



M.Ed. Spl. Ed. (Intellectual Disability) (Master of Education-Special Education)
Semester (III)

Course Code	PE03EMES01	Title of the Course	EDUCATIONAL MANAGEMENT
Total Credits of the Course	04	Hours per Week	04

Course Objectives:	<ol style="list-style-type: none"> 1. Explain the basic fundamental areas of management. 2. Describe the skills required for enhancing institutional quality for sustained development. 3. Enumerate the skills required for capacity building of human resources. 4. Explain the skills needed to manage data for various information management processes. 5. Prepare cost effective budgets, proposals and describe ways of managing financial resources.
--------------------	---

Course Content		
Unit	Description	Weightage* (%)
1.	Foundations in Educational Management 1.1 Definition & Concept: Management as an art, science, organization, person & a discipline 1.2 Approaches to management; a) Classical approach, b) Human relation approach, c) Systems approach, d) Contingency approach 1.3 Principles & processes of management 1.4 Styles of management; autocratic, laissez-faire, transactional, contingency 1.5 Leader vs. Manager; role competencies	20
2.	Total Quality Management in Education 2.1 Concept of Quality and issues in Quality management of educational institutes 2.2 Educational applications 2.3 Assessment of educational institutions 2.4 Strategic planning & Sustainable development 2.5 Implementing TQM	20
3.	Human Resource Management 3.1 Manpower planning, talent acquisition & management 3.2 Employee benefits, welfare & Performance appraisals systems- 360 degree approach 3.3 Training, development & capacity building	20





	3.4 Organisational behaviour; climate & culture 3.5 Individual & group dynamics, conflict management & negotiations	
4.	Educational Management Information Systems (EMIS) 4.1 Need, relevance and National agencies for EMIS 4.2 Internal & external stakeholders of EMIS 4.3 Tools & process for collecting and disseminating data & using information 4.4 Constituting indicators & data monitoring plans 4.5 Dissemination, distribution & publication of data	20
5.	Financial Management 5.1 Need & Importance of financial management in educational institutes 5.2 Basic concepts in accounting 5.3 Importance & types of budgeting 5.4 Resource mobilization & allocation 5.5 Proposal writing for funding in educational institutes	20

Teaching-Learning Methodology	Lecture- cum- discussion, group discussion, reflective talk, questioning, individual and group assignment through self –study in library and presentation in seminar, practicum, project work etc.
-------------------------------	--

Sr. No.	<i>Course Work/ Practical/ Field Engagement</i>
1.	Proposal writing for fund raising of an educational institution
2.	Review performance appraisals from 2 educational institutions one each from a teacher training college and other from special school

<i>Evaluation Pattern</i>		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination	20%
2.	Internal Continuous Assessment in the form of Practical, Assignment submission, Viva-voce, Seminar presentation, Attendance	10%
3.	University Examination	70%





Course Outcomes: Having completed this course, the learner will be able to

1.	The learners will be able to explain the basic fundamental areas of management.
2.	The learners will be able to describe the skills required for enhancing institutional quality for sustained development and enumerate the skills required for capacity building of human resources.
3.	The learners will be able to explain the skills needed to manage data for various information management processes
4.	The learners will be able to prepare cost effective budgets, proposals and describe ways of managing financial resources.

Essential & Suggested References:

S. No.	References
1.	Bhardwaj, K. S., (2014). Human Resource Development in Education. Partridge Publication, Gurgaon.
2.	Bush, T., & Paul, L. S. (2006). Principles and Practice of Educational Management. Chapman A Sage Publications Company, London.
3.	Chatterjee, B. K. (2011). Finance for Non – Finance Managers. Jaico Publishing House, New Delhi.
4.	Deshmukh, A.V., & Naik. A. P. (2010). Educational Management. Himalaya Publishing House Pvt. Ltd., Mumbai.
5.	Dessler, G. (2012). Human Resource Management. Prentice Hall, London.
6.	Dimmock, C. (2012). Leadership in Education: Concept, Themes and Impact. Routledge, New York.
7.	Leithwood, K., & Jantzi, D. (1999). Changing Leadership for Changing Times. Open University Press, London.
8.	Lewls, T. (2012). Financial Management Essentials: A Handbook for NGOs.
9.	Mathis, R. L., & Jackson, J. H. (2010). Human resource management (13th ed.).
10.	Mukhopadhyaya, M. (2011). Total Quality Management in Education. Sage publications India Pvt. Ltd. New Delhi.
11.	Nkomo, S. M., Fottler, M. D., & McAfee, R. B. (2010). Human resource management applications: Cases, exercises, and skill builders (7th ed.).





12.	Pande, S., & Basak, S. (2012). Human Resource Management. Text and Cases. Amazon Digital South Asia Services, Inc.
13.	Rayner, S. (2007). Managing Special and Inclusive Education. Sage Publications Ltd. London.
14.	Senge, P. (2007). A Fifth discipline Resource. Schools that lead: Nicholas Brealey Publishing, London.
15.	Senge, P.M. (1994). The fifth Discipline; The Art & Practice of The Learning Organization. Currency Doubleday, New York.
16.	Shapi, J. (N.K). Writing a Funding Proposal.
17.	Ulrich, D., & Brockbank, W. (2005). The HR Value Proposition. Boston: Harvard Business School Press. (ISBN-13: 978-1591397076 or ISBN-10: 1591397073).

On-line resources to be used if available as reference material

On-line Resources

