

SARDAR PATEL UNIVERSITY
Programme: Master of Education
Semester: IV
Syllabus with effect from: December 2016

Paper Code: PE04EMD2D1	Total Credits: 4
Title Of Paper: (P-1) Educational Management And Organization	

Unit	Description in detail
	<p>OBJECTIVE:</p> <ul style="list-style-type: none"> • Students understand the basic concept of organization, management & resources management. • Students understand the approaches to educational management. • Students understand the role of management of in managerial perspectives. • Students understand the social setting of educational leadership and change.
1	<p>FUNDAMENTAL OF EDUCATION ORGANIZATION AND MANAGEMENT</p> <ul style="list-style-type: none"> • Organization : Concept – School as organization-Service Organization- Characteristics of Educational organization. • Management conceptual understanding, school and classroom management • Resources and management: Concept and application Physical, human and financial resources. • System of education in India major points
2	<p>APPROACHES, INDUCTION AND TRAINING</p> <ul style="list-style-type: none"> ➤ Scientific and system approach, Human relations approach, development of human resources. ➤ Induction programme objectives, planning, conduction and evaluation ➤ Training (in service and pre-service)
3	<p>MANAGERIAL ROLES IN EDUCATION ORGANIZATION</p> <ul style="list-style-type: none"> ➤ Principalship-Effectiveness-manager of the edu. organization ➤ Teachership-Effectiveness-as manager. ➤ Professional development of teachers skills shared leadership and servant leadership teaching profession as career. ➤ Principal's role: as a leader, innovator, resourcefulness, Principal as administrator. ➤ Collective work and capacity building of education organization team work-curricular and co-curricular activities.
4	<p>THE SOCIAL SETTING OF EDUCATIONAL LEADERSHIP AND CHANGE</p> <ul style="list-style-type: none"> ➤ Leaders, positions and roles. ➤ Leaders and leadership ➤ The Locus of Leadership-Dynamics of leadership-Leadership characteristics ➤ Communication and accountability in educational management



Basic Text & Reference Books:

- Jandhyala B. G. Tilak (Ed.), Financing of Secondary Education in India, A Nuepa Publication, 2011 New Delhi.
- Yazali Josephne, Ed., Globalisation & Challenges for Education NUEPa Publication 2011. New Delhi.
- K. Sujatha and P.G. Rani, Management of Secondary Educaiton in India NUEPA Publication 2911 New Delhi.
- M. Narula, Quality in School Education Secondary Education & Education Board, A NUEPA publication, 2010 New Delhi.
- Yazali Josephine, School Resource Planning and Management, NUEPA, 2010 New Delhi.
- Rajivir Singh Tyagi, Administration & Management in School Education 2010 New Delhi.
- J. Mohanty, School Administration, Supervision and School Organization 2010. New Delhi.
- S. Gupta, J.C. Aggarwal, School Management, 2010 New Delhi.
- T.K.D. Nair, School Planning and Management 2009 New Delhi.
- Yazali Josephine, School Resource Planning and Management 2010 New Delhi.
- S.K.Bhatia Training and Development: Concepts and Practices, Deep & Deep Publications Pvt. Ltd., New Delhi
- Fred Luthans, Organizational Behaviour Prentice all of India, New Delhi
- Pierre R. Dasen, (Edi.) Educational Theory and Practices from the Majority world. Sage Publications, New Delhi.
- W. Genn Rowe, Cases in Leadershi – A south Asian Edition Sage Publication New Delhi
- Manu Parasahar, 8 Steps to Building Innovating Organization, Sage Publications, New Delhi
- Jai B.P. Sinha, Culture and Organizational Behaviour, Sage Publications, New Delhi
- D.M. Pestonjee, Stress and coping, Indian Institute of Management of Ahmedabad (Sage Publications, New Delhi)
- C. Lakshman, Knowledge Ledarship, Tools for Executive Leaders, Sage Publications, New Delhi
- V. Nilakant, Managing Organisational Change, Sage Publications, New Delhi
- Robert a Paton, Change Management, Sage Publications, New Delhi
- K. Harigopal, Management of Organizational Change, Sage Publication New Delhi

