

CONTENT

Sr. No.	List of Content	Page No.
	Declaration	i
	Certificate	ii
	Acknowledgement	iii
	Content	v
	List of Tables	xi
	List of Figure	xvi
CHAPTER-I: INTRODUCTION		
1.0	Introduction	01
1.1	School Management	03
1.2	Management Problems of Secondary Schools	04
1.3	Development of Private Un-Aided Secondary Schools In India	06
1.4	Management Problems of Private Un-Aided Secondary Schools In India	08
1.5	Reasons for Growing Private Un-Aided Secondary Schools In India	09
1.6	Manipur State and Its Educational Management	10
1.7	Development of Education In The State of Manipur	11
1.8	Development of Private Un-Aided Secondary Schools in Manipur	12
1.9	Management Problems of Private Un-Aided Secondary Schools of Manipur	14
1.10	Challenges and Problems of Private Un-Aided Secondary Schools	14
1.11	Human Resource Management Problems In Secondary Schools	16
1.12	Finance Management Problems In Secondary Schools	20
1.13	Materials Management Problems In Secondary Schools	22
1.14	Rationale of The Study	25
1.15	Research Questions	28
1.16	Statement of The Problem	28
1.17	Objectives of Present Study	28
1.18	Explanation of Terms Used In The Study	28
1.19	Delimitations of The Study	29

CHAPTER–II: REVIEW OF RELATED LITERATURE		
2.0	Introduction	30
2.1	Human Resource Management	30
2.2	Finance Management	43
2.3	Materials Management	46
2.4	Implications of Reviewed Studies for the Present Study	51
2.5	Conclusion	53
CHAPTER–III: PLAN AND PROCEDURE OF STUDY		
3.0	Introduction	54
3.1	The Setting of The Study : Manipur State	54
3.2	Population of The Study	54
3.3	Sample for The Study	55
3.4	Sources of Data for The Present Study	56
3.5.0	Tools & Techniques Used for The Present Study	58
3.5.1	Observation	58
3.5.2	School Documents of Sample Schools	58
3.5.3	Un-Structured In-depth Interviews	59
3.5.4	Group Discussion	61
3.6.0	Procedure of Data Collection	61
3.7.0	Procedure of Data Analysis	67
3.7.1	Human Resources Management	68
3.7.2	Finance Management	69
3.7.3	Material Management	73
CHAPTER–IV:DATA ANALYSIS AND INTERPRETATION		
4.0	Introduction	74
4.1	Human Resource Management (HRM)	74
4.1.1	HRM In Un-Aided Secondary Schools	75
4.1.1.1	Teachers’ Recruitment:	75
1.	Identification of Vacant Teaching Posts	75
2.	Methods of Advertisement for Vacant Teaching Vacant Posts	77
3.	Appointment of Selection Committee Members For Teachers’ Recruitment	78

4.	Process Of Teachers' Interviews For Recruitment	79
5.	Guidelines for Selection Committee Members In Interviews	80
6.	Method of Conducting Teachers' Interviews	81
7.	Appointment Letters Issued To The Selected Candidates	81
8.	Travelling Allowance For Members Of Interview Committee	83
9.	Waiting List	84
4.1.1.2	Staff Development Programs	84
1.	Areas identified for Staff Development Activities in Schools	84
2.	Norms For the Staffs Attaining Workshops Outstation	85
3.	Frequency of Organize Staff Development Activities in Schools	86
4.	Experts Invited for Staff Development Activities	88
5.	Leave Provisions For Staff To Attend Outstation Workshops	89
6.	Staff Sharing Outstation Workshops Experience	90
7.	Encouragement to Teachers For Staff Development	91
4.1.1.3	Tasks Distribution Among The Schools Teachers	92
1.	Policy of Task Distribution Among the Schools Teachers	92
2.	Guidelines Provided to Staff for Performing Schools' Tasks	94
3.	Problems Face By School Authorities In Task Distribution	95
4.	Process Followed To Solve The Problems Of Tasks Overlapping	95
4.1.1.4	Task Specification Of Staffs	96
1.	Teachers' Task To Teach As Per Their Subjects Specialization	97
2.	Allotment of Works To Teaching & Non Teaching Staffs	98
3.	Problems Faced for Tasks Ambiguity	99
4.	Process To Solve The Problems Of Tasks Ambiguity	99
4.1.1.5	Service Rules For The Staffs In Schools	100
1.	Schools Services Rules For Staffs	100
2.	Difficulties In Following Schools' Service Rules By Staffs	102
3.	Action Taken On Staffs Who Do Not Follow The Service Rules	103
4.1.1.6	Teachers' Motivation In Schools	104
1.	Reorganization of Teachers' Innovations	104
2.	Awards Given To Teachers By School Authorities	105
3.	Working Environment In the Schools	106

4.	Open & Free Discussion in the Staff Meeting of Schools	107
5.	Provision For Further Studies For Staffs	109
4.1.1.7	Process Of Communication In The Schools	110
1.	Communication Between School Secretary and Principal	110
2.	Communication Between Secretary and Teachers	111
3.	Communication Between Principal And Teachers In Schools	112
4.1.1.8	Incentives & Salary Of Teachers In Schools	113
1.	Criteria For Providing Salary To Staffs	113
2.	Criteria For Providing Incentive To The Teachers	115
3.	Increment Of Salary Of Teachers	116
4.	Bonus Facility In Schools	116
5.	Other Facilities For Staff In Schools	116
4.1.1.9	Feedback Given To Teachers	118
1.	Nature of Feedback Given To Teachers	118
2.	Guidance By Principals to Teachers For Improvement	118
3.	Feedback to Non-Performing Teachers	120
4.	Reorganization of Good Performance of Teachers	121
5.	Conclusion	123
4.2.1.0	Finance Management	129
4.2.1.1	Budget Provision In Un-Aided Private Schools	129
4.2.1.2	Bases Of Budgeting	130
1.	Financial Needs In School	130
2.	Consider Financial Deficit of Last Year	131
3.	Persons Involve in Budget Preparation	133
4.2.1.4	Sources Of Finance	134
1.	Tuition Fees and other Sources of Finance	134
2.	Collection of Tuition Fees	135
3.	Problem of Sources of Schools Finance	136
4.	Solution the Financial Problems	137
4.2.1.5	Problem Regarding School Budgeting	138
1.	Problems of Budget Preparation and Its Probable Solutions	139
2.	Problems after Schools Budgeting & Its Solutions	140

4.2.1.6	Autonomy of Using School Finance	142
1.	Guidelines For Principal To Use Schools' Finance	142
2.	Guidelines For Using Schools' Finance By Principals	143
4.2.1.7	Auditing of School Finance	144
1	Conclusion	145
4.3.1.0	Material Management	148
4.3.1.1	Ambit of Material Management In Un-Aided Schools	148
4.3.1.2	Schools Building	149
1.	Location & Design of School Building	149
2.	Area for Construction and Expansion of School Buildings	150
3.	Schools Building Construction	151
4.	Condition of Schools Buildings	152
5.	Use of Schools' Building	153
4.3.1.3	Class Rooms	155
1.	Adequacy Of Classrooms	155
2.	Condition Of The Classrooms	156
3.	Conditions Of Furniture In Classrooms	157
4.3.1.4	Schools' Library	158
1.	Arrangement of Books in School Libraries	158
2.	Number of Books, Magazines Available In Schools' Library	159
3.	Use of Modern Technology In School Libraries	160
4.	Use of School Libraries By Staffs And Students	161
5.	Circulation Of Books Among Users	162
6.	Library Period In School Time Tables	163
4.3.1.5	Computer Facility In Schools	163
1.	Availability of Computers In Schools	164
2.	Number of Computers Available In Schools	165
3.	Maintenance of Computers In Schools	166
4.	Use of Computers By Students And Staff	167
4.3.1.6	Science Laboratory Facility	168
1.	Demand Register For Purchasing Science Equipments	168

2.	Science Laboratory Equipments Availability	169
3.	Qualities of Science Equipments In Schools	170
4.	Maintenance of Science Equipments	171
5.	Use of Schools' Science Laboratory	172
6.	Space In Science Laboratory	173
4.3.1.7	Availability Of Teaching Learning Materials	174
1.	Teaching Aids Available In School	174
2.	Quality and Relevance of Teaching Aids In Schools	175
3.	Maintenance of Teaching Aids In Schools	175
4.3.1.8	Sports Facilities	177
1.	Demand Register For Purchasing Sports Materials	178
2.	Need Analysis of Sports Materials	179
3.	Demand And Approval of Sports Materials From Schools	179
4.	Adequacy of Sports Materials	180
5.	Quality of Sports Materials	181
6.	Playground	182
4.3.1.9	Drinking Water Facility	183
1.	Sources of Drinking Water Facility	183
2.	Hygiene of Drinking Water Available In Schools	184
3.	Regularity of Drinking Water Supply In Schools	185
4.	Maintenance of Water Purifier of Schools	185
5.	Conclusion	186
4.4.	Discussion of the Results of the Study	192
4.4.1	HRM Problems & Its Solutions in Schools	192
4.4.2	Finance Management Problems & Its Solutions in Schools	200
4.4.3	Material Management Problems & Its Solutions in Schools	204
4.5	Conclusion	210
CHAPTER-V: FINDINGS, SUMMARY AND IMPLICATIONS OF THE STUDY		
5.0	Introduction	213
5.1	HRM Problems and Suggestions in School	213
5.2	Finance Management Problems and Suggestions in School	218
5.3	Material Management Problems and Suggestions in School	220

5.4	Suggestions For Better Management of Schools	223
5.4.1	Implication of The Study	225
5.4.2	Educational Administrators	225
5.4.3	Policy Makers	226
5.5	Further Research	226
5.6	Conclusion	226
	References/Bibliography	228
	Appendices	235
	Glossary	248