

**DETAILED SYLLABUS of M. A. (EDUCATION)
FOURTH SEMESTER**

MAEduC-402 EDUCATIONAL MANAGEMENT

COURSE OBJECTIVES:

The students will be able to:-

- To develop in the student a broad understanding the concept of educational Management.
- To impart the knowledge of the process and principles and theories of educational Management.
- To give them knowledge of types of leadership in educational Management.
- To provide them with a critical knowledge of supervisory and inspective qualities and skills with reference to administrative, academic and non-academic activities in educational institutions.
- To enable the student to understand the contemporary concept like TQM, OD and OC in educational organization.
- To develop skills in planning and management of educational programme including classroom and institutional level planning
- To understand the financial planning in context of education in Five year plan in India.

UNIT	COURSE CONTENT	Credit
1	Educational Management – An Introduction	1
1.1	Educational Management : Meaning, Characteristics and Importance	
1.2	Process of Educational Management	
1.3	Fundamental Elements of Educational Management : Decision Making, Problem Solving, Human Relations and Communication	
1.4	Principles of Educational Management : Work Distribution, Rights and Responsibility, Professional ethics, Uniformity of Aims and Orders, Decentralization, Reward, Communication, Equality	
2	New Concepts and Trends of Educational Management	1
2.1	TQM in Education : Concept and Areas for quality improvement, Steps for TQM	
2.2	Performance Appraisal of School : Objectives, Need and Criteria	
2.3	Organisational Development Concept and Basic Components	
2.4	Organizational Climate : its meaning, Nature and Types	
3	Leadership in Educational Organization	1
3.1	Meaning : Concept and Nature of Leadership	
3.2	Leadership Styles in Educational Management	
3.3	Concept, Objectives of Supervision and Qualities of Supervisor	
3.4	Concept, Objectives of Inspector and role & Qualities of Inspector, Difference between Supervision and Inspection	
4	Educational Planning	1
4.1	Concept and Importance of Educational Planning	
4.2	Process of Planning in context of Education	
4.3	Educational Planning in India : Steps for Execution Role of FYP	
4.4	Institutional (School) Planning : Meaning, Significance and Steps	

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5. Mort, P.R. : Principles of School Administration, McGraw Hill Book Co., New York.
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13. Mukherji, S.M. : Secondary School Administration of Education, Acharya Book Depot, Baroda, 1959.
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15. Chandrakanta, L.S. : Educational Administration – What is means ?, Ministry of Education, Delhi, 1957.
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