

According to WBSSC SLST Syllabus of Written Examination for the
Post of Headmaster/Headmistress of High/Higher Secondary Schools

Complete Guide for **Headmaster** Recruitment Examination

Compiled & Edited by
Educational Research Development & Review Committee
(ERDRC)



Rita Publication

(Publisher and Book-seller)

25B, Beniatola Lane, Kolkata-700 009

Website: www.ritapublication.com

SYLLABUS

Part-I: General Awareness and Current Affairs Relating to School Education

This part, divided into three sections, aims to test candidates knowledge pertaining to traditional and 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 and Kenneth Robinson.
2. Bloom's Taxonomy (1956) and Revised Bloom's Taxonomy (2001) by Anderson and Krathwohl and their Relation to Learning, Teaching and Evaluation, Including Theories of Multiple Intelligence and 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 and 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 and Jiddu Krishnamurti.
2. Major Recommendations of Radhakrishnan Commission (1948-49), Mudaliar Commission (1952-1953) and Kothari Commission (1964-66) and impact of those recommendations on School Education.
3. National Education Policy (1986)—main features.
4. Programme of Action (1992) and Yash Pal Committee Report titled 'Learning without Burden' (1993), Including concepts of Inclusive Education.
5. Vision 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 and Rishi Aurobindo.
2. Major Educational Initiatives for School and School Students in West Bengal from 2011 to 2016.
3. Approaches to New Curriculum, Syllabi and Textbooks at Elementary, Secondary and Higher Secondary Levels followed in the State.
4. Characteristics and Implications of the Continuous and Comprehensive Evaluation (CCE) structure (The Peacock Model) followed in the Elementary Level.
5. Evaluation Structure at the Secondary Level (Including Internal Formative Evaluation) and Evaluation Structure at the Higher Secondary Level (Including Project) followed in the State.

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

This part, divided into three sections, will contain questions related to Comprehension, Grammar and Vocabulary.

■ Section-A: Comprehension

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

■ Section-B: Grammar

1. Gender Change
2. Number Change
3. Proper Verbs Forms
4. Articles
5. Prepositions
6. Voice Change
7. Narration Change
8. Phrasal Verbs
9. Locating Errors in Sentence Construction

■ Section-C: Vocabulary

1. Synonyms
2. Antonyms

Section	Section Topic	Marks in Each Question	Number of Questions	Total Marks
A	Comprehension	1	4	4
B	Grammar	1	9 (One question from each topic)	9
C	Vocabulary	1	2 (One question from each topic)	2

Part-III: Mathematics

1. Prime number, Composite number, Evennumber, 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. HCF and LCM 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.
12. Total surface area and volume of a solid cuboid, solid cylinder, solid cone and solid sphere.
13. Mean or Average.
14. Pythagoras theorem.
15. Factors of quadratic expression.
16. Simplification of algebraic expression.
17. Solution of linear equations with two variables.

Part-IV: Issues in School Management

■ 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 and Disaster Management
- (b) Physical, Emotional and Mental Safety
- (c) Child Rights as per Provisions of RTE Act, 2009

3. *Management for Equality*

- (a) Girls Education and Equity as per Provisions of 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

1. *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 and 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 Observation.
- (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

1. *School Management*

- (a) School Managing Committee.
- (b) School Development Plan.
- (c) Staff Pattern of Different Schools.
- (d) School Timetable and Annual Academic Calendar.
- (e) Financial Responsibility 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 (1993).
- (f) West Bengal Right of Children for Free and Compulsory Education Rules (2012).
- (g) Compositions of the West Bengal Board of Secondary Education and 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-Aids Rules, Treasury Functions, House Rent Rules, Arrear Claims.
- (m) GPF and CPF Rules, Change of Option.
- (n) ROPA—Various Aspects—Fixation of Pay, Change of Option.
- (n) Staff Patterns of Different Schools.

Section	Number of MCQ Items	Marks in Each Items	Total Marks
A	5	1	5
B	5	1	5
C	5	1	5

CONTENTS

Part-I: General Awareness and Current Affairs Relating to School Education

■ Section-A: Five Issues Related to International Level

3-52

- A.1. Educational Philosophies of John Dewey, Burrhus Frederic Sinner, Piaget, Vygotsky and Kenneth Robinson ... 3
 - A.1.1. Educational Philosophy of John Dewey ... 3
 - A.1.2. Educational Philosophy of Burrhus Frederic Skinner ... 5
 - A.1.3. Educational Philosophy of Piaget ... 9
 - A.1.4. Educational Philosophy of Vygotsky ... 12
 - A.1.5. Educational Philosophy of Kenneth Robinson ... 13
- A.2. Bloom's Taxonomy (1956) and Revised Bloom's Taxonomy (2001) by Anderson and Krathwohl and their Relation to Learning, Teaching and Evaluation, Including Theories of Multiple Intelligence and Delor's Report on Education 'Learning: The Treasure Within' ... 19
 - A.2.1. Bloom's Taxonomy (1956) ... 19
 - A.2.2. Revised Bloom's Taxonomy (2001) ... 22
 - A.2.3. Delor's Report on Education 'Learning: The Treasure Within' ... 24
- A.3. Cognitive and Social Constructivism and their Impact on Classroom Transaction Including Constructive Models of Teaching-learning Process ... 29
- A.4. Use of ICT in Classrooms ... 38
 - A.3.1. Cognitive Constructivism and their Impact on Classroom Transaction ... 29
 - A.3.2. Social Constructivism and their impact on Classroom Transaction ... 31
- A.5. Major Educational Initiatives and Projects, Related to School Education of the United Nations from 2014 to 2016 ... 49
 - A.4.1. Meaning of Information and Communication Technology ... 38
 - A.4.2. Types of Information and Communication Technology ... 38
 - A.4.3. Benefits of using Information and Communication Technology ... 39
 - A.4.4. Positive Impact of Information and Communication Technology in Society ... 39
 - A.4.5. Negative Impact of Information and Communication Technology in Society ... 43

■ Section-B: Five Issues Related to National Level

53-116

- B.1. Educational Philosophies of Mahatma Gandhi, Rabindranath Tagore and Jiddu Krishnamurti ... 53
 - B.1.1. Educational Philosophy of Mahatma Gandhi ... 53
 - B.1.2. Educational Philosophy of Rabindranath Tagore ... 55
 - B.1.3. Educational Philosophy of Jiddu Krishnamurthy ... 57
- B.2. Major Recommendations of Radhakrishnan Commission (1948-49) Mudaliar Commission (1952-1953) and Kothari Commission (1964-66) and impact of those recommendations on School Education ... 63
 - B.2.1. Major Recommendations of Radhakrishnan Commission (1948-49) ... 63
 - B.2.2. Major Recommendations of Mudaliar Commission (1952-1953) ... 69
 - B.2.3. Major Recommendations of Kothari Commission (1964-66) ... 75
- B.3. National Education Policy (1986) ... 84
 - B.3.1. Overview ... 84

- B.3.2. Main Features of National Policy on Education (1986) ... 84
- B.4. Programme of Action (1992) and Yash Pal Committee Report (Learning without Burden) 88
- B.4.1. Programme of Action (1992) ... 88
- B.4.2. Yash Pal Committee Report (Learning without Burden) ... 93
- B.5. Vision 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 ... 97
- B.5.1. Sarva Shiksha Abhiyan (2001) ... 97
- B.5.2. National Curriculum Framework (2005) ... 100
- B.5.3. Rashtriya Madhyamik Shiksha Abhiyan (2009) ... 104
- B.5.4. Right of Children to Free and Compulsory Education Act (2009) ... 105

■ Section-C: Five Issues Related to State Level 117-160

- C.1. Educational Philosophies of Vidyasagar, Vivekananda and Aurobindo ... 117
- C.1.1. Educational Philosophy of Vidyasagar ... 117
- C.1.2. Educational Philosophy of Vivekananda ... 121
- C.1.3. Educational Philosophy of Aurobindo ... 123
- C.2. Major Educational Initiatives for School and School Students in West Bengal from 2011 onwards ... 132
- C.2.1. Universalization of Elementary Education ... 132
- C.2.2. Universalisation of Secondary Education ... 134
- C.2.3. Special Training for Out of School Children ... 137
- C.2.4. Improvement of School Infrastructure ... 137
- C.2.5. Incentives ... 138
- C.2.6. Teachers' Education and Teachers' Training ... 139
- C.2.7. Student Exchange Programme (Twining of Schools) ... 139
- C.2.8. Nirmal Vidyalaya Abhiyan ... 140
- C.2.9. Kala Utsav ... 140
- C.2.10. Kanyashree Prakalpa ... 140
- C.2.11. Vocational Education ... 141
- C.2.12. ICT @School ... 141
- C.3. Approaches to New Curriculum, Syllabi and Textbooks at Elementary, Secondary and Higher Secondary Levels in the State ... 143
- C.3.1. Review of Text Books ... 145
- C.4. Characteristics and Implications of the Continuous and Comprehensive Evaluation (CCE) structure (Peacock Model) followed in the Elementary Level ... 147
- C.5. Evaluation Structure at the Secondary Level (Including Internal Formative Evaluation) and Evaluation Structure at the Higher Secondary Level (Including Project) followed in the State ... 155

Part-II: English

■ Section-A: Comprehension 163-215

- Prose (1-25) ... 163
- Poetry (1-25) ... 202

■ Section-B: Grammar 216-329

- B.1. Gender Change ... 216
- B.2. Number Change ... 223
- B.3. Proper Verbs Forms ... 229
- B.4. Articles ... 240
- B.5. Prepositions ... 246
- B.6. Voice Change ... 265
- B.7. Narration Change ... 279
- B.8. Phrasal Verbs or Group Verbs ... 298
- B.9. Locating Errors in Sentence Construction ... 319

■ Section-C: Vocabulary 330-344

- C.1. Synonyms and Antonyms ... 330

Part -III: Mathematics

1. Numbers ... 346-367
2. HCF and LCM ... 368-375
3. Percentage ... 376-383
4. Metric System ... 384-389
5. Time and Distance ... 390-398
6. Time and Work ... 399-408
7. Ratio and Proportion ... 409-414
8. Interest, Simple and Compound ... 415-426
9. Partnership Business ... 427-436
10. Profit and Loss, Discount ... 437-444
11. Area of Perimeter of Rectangular Region, Triangular Region and Circular Region 445-453
12. Total Surface Area and Volume of a Solid Cuboid, Solid Cylinder, Solid Cone and Solid Sphere ... 454-463
13. Mean or Average ... 464-470
14. Pythagoras Theorem ... 471-480
15. Factors of Quadratic Expression ... 481-486
16. Simplification of Algebraic Expression ... 487-492
17. Solution of Linear Equations with Two Variables ... 493-496

Part-IV: Issues in School Management

■ Section-A: 499-537

A.1. Admission and Students' Welfare ... 499

- A.1.a. Admission at Elementary Level ... 499
- A.1.b. Admission in Class IX Onwards ... 500
- A.1.c. Entitlement of Children under the RTE Act, 2009 and Entitlement declared by Department of School Education, Govt. of West Bengal ... 501

A.2. Safety of Children in School and Protection of Child Rights ... 505

- A.2.a. Health Safety and Disaster Management ... 505
- A.2.b. Physical, Emotional and Mental Safety ... 506
- A.2.c. Child Rights as per Provisions of RTE Act, 2009 ... 506

A.3. Management for Equality ... 512

- A.3.a. Girls Education and Equity as per Provisions of RTE Act, 2009 ... 512
- A.3.b. Avoiding Discrimination Against Girls ... 514
- A.3.c. Access and Retention for the Girls Child ... 515
- A.3.d. Aids and Appliances for Children with Special Needs (CWSN) ... 518
- A.3.e. Issues Related to Inclusion of Children from Marginalized Communities, ST Children and Minority Children ... 523
- A.3.f. Identification of Children in Difficult Circumstances and Migratory Children ... 528

■ Section-B: 538-581

B.1. Management for Quality of Learning ... 538

- B.1.a. Curriculum and Evaluation as Envisaged in RTE Act, 2009 ... 538
- B.1.b. Learning Environment ... 541
- B.1.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 and Higher Secondary levels ... 542
- B.1.d. Transaction of Curriculum ... 550

B.2. Supervision and Support at the School Level for Monitoring of Quality ... 560

- B.2.a. Maintenance of Child Friendly and Child Centric Environment ... 560
- B.2.b. Classroom Observation ... 562
- B.2.c. Organization of 'Co-scholastic' Activities and their integration in the School Curriculum ... 563
- B.2.d. Maintenance of Child Profile ... 568
- B.2.e. Management of Discipline in School ... 576

■ Section-C: 582-728

C.1. School Management ... 582

- C.1.a. School Managing Committee ... 582
- C.1.b. School Development Plan ... 583
- C.1.c. Staff Pattern of Different Schools ... 584
- C.1.d. School Timetable and Annual Academic Calendar ... 583

- C.1.e. Financial Responsibility of the Head of the Institution ... 593
- C.1.f. School Records ... 594
- C.1.g. Coordination between School and Community ... 599
- C.2. Some Acts and Rules in West Bengal regarding Management of School ... 608**
- C.2.a. The West Bengal Board of Secondary Education Act (1963) ... 608
- C.2.b. The West Bengal Council of Higher Secondary Education Act (1975) ... 625
- C.2.c. The West Bengal Schools (Control of Expenditure) Act (2005) ... 635
- C.2.d. The West Bengal Panchayat Act (1973) ... 641
- C.2.e. The West Bengal Municipal Act (1993) ... 643
- C.2.f. West Bengal Right of Children for Free and Compulsory Education Rules ... (2012)
Government of West Bengal School Education Department, Law Branch ... 648
- C.2.g. Compositions of the West Bengal Board of Secondary Education and
West Bengal Council of Higher Secondary Education ... 680
- C.2.h. Procedure for Recruitment of Teaching/Non-Teaching Staff, Appointment, Approval
and their Confirmation ... 683
- C.2.i. Break-in-Service, Condonation, Lien, Leave Rules ... 685
- C.2.j. Resignation, Termination and Dismissal ... 691
- C.2.k. Service Rules of Teaching/ Non-Teaching Staff including Pension matters and Retirement
Benefits ... 692
- C.2.l. Grant-in-Aids, Treasury Functions, House Rent Rules, Arrear Claims ... 702
- C.2.m. General Provident Fund (GPF) and Contributory Provident Fund (CPF) Rules, Change
of Option ... 706
- C.2.n. ROPA—Various Aspects—Fixation of Pay, Change of Option ... 708
- C.2.o. Staff Pattern of Different Schools ... [See (Subhead C.1.c.) page 584]