

M.Phil. (EDUCATION)
SYLLABUS

PAPER - II (Elective 1) - MANAGEMENT OF EDUCATION

Objectives:-

After the completion of this course student will be able to

1. understand the basic concepts of Educational Administration and Management.
2. understand the various approaches to the management theory.
3. acquire necessary knowledge and expertise of the principles and procedures of Educational Administration and Management.
4. develop an understanding and appreciation of the role of different agencies of Educational Administration.
5. develop the requisite knowledge and skills for educational planning and institutional planning.
6. understand contemporary developments in Educational Management, Planning and Finance.
7. comprehend the concept and principles of Management,
8. acquire knowledge and skills for Educational and Institutional Planning
9. develop the ability to apply the modern management techniques in the frame work of existing educational system.
10. explain the functions of leadership role as change agent.
11. develop the skills to resolve conflicts.
12. optimize student participation in curricular and co- curricular activities.
13. manage the institutional and instructional processes towards the attainment of the functional objectives.
14. develop the skill in resource Management/ maximize the use of available resources.

UNIT I:

Educational Management: Definition and Scope of Management – Functions of Management – Management and ideology – Management and decision making – Management and Administration– The problem of definition – The need to modernize educational administration.

UNIT II:

Major approaches to Management Theory: The Engineering or production approach.

UNIT III:

Educational Planning : The concept of Educational Planning – a brief Historical Review – Approaches to Educational Planning – Planning, Programming, Budgeting and Control.

UNIT IV:

Institutional Planning- the concept, scope and objective of Institutional Planning – the need for Institutional Planning – Basic characteristics of Institutional Planning – steps involved in the preparation, implementation and evaluation of institutional planning.

Educational Supervision and Inspection practices with respect to Curriculum planning, implementation and evaluation.

UNIT V:

Application of modern management techniques to educational administration – Decision making and problems solving – Systems approach to educational change.

UNIT VI:

Educational Manager as a change agent and as a leader –Facilitator of Change – Factors affecting change. Management as communication system – decision making process – Motivation and participation

UNIT VII:

Resource management - Management of Human, Material and Financial resources - Management of Personnel – teaching and non teaching in organization – Institutional climate – group dynamics. Management of students – admission – Participation in curricular and co- curricular activities –Management of student conflicts – disciplinary problems. Management of learning process – learning resources – time tabling – classroom management – class room climate – management of examination

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