

SARDAR PATEL UNIVERSITY
Programme: B.Sc (Home Science)
Semester: VI
(Human Development)
Syllabus with effect from: November/December-2013
Theory

Objectives:

- To understand the concept of Management and need for organization and management.
- To know the different aspects of Management and need for organization and Management.
- To acquire the skills for Managing of ECCE center Programmes.

Paper Code:UH06CHUD06	Total Credit: 2
Title Of Paper: Management of ECE & Welfare Centers	

Unit	Description in detail	Weighting (%)
I	Need and concept of Management Philosophy and goals in the context of Organization and Management of ECCE Programme. Management- Definitions, Principles procedures and Techniques. Concept – Goal orientation, resource identification and generation, organization, coordination of activities. Record keeping, supervision, monitoring and evaluation	30%
II	Material management (setting up and running the center) - Physical facility Place/Building/space-indoor and outdoor, amenities and facilities indoor and outdoor, garden, play ground, storage, requirements, maintenance aspects.	20%
III	Personal Management (In organization and administration of ECCE centers. Selection and recruitment, qualities, duties, responsibilities, skills and competences. Supervisor Teacher/ day care worker Supportive staff/ helpers Experts, consultants, resource persons Administrative personal	30%
IV	Documentation Admission/ intake policy procedure Records keeping and reports Children admission and development record. Staff appointment and evaluation	10%
V	Financial allocation] Budgetary consideration Income expenditure balance Budget making Resources generation avenues.	10%

Basic Text & Reference Books

- Decker And Decker,J Planning And Administering Early Childhood Programme Columbus Charles E.Merrill.
- Koounz H.O'donell C Weituich H(1936) Essentials Of Management Singapore,Mc Graw Hill.



- Omep,Asian Region Seminar Report (1985) Training Of Early Childhood Care And Education Personnel .Baroda Dept. Of Hdffs1\1.S University Of Baroda.
- Pareek U(1988) Organizational Behavior Processes Jaipur Rawat.
- Parkinson,C Rustarnji M(1981)Realities In Management Bombay:Jbh
- Unicef Unisco Who(1993) Facts Of Life,A Communication Challenge(Indian Edition)New Delhi;Unicef
- Baston,Rob(1996)Delegation Skills,New Delhi:Kogan Page,India.
- Cartea,Wendy(1996) Communication Skills New Delhi.Kogan Page,India.
- Khandwalla,Pradip(1995)Management Styles,New Delhi,Tata Mc Graw Hill Pub.Company
- Keenen Hate(Not Dated)
 - ✓ Management Guide To Planning
 - ✓ Management Guide To Motivating.
 - ✓ Management Guide To Managing.
 - ✓ Management Guide To Managing Yourself.
- Lawe.Phil(1996) Emdowering Individuals New Delhi .Kogan Page India.
- (1996) Creativity And Problems Solving Kogan Page India
- (1996) Parfomiance Management Kogan Page India.
- (1996) Recuitinent & Interewing Skills,New Delhi;Kogan Page.
- Rae.I(1995) The Skills Of Interviewing , .Hampshire Gower Pub.

