

**SYLLABUS OF WRITTEN EXAMINATION FOR THE POST OF HEADMASTER
/HEADMISTRESS**

Full Marks - 60

The syllabus for written examination will be divided into five PARTS:

1. General Awareness and Current Affairs relating to School Education
2. English
3. Mathematics
4. Issues in School Management
5. Value Education

Each PART will comprise of Multiple Choice Question (MCQ) items. Each MCQ item will have four options, out of which one will be the correct one and other three will be incorrect. The candidates will have to mark the correct answer. Each MCQ will carry ONE (1) mark. The Question Paper will be of Sixty (60) marks, and it will be of ONE (1) hour duration. There shall be no **NEGATIVE** marking

Details of Syllabus and Question Pattern are given below.

PART- I

General Awareness and Current Affairs relating to School Education

15 Marks

This PART, divided into three Sections, aims to test candidates' knowledge pertaining to traditional & modern trends in educational philosophies, theories and practice at international, national and state (West Bengal) levels.

Section - A

Five Issues related to International Level:

1. Educational philosophies of John Dewey, Burrhus Frederic Skinner, Piaget, Vygotsky & Kenneth Robinson.
2. Bloom's Taxonomy (1956) & Revised Bloom's Taxonomy (2001) by Anderson & Krathwohl and their relation to Learning, Teaching & Evaluation, including theories of multiple intelligences & Delor's Report on Education 'Learning: The Treasure Within'.
3. Cognitive and Social Constructivism and their impact on classroom transaction including Constructive models of teaching-learning process.
4. Use of ICT in classrooms.
5. Major Educational Initiatives & Projects, related to school education, of the United Nations from 2014 to 2016.

Section - B

Five Issues related to National Level:

1. Educational philosophies of Mahatma Gandhi, Rabindranath Tagore & Jiddu Krishnamurti.
2. Major recommendations of Radhakrishnan Commission (1948-49), Mudaliar Commission (1952-54) & Kothari Commission (1964-66) and impact of those recommendations on School Education.
3. National Education Policy (1986) - main features
4. Programme of Action (1992), Yash Pal Committee Report titled 'Learning Without Burden' (1993), including concepts of Inclusive Education.
5. Visions of the National Curriculum Framework (2005), SSM, RMSA and mandates of The Right of Children to Free and Compulsory Education Act, 2009 related to School Education.

Section-C

Five Issues related to State Level:

1. Educational philosophies of Vidyasagar, Vivekananda & Rishi Aurobindo.
2. Major Educational Initiatives for schools & school students in West Bengal from 2011 to 2016.
3. Approaches to New Curriculum, Syllabi & Textbooks at Elementary, Secondary & Higher Secondary levels followed in the state.
4. Characteristics & Implications of the Continuous & Comprehensive Evaluation (CCE) structure (The Peacock Model) followed in the Elementary level.
5. The Evaluation structure at the Secondary level (including Internal Formative Evaluation) & Evaluation structure at the Higher Secondary level (including Project) followed in the state.

Question Pattern:

Section	Number of Issues	Marks in Each Question	Number of Questions	Total Marks
A	5	1	5 (One question from Each Issue)	5
B	5	1	5 (One question from Each Issue)	5
C	5	1	5 (One question from Each Issue)	5

PART-II

English

10 Marks

This PART, divided into three Sections, will contain questions related to Comprehension, Grammar & Vocabulary.

Section -A

Comprehension:

One passage, not more than 200 words, will be given. Questions will be set on this passage.

Section - B

Grammar:

Topics:

1. Gender Change
2. Number Change
3. Proper Verb forms
4. Articles
5. Prepositions
6. Voice Change

7. Narration Change
8. Phrasal Verbs
9. Locating errors in sentence construction

Section - C

Vocabulary:

Topics:

1. Synonyms
2. Antonyms

Question Pattern:

Section	Section Topic	Marks in Each Question	Number of Questions	Total Marks
A	Comprehension	1	5	5
B	Grammar	1	3 (One question from Each Topic)	3
C	Vocabulary	2	2 (One question from Each Topic)	2

PART- III

Mathematics

05 Marks

1. Prime number, Composite number, Even number, Odd number. Integer, Simple fraction, Decimal fraction. Addition, Subtraction, Multiplication, Division of rational numbers and Square root of rational numbers and simplification involving the above operations. Order relation on rational numbers.
2. H.C.F & L.C.M of rational numbers.
3. Percentage.
4. Metric system.
5. Time and distance.

6. Time and work.
7. Ratio and proportion.
8. Simple interest.
9. Compound interest.
10. Partnership business.
11. Profit and loss, Discount.
12. Area and Perimeter of rectangular region, triangular region and circular region.
13. Total surface area and volume of a solid cuboid, solid cylinder, solid cone and solid sphere.
14. Mean or Average.
15. Pythagoras theorem.
16. Factors of quadratic expression.
17. Simplification of algebraic expression.
18. Solution of linear equations with two variables.

PART-IV
Issues in School Management
15 Marks

This PART is divided into following three sections.

SECTION-A

- 1. Admission and Students' Welfare**
 - a. Admission at Elementary Level
 - b. Admission in Class IX Onwards
 - c. Entitlement of Children under the RTE Act, 2009 and Entitlement declared by Department of School Education, Govt. of West Bengal
- 2. Safety of Children in School and Protection of Child Rights**
 - a. Health Safety & Disaster Management
 - b. Physical, Emotional and Mental Safety
 - c. Child Rights as per Provisos of RTE Act, 2009
- 3. Management for Equality**
 - a. Girls Education and Equity as per Provisos under RTE Act, 2009

- b. Avoiding Discrimination against Girls
- c. Access and Retention for the Girls Child
- d. Aids and Appliances for Children With Special Needs (CWSN)
- e. Issues related to Inclusion of Children from Marginalized Communities, ST Children and Minority Children
- f. Identification of Children in Difficult Circumstances and Migratory Children

SECTION-B

I. Management for Quality of Learning

- a. Curriculum and Evaluation as envisaged in RTE Act, 2009
- b. Learning Environment
- c. Teaching-Learning Process, including Comprehensive and Continuous Evaluation (CCE) with reference to PEACOCK Model followed in West Bengal and Planning of Learner's Assessment to ensure Learning Outcomes at Secondary & Higher Secondary levels
- d. Transaction of Curriculum

2. Supervision and Support at the School Level for Monitoring of Quality

- a. Maintenance of Child Friendly and Child Centric Environment
- b. Classroom Observations
- c. Organization of 'Co-scholastic' Activities and their Integration in the School Curriculum
- d. Maintenance of Child Profile
- e. Management of Discipline in School

SECTION-C

I. School Management

- a. School Managing Committee
- b. School Development Plan
- c. Staff Pattern of Different Schools
- d. School Time Table and Annual Academic Calendar
- e. Financial responsibilities of the Head of the Institution
- f. School Records
- g. Coordination between School and Community

2. Some Acts and Rules in West Bengal regarding Management of School

- a. The West Bengal Board of Secondary Education Act, 1963
- b. The West Bengal Council of Higher Secondary Education Act, 1975
- c. The West Bengal Schools (Control of Expenditure) Act, 2005
- d. The West Bengal Panchayat Act, 1973
- e. The West Bengal Municipal Act

- f. West Bengal Right of Children for Free and Compulsory Education Rules, 2012
- g. Compositions of the West Bengal Board of Secondary Education and the West Bengal Council of Higher Secondary Education
- h. Procedure for Recruitment of Teaching / Non-Teaching Staff, Appointment, Approval and their Confirmation
- i. Break-in Service, Condonation, Lien, Leave Rules
- j. Resignation, Termination and Dismissal
- k. Service Rules of Teaching/Non-Teaching Staff including Pension matters and Retirement Benefits
- l. Grant-in-Aid Rules, Treasury Functions, House Rent Rules, Arrear Claims
- m. GPF & CPF Rules, Change of Option
- n. ROPA - Various Aspects - Fixation of Pay, Change of Option
- o. Staff Patterns of Different Schools

Question Pattern:

Section	Number of MCQ items	Marks in each item	Total Marks
A	5	1	5
B	5	1	5
C	5	1	5

PART-V

Aptitude in imparting value-based education

15 Marks

This PART will contain questions to test the aptitude in imparting value-based education with special reference to the teachings of Yogoda Satsanga Society of India as propounded by its founder Paramahansa Yogananda, mainly on the topics related to his 'How-to-live' concept of education.