SARDAR PATEL UNIVERSITY  
Programme: Master of Education  
Semester: I  
Syllabus with effect from: June 2013

<table>
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<tr>
<th>Paper Code: PE01EMED05</th>
<th>Total Credits: 4</th>
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<tr>
<td>Title Of Paper: Educational Management and Organization</td>
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<tr>
<th>Unit</th>
<th>Description in detail</th>
<th>Weightage (%)</th>
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| 1    | **Fundamental of Education Organization and Management:**  
Organization: Concept– School as a Service Organization- Characteristics of an Educational organization  
Management: conceptual understanding, school and classroom management  
Resources and management: Concept and application, Physical, human and financial aspects  
System of education in India Major points | 25 % |
| 2    | **Approaches, Induction and Training:**  
Scientific and system approach, Human relations approach, Development of human resources  
Induction programme objectives, planning, conduction and evaluation  
Training (in service and pre-service)  
Professional development of teacher’s skills, shared leadership and servant leadership, teaching profession as career | 25 % |
| 3    | **Managerial Roles in Education Organization:**  
Principalship-Effective manager of educational organization  
Teachship-Effectiveness as manager  
Principal’s role: as a leader, innovator, resourceful, Principal as administrator  
Collective work and capacity building of education organization team work-curricular and co-curricular activities | 25 % |
| 4    | **The Social Setting of Educational Leadership and Change:**  
Leaders, positions and roles  
Leaders and leadership  
The Locus of Leadership-Dynamics of leadership-Leadership characteristics  
Communication and accountability. | 25 % |

Basic Text & Reference Books:

- C. Lakshman, Knowledge Leadership, Tools for Executive Leaders, Sage Publications, New Delhi
- D.M. Pestonjee, Stress and coping, Indian Institute of Management of Ahmedabad (Sage Publications, New Delhi)
- Fred Luthans, Organisational Behaviour, Prentice Hill of India, New Delhi.
- J. Mohanty, School Administration, Supervision and School Organisation 2010 New Delhi.
- Jai B. P. Sinha, Culture and Organisational Behaviour, Sage Publications New Delhi
- K. Harigopal, Management of Organisational Change, Sage Publication, New Delhi
- Manu Parasahar, 8 Steps to Building Innovating Organisation, Sage Publications, New Delhi
- Rajivir Singh Tyagi, Administration & Management on School Education 2010 New Delhi.
- Robert a Paton, Change Management, Sage Publications, New Delhi
- T.K.D Nair, School Planning and Management, 2009 New Delhi
- V. Nilakant, Managing Organisational Change, Sage Publications, New Delhi
- W. Genn Rowe, Cases in Leadership: A south Asian Edition Sage Publications, New Delhi