

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

Paper Code: UE02EBEA03	Total Credit: 2
Title Of Paper: Educational Administration	

Unit	Description in Detail	Weightage (%)
I	School Administration and its Components Meaning of School Administration Scope of School Administration Characteristics of Successful School Administration	25%
II	Components of School Administration Structural Components: Management, Principal, Teachers, Staff, Pupils, Parents Functional Components: Academic : Internal: Admission, Classification, Promotion, Time-tables External: Extension Service, Teacher Training Colleges, Professional College Administrative: Internal: Examination, Guidance Services, Grant-in-aid, Organising and Controlling Teacher's Activities External: Dealing with D.E.O., Department of Education and Secondary Education Board. Social: Internal: School as a community centre, co-curricular activities, school discipline. External: Dealing with community organization and other voluntary organization	25%
III	Educational Administration Concept and Models of Educational Administration Educational Administration as a Process: Planning, Organising, Staffing, Coordinating, Directing, Controlling and Evaluating. Importance of Communication and Decision making in the Administrative process.	25%
IV	Educational Supervision and Leadership behaviour in Educational Administration Educational Supervision: Meaning, Nature, Functions, Planning, Organising and Implementing Supervision Program, Leadership behaviour in Educational Administration: Meaning of Leadership behaviour, Types of Leadership, Related Concepts in School Administration: Organisational Climate and Staff Morale Issues and Challenges in Educational Supervision and Educational Administration	25%

