

**TIER II : Detailed syllabus for the post of Principal**

**I Prospective on Education and Leadership:**

A	<b>Understanding the Learner</b>
	<ul style="list-style-type: none"><li>▪ Concept of growth, maturation and development, principles and debates of development,</li><li>▪ Development tasks and challenges with special reference to the foundational, preparatory, middle and secondary school children</li><li>▪ Domains of Development: Physical, Cognitive, Socio-emotional, Moral etc., deviations in development and its implications.</li><li>▪ Role of Primary and Secondary Socialization agencies. Steps to ensure Home school continuity.</li><li>▪ Mental Health and Well Being.</li></ul>
B	<b>Understanding Teaching Learning</b>
I	Theoretical perspectives on Learning -Behaviorism, Cognitivism and Constructivism with special reference to their implications for: <ul style="list-style-type: none"><li>• The role of Principal</li><li>• Role of Vice-Principal and HM</li><li>• The role of teacher</li><li>• The role of learner</li><li>• Nature of teacher-student relationship</li><li>• Innovative Pedagogical Practices</li><li>• Productive Classroom environment</li><li>• Understanding of discipline, power etc.</li></ul>
II	Factors affecting learning and their implications for: <ul style="list-style-type: none"><li>• Designing classroom instructions,</li><li>• Planning student activities and,</li><li>• Creating learning spaces in school</li></ul>
C	<b>Planning and Organization of Teaching-Learning</b>
	<ul style="list-style-type: none"><li>• Concept of Syllabus and Curriculum, Overt and Hidden Curriculum</li><li>• Preparation of School Time-table</li><li>• Foundational Literacy and Numeracy, Early Childhood Care and Education</li><li>• Competency Based Lesson Planning.</li><li>• Competency Based Assessment</li><li>• Instructional Material and Resources</li><li>• Digital Technology in Teaching Learning</li><li>• Classroom Observation, Feedback and Follow-up, Reflections and Dialogues as a means of constructivist teaching</li></ul>
D	<b>Creating Conducive Learning Environment</b>
	<ul style="list-style-type: none"><li>• Inclusive Education: The concepts of Diversity, disability and Inclusion, implications of disability as social construct, types of disabilities-their identification and interventions</li><li>• Concept of School Mental Health &amp; Well Being. Addressing the curative, preventive and promotive dimensions of mental health for all students and staff. Provisioning for guidance and counselling.</li><li>• Developing School and community as a learning resource.</li><li>• Right of Person with Disability Act-2016 as amended from time to time.</li></ul>
E	<b>School Organization and Leadership</b>

	<ul style="list-style-type: none"> <li>• Leader as reflective practitioner, team builder, initiator, coach and mentor.</li> <li>• Perspectives on School Leadership: instructional, distributed and transformative</li> <li>• Vision building, goal setting and creating a School development Plan</li> <li>• Using School Processes and forums for strengthening teaching learning-Annual Calendar, time-tabling, parent teacher forums, school assembly, teacher development forums, using achievement data for improving teaching –learning, School Self-Assessment and Improvement</li> <li>• Creating partnerships with community, industry and other neighboring schools and Higher Education Institutes – forming learning communities,</li> <li>• School Accreditation.</li> </ul>
<b>F</b>	<b>Perspectives in Education</b>
	<ul style="list-style-type: none"> <li>• Role of school in achieving aims of education.</li> <li>• Educational Policies of Govt of India</li> <li>• National Education Policy-2020</li> <li>• National Curriculum Framework Foundational Stage-2022</li> <li>• National Curriculum Framework for School Education-2023</li> <li>• NIPUN Bharat Mission</li> <li>• Guiding Principles for Child Rights, Protecting and provisioning for rights of children to safe and secure school environment,</li> <li>• Right of Children to free and Compulsory Education Act, 2009,</li> <li>• Historically studying the National Policies in education with special reference to school education;</li> <li>• School Curriculum Principles: Perspective, Learning and Knowledge, Curricular Areas, School Stages – Pedagogy &amp; Assessment</li> </ul>

## II Management, Supervision and Leadership

Management: its nature and scope; The Management Processes; Planning, Organization, Staffing, Directing and Controlling; The Role of a Manager in an Organization. Leadership: The Tasks of a Leader, Leadership Styles; Leadership Theories; A successful Leader versus an effective Leader. Human Resource Development: Concept of HRD; Goals of HRD; Performance Appraisal — Potential appraisal and development — Feedback and Performance Counseling —Career Planning — Training and Development — Rewards — Employee Welfare. Motivation, Morale and\_ Incentives: Theories of Motivation; How Managers Motivate; Concept of Morale; Factors determining morale; Role of Incentives in Building up Morale. Communication: Steps in the Communication Process; Communication Channels; Oral versus Written Communication; Verbal versus non-verbal Communication; upward, downward and lateral Communication; Barriers to Communication, Role of Information Technology. Class Observation and School Supervision. Ethics in School Management. Emotional Intelligence.

## III Administration and Finance

<ul style="list-style-type: none"> <li>▪ Office Procedure &amp; Office Management</li> <li>▪ CCS (CCA) Rules 1965</li> <li>▪ CCS (Conduct) Rules 1964</li> <li>▪ Fundamental &amp; Supplementary Rules</li> <li>▪ TA Rules</li> <li>▪ Leave Travel Concession Rule.</li> <li>▪ Principles of School Budget</li> <li>▪ Medical Attendance Rules &amp; CGHS</li> <li>▪ Right to Information Act 2005</li> <li>▪ Contract Labour (Abolition and Regulation) Act, 1970</li> <li>▪ Income Tax &amp; GST</li> <li>▪ POSH &amp; POCSO Acts</li> <li>▪ MoE, NCPCR and NDMA guidelines for school safety and security</li> <li>▪ Constitutional Provisions for PwBD, EWS, SC/ST and other disadvantaged groups</li> <li>▪ General Financial Rules – 2017</li> <li>▪ CCS(Pension) Rules 2021, NPS</li> <li>▪ Human Rights</li> </ul>
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C	Planning and Organization of Teaching-Learning

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### **III Administration and Finance**

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- CCS (Conduct) Rules 1964
- Fundamental & Supplementary Rules
- TA Rules
- Leave Travel Concession Rule.
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- Medical Attendance Rules & CGHS
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