

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

<b>Paper Code:</b> PE01EMED05	<b>Total Credits: 4</b>
<b>Title Of Paper:</b> Educational Management and Organization	

Unit	Description in detail	Weightage (%)
<b>1</b>	<b>Fundamental of Education Organization and Management:</b> 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	<b>25 %</b>
<b>2</b>	<b>Approaches, Induction and Training:</b> 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	<b>25 %</b>
<b>3</b>	<b>Managerial Roles in Education Organization:</b> Principalship-Effective manager of educational. organization Teachership-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	<b>25 %</b>
<b>4</b>	<b>The Social Setting of Educational Leadership and Change:</b> Leaders, positions and roles Leaders and leadership The Locus of Leadership-Dynamics of leadership-Leadership characteristics Communication and accountability.	<b>25 %</b>

**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
- Jandhyala B. G. Tilak (Ed.), Financing of Secondary Education in India, A NUEPA Publication, 2011 New Delhi.
- K. Harigopal, Management of Organisational Change, Sage Publication, New Delhi
- K. Sujatha and P. G. Rani, Management of Secondary Education in India, NUEPA Publication 2011 New Delhi.
- M. Narula, Quality in School Education Secondary Education & Education Board, A NUEPA Publication, 2010 New Delhi.



- Manu Parasahar, 8 Steps to Building Innovating Organisation, Sage Publications, New Delhi
- Pierre R. Dasen, (Edi.) Educational Theory and Practices from the Majority world, Sage Publications, New Delhi
- Rajivir Singh Tyagi, Administration & Management on School Education 2010 New Delhi.
- Robert a Paton, Change Management, Sage Publications, New Delhi
- S. Gupta, J C Aggrawal, School Management, 2010 New Delhi.
- S. K. Bhatia, Training and Development: Concepts and Practices, Deep & Deep Publications Pvt. Ltd., 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
- Yazali Josephne, Ed., Globalisation & Challenges for Education NUEPA Publication 2011 New Delhi.
- Yazali Josephne, School Resource Planning and Management, NUEPA Publication 2010 New Delhi.

