

# Syllabus : Semester - IV

MES551 - SP: 11 - Theme A /Theme B

Theme Based Specialization Course - I

Theme B : Management in Education

**Educational Management**

**(Elementary/Secondary and Senior Secondary Education)**

## Objectives :

After completing this course the students will be able to

- understand the various issues related to management of formal and non formal education institutions
- appreciate the governmental priorities in the formal and informal education sector
- analyse various issues in educational management.
- apply the theories of educational management in day today practices
- evaluate the present system of management of education
- able to visualise education in the present context of TQM
- take up research to solve management problems in educational set up.
- compare the management structure in Education of different countries and identify the merits and limitations.
- analyse the objective of education in different sectors.
- understand the procedure of management of schools.

## Unit 1 : Introduction to Educational Management:

- 1.1 Educational Management – Concept of Management, Need and importance of educational management.
- 1.2 Management and Administration- A terminological conflict, Concept of Educational Management, Functions of Educational Management, Skills needed by Administrators and Managers
- 1.3 Historical Perspectives of Educational Management -Indian Context: Development of Educational Management in Pre- Independence Era, Development of Educational Management in Post Independence Era with special reference to elementary education.

## Unit 2 : Theories, Models and Educational Practices in Educational Management:

- 2.1 Theoretical framework for Educational Management: Theories of Educational Management: Classical theories of Educational Management, Human Relations Theory of Educational Management, Implications at elementary education level
- 2.2 Principles and Techniques of Educational Management: Principles of Management: Fayol's Principles of Administration.

- 2.3 Techniques of Educational Management with special reference to elementary education.

### **Unit 3 : Emerging Trends in Educational Management:**

- 3.1 Emerging Approaches in Educational Management: The classical era of Management(1900-1030), New trends in educational Management-Total Quality Management.
- 3.2 Comparative Perspectives: Meaning and aims of Comparative Education, Development of Comparative Education, Factors of Comparative Education, Educational System in USA, England, China and India with special reference to elementary education.
- 3.3 Action Research Approach: Concept of Action Research, Action research Principles, Context of Action Research-Elementary Education, Types and Phases of Action Research, Validity issues in Action Research, Action Research Proposal.

### **Unit 4 : Issues in Educational Management: Sectoral Dimensions:**

- 4.1 Formal Sector and Non Formal Sector: Educational System: School System-Formal schools at various level with special reference to elementary education: Non-Formal Sector: Introduction to Non-formal Sector, Issues in Educational Management with Special Reference to Non-Formal Education Institutions
- 4.2 Governmental Sector: Objectives, Constitutional Provisions, The Educational System: School Education with special reference to elementary education.
- 4.3 Non-Governmental Sector: Objectives, An overview of non-governmental sector, Alternative Education, Private initiatives in education, Open Distance Education and NGOs.

### **Practicum :**

- Visit a primary school in your nearby locality and interview teachers and the head of the school about facilities and difficulties they face in school. Some of the points to be included are: location of the school, Number of teachers, Capacity building provision for teachers, community or parental involvement, Grants received, Students' readiness for schooling, other points.
- Organize presentations on Educational system in USA, INDIA, CHINA and ENGLAND on the following points and prepare a report of the same: management system, Management at different levels-School, Higher education, Similarities and differences.
- Visit an NGO providing education related activities in your neighbourhood area. Prepare list of the personnel i.e. teachers, trainers etc. And the nature of programmes they offer. Also collect the sources of grants for the building and other infrastructure and the financial assistance to the NGO and its students. Write a report describing the major problems it encounters in managing various activities.
- Visit an elementary school and observe the procedure of managing the institutions especially with reference to administration and teaching. Observe the records maintained, and prepare a report.
- Make a study of formal and informal institutions in your locality(around 20 kms) with a brief report on each of the institutions.

## References :

- Chaube S P & Chaube A: Comparative Education: Vikash Publications House, New Delhi 2005.
- Encyclopaedia of Indian Education,(Volume I) NCERT , New Delhi, 2004
- Encyclopaedia of Indian Education,(Volume II) NCERT , New Delhi, 2004
- Ferrance, Eileen.(2000), Action Research, Northeast and islands Regional Educational Laboratory, Brown University USA.
- Govil R, and Singhi N M(ed) , 1998, Information Technology in Education and Research, Indian National Science Academy, New Delhi
- Kennewell D parkison J (ed), 2003, Learning to teach ICT in the secondary school, Routledge Falmer, London
- Khandelwal, B P : Secondary Education in India from Encyclpedia of Indian Education J S (General Editor: NCERT vol II, New Delhi) 2005.
- Martella, R, nelson, R&Marchanel-Martella, N. E.(1999), Research Methods –learning to become a critical research consumer, Allen and Bacon, Boston, USA.
- National Curriculum Framework for School Education, NCERT, Delhi, 2005
- National Policy on Education(1986) MHRD, Govt of India, New Delhi
- Mohanty I, Vohra N , 2006, ICT Strategies for Schools, Sage Publications India PVT Ltd
- Olenick, Arnold J & Philip R Olenick(1991), A Non profit Organization Operating Manual: Planning for Survival and Growth. New York: The fundamental Center.
- Rai B C: Comparative Education; Prakashan Kendra, Lacknow 1996
- Shah B (ed\_ 2003, Information Technology and Education, Kitab Mahal, Allahabad
- Sodhi, T S Text Book of Comparative Education: Philosophy Patterns and Problems of National Systems(UK, USA, Russia) Vikash Publications House, New Delhi 1993.
- Smelser, j Neil & Baltes, B . Paul: International Encyclopedia of the social
- Sagor R(1992), How to conduct action research, Association for Supervision and Curriculum Development, Alexandria, VA
- Sinha, Shabnam: Elementary Education in India from Encyclopedia of Indian Education Rajput, J S (General Editor, NCERT Vol I, New Delhi)2005.