

Course: M.A. Education

Semester	I
Paper Number	MAEDCR14
Paper Title	Educational Management
No. of Credits	6
No. of periods assigned	Theory: Six
Course description / objective and outcome	Students will be able to: <ol style="list-style-type: none">1. Describe the concepts associated with Educational Management & Administration.2. Explore the modern techniques of Educational Management.3. Explain the understanding allied to Educational Planning, Organisation and Finance.4. Elucidate the concepts linked to Leadership & Management of Resources in Education.
Syllabus	Module 1: (40 marks) Unit-I: Educational Management & Administration <ul style="list-style-type: none">○ Meaning and nature, importance, scope○ Types of educational management:<ul style="list-style-type: none">- Centralized Vs Decentralized- Bureaucratic Vs Technocratic- Autocratic Vs Democratic○ Taylorism, Human Relations Approach, Administration as a process○ Educational Administration in India: Structure, Role of Central Govt, State Govt, Local Bodies Unit-II: Modern Techniques of Educational Management <ul style="list-style-type: none">○ Meaning, nature, importance & scope of educational administration○ Total Quality Management; POSDCORB; Institutional Building; CPM; PERT; PPBS; SWOT Analysis.○ Appraisal of educational org. UGC, NAAC, NCTE, AICTE, QCI

Module 2: (40 marks)

Unit III:

Educational Planning:

- Definition, Need and Scope of Educational Planning
- Types of Planning: Micro, Macro Planning, Perspective and Long Term Planning, Institutional Planning
- Different Approaches To Educational Planning: Manpower Planning, Cost Benefit Analysis, Social Demand Approach, Intra-Educational Extrapolation Approach

Educational Organization:

- Meaning, Types and Characteristics of Educational Organization.
- Organizational Climate, Organizational development.
- Organizational Effectiveness, Organizational Compliance.

Unit IV:

Educational Finance:

- Meaning & Nature
- Source of Income & Item Expenditure
- Concept of Budgeting,
- Relationship among Central government & Local Bodies in the context of financing of education

Leadership & Management of Resources in Education

- Meaning , Nature of Leadership
- Styles of leadership: Trait, Transformational, Transactional, Value based, Cultural, Psychodynamic, Charismatic
- Theories of leadership: Blake & Mouton's, Fiedler's contingency model, Tri-dimensional Model, Hersey &

	<p>Blanchard's Model, Leader-Member Exchange Theory</p> <ul style="list-style-type: none"> ○ HR Management in Educational Organization
Texts / References	<ol style="list-style-type: none"> 1. Razik, T. A. & Swanson, A. D. (2010). Fundamental Concepts of Educational Leadership and Management (3rd ed). Allyn & Bacon 2. Bhagia, N. M. (1990). Educational Administration in India and other developing countries. Commonwealth Publishers, New Delhi 3. Bush, T. (1986). Theories of educational management. London: Harper & Row Publishers. 4. Mukhopadhyay, M. (2020). Total Quality Management in Education (3rd ed). New Delhi: Sage Publications. 5. Naik, J. P. (1965). Educational Planning in India. New Delhi: Allied. 6. Naik, J. P. (1982). The Educational Commission & After. New Delhi: Allied. 7. Ronald, C. F., et al; (1987). A History of thought and Practice in educational administration. New York: Teachers College Press. 8. Roger, S. (1995). Successful School Management. Mc-Graw Hill, Tokyo. 9. Owens, R. G. & Valesky, T. C. (2015). Organizational Behaviour in Education: Leadership and School Reform (11th ed.). Boston: Pearson 10. Kellermen, B. (1985). Leadership Multidisciplinary Perspectives. New Jersey: Prentice Hall 11. Razik, T. A. & Swanson, A. D. (2010). Fundamental Concepts of Educational Leadership and Management (3rd ed). Allyn & Bacon 12. Ronald, C. F., et al; (1987). A History of thought and Practice in educational administration. New York: Teachers College Press.
Evaluation	<p>CIA- 20 MARKS End Sem Exam- 80 MARKS</p>