc.
- 4) Providing time-table to all staff members.
- 5) Doing efforts for more and more admissions.

B) Duties on the opening Day: - during the first day many problems arises such that distribution of subjects.

C) Duties through of out of year:- The headmaster has to reach school before the regular, works begin and inspect the campus.

D) Duties during closing year:- At the end of the year, headmaster has to arrange question paper and answer sheets, after examination result are sheet is prepared under this supervision and result are declare.

a) New books are announced for next session

b) Those students who want to leave the school for some reason, headmaster issue school leaving certificate.

3) Subject of specific duties of Headmaster:-

a) Supervision of school working:- Headmaster take a round during working hours to check the teacher work as they are taught according to the instruction. But the headmaster has no right to snub teacher in presence of class. He can't do anything which hurt feeling of others.

b) Headmaster of supervise the curriculum activities and development in it. He give advice for the goodness of the students and provide time and facilities to improve the curriculum work.

c) Headmaster is send internal assessment of the student to the board according to their performance. He picked up talented students and encourages weak students.

- d) Headmaster see that all the curriculum activities are planned effective carried out efficiently and lead to student development. Activities are distributed among teacher students to their interest. Head master provides it to all the teachers. Head master is motivates all the people who participate in every event with passion. He maintains the every record of all particulars.
- e) Some students lived in school hostel, Headmaster take care all the arrangements of the hostels. The living place, food, quality all things have to be good. Head master is not do any type of compromise related to students health.
- f) Head master is supervise the various register and ocean. He knows the criteria of fees, salary provided to teacher, budget, money, spend on other expenses. The office of the head is the life of the school.
- g) Headmaster is responsible for business management, office management. It is routine duty of Headmaster to check budget, cashbook, class register others fee funds etc.
- h) Many special services are now introduced in many modern schools, such as health services, provide day meal, uniform and books to needy students.  
Society can take such benefits of services.

