

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

<b>Paper Code: UE02CBEA03</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>Rules and regulations of different Boards</b> Syllabus and textbooks of GSHSEB, CBSE, CICSE and IBO Major service conditions for school teachers The National curriculum framework for school education (2005) and its implications for the state	30%
II	<b>Current Trends in Education and Teacher Effectiveness</b> <b>Paradigm shift in education</b> Teaching to learning Product to process Parts to whole Learning across curriculum Constructivism in practices of teaching and learning <b>Classroom Interaction</b> <b>Concept and Types of Interactions</b> Group work methods Teacher assisted learning and technology assisted learning <b>Creating Conducive Environment for teaching and Learning and teacher effectiveness</b> Observation Motivation Evaluation Constructive Feedback Follow up Guidance	35%
III	<b>Academic Management and School Records</b> Initiatives for professional development of teachers Time Table : Importance , Essential factors for framing time table , Factors affecting time table and preparation of different types of school timetable Evaluation at school : conducting school examinations School Records: Importance School-records, Types of Records, Management of School-records & Records of school activities and documentation Parents teachers' associations	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

