

**SARDAR PATEL UNIVERSITY**  
**Programme & Subject: Bachelor of Education (Advanced)**  
**Semester: I**  
**Syllabus with Effect from: June-2010**

<b>Paper Code: UE01CBEA03</b>	<b>Total Credit: 3</b>
<b>Title Of Paper: Educational Management &amp; Current Trends in Education</b>	

Unit	Description in Detail	Weightage (%)
I	<b>Schools, School Management and School organization</b> School management :concept , scope and significance Objectives and policies of state board , national and International schools Academic and administrative management of a school School organization: concept ,scope and significance Public private partnerships for establishing and managing schools Creating quality circles for optimum learning	30%
II	<b>Educational management and administration</b> Educational management: concept and significance Educational administration :concept and significance Functions of Ministry of Human Resource Development : Department of Education State level educational management and administration : hierarchy of bodies , their roles and initiatives Concept and importance of Inspection School boards: Functions of GSHSEB, CBSE, CICSE and IBO Functions of the autonomous bodies NCERT, GCERT ,NCTE ,NAAC & UGC Justice and educational tribunals for teachers	35%
III	<b>Educational Leadership</b> <ul style="list-style-type: none"> <li>➤ <b>Educational leadership</b>                Concept of educational leadership: trait theory                Developing qualities of educational leadership: as academician, guide, educational planner, motivator, team builder, image builder, researcher and initiator                Shared leadership of teachers</li> <li>➤ <b>Decision Making Process</b>                Decision making process for educational organization                Participation of teachers in organizational decision making process</li> <li>➤ <b>Role of Principal in School Management</b>                Role of principal in creating resources and managing financial matters                Role of principal in planning of school activities                Role of principal in creating learning organization</li> <li>➤ <b>Roles and responsibilities of a supervisor</b></li> </ul>	35%

**Basic Texts & Reference Books:-**

- Marlow Edgier, D Bhashkara Rao, Improving School Administration –Discovery Publishing hour Delhi–110002, 2003
- SK Kochhar – Secondary School Administration Sterling Publishers Private Ltd, New Delhi–110020, 2004



- Hassen Taj, School Management & Administration–H P Bhargava Book House, Agra-282004,2005
- P R Trivedi, K N Sudarshan, Management of Education Discovery Publishing House, New Delhi-110020, 2004
- R K Prabhakar and Sulabha Nataraj, Breaking Barriers, a resource manual for effective communication, Ford Foundation, New York S P University Publication-1998
- Krishana Mohan & Mera Benerji, Developing Communication Skills, Macmillan India Ltd, New Delhi, 2003
- John Adair, Effective Leadership, Gower Publishing Co. 1993 & Pan Macmillan Ltd-1998
- E A Macnee, School Management & Methods pf Teaching, Sonali Publication's, New Delhi-110002,2004
- D S Chadha, Classroom Teaching and Management, Mittal Publications, New Delhi110050-2004
- Neelam Sood, Management of School Education in India-A P H Publishing Corporation

