

Semester: I					
Programme: MA in Education					
Course: Educational Management					
Paper code: MAED26104				Credits: 5	
Total Hours: 75 Hours					
Category: Core/MDC/SEC/VAC: Core					
Theory / Practical / Composite: Theory					
No. of Modules: 2					
Course Overview: This course provides a comprehensive understanding of the principles and practices of educational management, administration, planning, organization, finance, leadership, and resource management. It examines classical and contemporary approaches to educational management, quality assurance mechanisms, organizational development, and institutional planning. The course also explores educational finance, budgeting, leadership theories, and human resource management in educational institutions. It equips learners with the knowledge and analytical skills required to evaluate educational systems, address institutional challenges, and design effective management strategies for improving the quality, efficiency, and governance of educational organizations.					
Course Outcome: <i>Students will be able to</i>					
1. Explain the concepts and approaches of educational management, analyse administrative systems, evaluate management practices, and design effective educational management strategies.					
2. Explain modern educational management techniques, apply quality assurance tools, evaluate institutional performance, and develop improvement strategies.					
3. Explain educational planning and organization, analyse planning approaches, evaluate organizational effectiveness, and formulate institutional development plans.					
4. Explain educational finance, leadership and resource management, analyse institutional practices, evaluate management effectiveness, and design strategies for educational excellence.					
Prerequisites: <i>Basic knowledge about any prior course</i>					
SYLLABUS					
Module	Unit	CONTENT	HOURS	CO Mapping	COGNITIVE LEVEL
1	I	Educational Management & Administration • Meaning and nature, importance, scope • Types of educational management: - 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	19	CO1	K1, K2, K3, K4, K5, K6

	II	Modern Techniques of Educational Management • 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	19	CO2	K1, K2, K3, K4, K5, K6
2	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.	19	CO3	K1, K2, K3, K4, K5, K6
	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 & Blanchard's Model, Leader-Member Exchange Theory • HR Management in Educational Organization	18	CO4	K1, K2, K3, K4, K5, K6
Suggested readings					
1. Razik, T. A. & Swanson, A. D. (2010). Fundamental Concepts of Educational Leadership and					

Management (3 rd Edition). Allyn and Bacon.
2. Bhagia, N. M. (1990). Educational Administration in India and other developing countries. Commonwealth Publishers, New Delhi.
3. Naik, J. P. (1982). The Educational Commission and After. New Delhi: Allied.
4. Bush, T. (1986). Theories of Educational Management. London: Harper & Row Publishers.
5. Owens, R. G.& Valesky, T. C. (2015). Organisational Behaviour in Education: Leadership and School Reform (11 th Edition). Boston: Pearson.
6. Roger, S. (1995). Successful School Management. Mc-Graw Hill, Tokyo
Web Resources
1. International Journal of Educational Management. Emerald group publishing.com
2. ERIC Education Resource Information Centre. eric.ed.gov
3. The Complete Guide to Educational Management and Educational Leadership. www.educationalmanagementdiploma.com
Evaluation:
Theory: 100 marks (50 marks from each module)
Module 1 and 2: [70 Marks (35 + 35=70) and CIA 30 Marks (20+10=30)] = 100 Marks
• End Semester Examination- 70 Marks (35 marks from each Module) • CIA- 30 Marks= 2 x [(10 marks for written examination for each module)] + 5 Marks for Assignment+ 5 Marks for Attendance
Paper Structure for end semester theory examination for each Module of 35 marks
• 3 short note/questions x 5 marks (out of 5 questions) = 15 marks • 2 essay type questions x 10 marks (out of 3 questions) = 20 marks

Course outcomes (COs) and Cognitive Level Mapping

COs	CO Description	Cognitive levels
CO1	Explain the concepts and approaches of educational management, analyse administrative systems, evaluate management practices, and design effective educational management strategies.	K1, K2, K3, K4, K5, K6
CO2	Explain modern educational management techniques, apply quality assurance tools, evaluate institutional performance, and develop improvement strategies.	K1, K2, K3, K4, K5, K6
CO3	Explain educational planning and organization, analyse planning approaches, evaluate organizational effectiveness, and formulate institutional development plans.	K1, K2, K3, K4, K5, K6
CO4	Explain educational finance, leadership and resource management, analyse institutional practices, evaluate management effectiveness, and design strategies for educational excellence.	K1, K2, K3, K4, K5, K6