

Advance Diploma in School Operations and Management (ADSOM)

Duration: 2 Years (4 Semesters)**

Semester – I

S. No.	Paper Numerical Unique	Class & Papers	Paper Name / Subject
1	ADSOM101	1ADSOM1	Fundamentals of School Administration
2	ADSOM102	1ADSOM2	Educational Leadership and Management
3	ADSOM103	1ADSOM3	Communication and Interpersonal Skills
4	ADSOM104	1ADSOM4	School Record Keeping and Office Management

Course Details (Semester – I)

- **Fundamentals of School Administration** – Roles, responsibilities, and school hierarchy.
 - **Educational Leadership and Management** – Leadership styles and management principles.
 - **Communication and Interpersonal Skills** – Effective school communication systems.
 - **School Record Keeping and Office Management** – Maintaining registers, reports, and official records.
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Semester – II

S. No.	Paper Numerical Unique	Class & Papers	Paper Name / Subject
1	ADSOM201	2ADSOM1	Financial and Budget Management in Schools
2	ADSOM202	2ADSOM2	Educational Policies and School Law
3	ADSOM203	2ADSOM3	Human Resource Management in Schools
4	ADSOM204	2ADSOM4	School Event Planning and Coordination

Course Details (Semester – II)

- **Financial and Budget Management in Schools** – Budget preparation and resource utilization.
 - **Educational Policies and School Law** – Education acts and legal responsibilities.
 - **Human Resource Management in Schools** – Teacher recruitment and staff relations.
 - **School Event Planning and Coordination** – Organizing functions, sports, and cultural activities.
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Semester – III

S. No.	Paper Numerical Unique	Class & Papers	Paper Name / Subject
1	ADSOM301	3ADSOM1	Curriculum Development and Implementation
2	ADSOM302	3ADSOM2	Quality Assurance and School Evaluation
3	ADSOM303	3ADSOM3	ICT and Digital Administration
4	ADSOM304	3ADSOM4	Research Methodology in Education Management

Course Details (Semester – III)

- **Curriculum Development and Implementation** – Planning and designing school syllabus.
 - **Quality Assurance and School Evaluation** – Continuous improvement and inspections.
 - **ICT and Digital Administration** – Use of MIS and digital record systems.
 - **Research Methodology in Education Management** – Report writing and survey methods.
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Semester – IV

S. No.	Paper Numerical Unique	Class & Papers	Paper Name / Subject
1	ADSOM401	4ADSOM1	Educational Planning and Decision Making
2	ADSOM402	4ADSOM2	Project Work / Internship
3	ADSOM403	4ADSOM3	Case Studies on School Management
4	ADSOM404	4ADSOM4	Viva-Voce / Presentation

Course Details (Semester – IV)

- **Educational Planning and Decision Making** – Strategic planning for school improvement.
- **Project Work / Internship** – Practical exposure in real school settings.
- **Case Studies on School Management** – Real examples of effective school operations.
- **Viva-Voce / Presentation** – Oral evaluation and portfolio submission.