

VEER NARMAD SOUTH GUJARAT UNIVERSITY

M.Ed.

Optional Group - 2 :

Paper - I : Educational Management.

Objectives

1. To acquaint a student teacher with concept of educational management.
2. To enable a student teacher to understand organisational context of management.
3. To acquaint a student teacher with administrative aspects of educational management.
4. To enable a student teacher to understand the processes of educational administration at various level.
5. To acquaint a student teacher with the meaning, concept, objectives, process, types, methods and techniques of supervision.
6. To enable a student teacher to understand the meaning and importance of educational administration.
7. To acquaint a student teacher with the meaning, importance and principles of human relations in education.

Syllabus

UNIT - 1 : EDUCATIONAL MANAGEMENT

1. Definition of management
2. Concept of management
3. Concept of educational management
4. Functions and activities of educational managers
5. POSDCORB (Planning, Organising, Staffing, Directing, Co-ordination, Reporting, Budgeting) and PODC (Planning, Organisation, Direction, Control) approaches.
6. Leadership style and educational management
7. The characteristics of leadership of educational management
8. The present trends in educational management
9. Research relating to educational management
10. Organisational context of management

UNIT - 2 : ADMINISTRATIVE ASPECTS OF EDUCATIONAL MANAGEMENT

1. Educational administration and management
2. Principles of educational administration
3. Processes of educational administration
 - (a) Formation of objectives
 - (b) Policy making
 - (c) Educational planning
 - (d) Organisation process
 - (e) Decision making process
 - (f) Stimulating
 - (g) Co-ordinating
 - (h) Communicating
 - (i) Controlling
 - (j) Evaluation
4. Educational administration at various levels
 - (a) Educational administration at central level
 - (b) Educational administration at state level
 - (c) Educational administration at local level
 - (d) Educational administration at higher education (University) level
 - (e) Educational administration at open university level
5. Functions of educational directors, D.E.O., Secondary Education Board.

UNIT - 3 : SUPERVISION IN EDUCATION

1. Definition of supervision
2. Meaning of supervision
3. Modern concept of supervision
4. Aims and objectives of modern supervision
5. Supervision as a process :
 - (a) Social
 - (b) Educational
 - (c) Psychological
6. Supervision as function
7. Supervision as leadership : providing guidance
8. Different types of supervision
 - (a) Authoritative supervision
 - (b) Creative supervision
 - (c) Organism supervision
 - (d) Democratic supervision
 - (e) Scientific supervision

9. Methods and techniques of supervision
 - (a) Classroom observation
 - (b) Conference
 - (c) Workshop
 - (d) Teachers' Meeting
10. Supervision and inspection in education
11. Defects in the present supervision and inspection

UNIT - 4 : COMMUNICATION AND MOTIVATION IN HUMAN RELATIONS

1. Meaning of communication
2. Importance of communication in effective management
3. Barriers of communication in educational management and administration
4. Meaning of human relations in education
5. Need and importance of human relations in educational administration
6. Principles and values of human relations in educational administration
7. Human relations among principal, supervisors, teaching-staff, non-teaching-staff, students, school-management, guardians and education-officers.
8. Human relations and motivation
9. Suggestions to increase staff harmony

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M.Ed.

Optional Group - 2 :

Paper - II: Educational Planning and Finance in India.

Objectives

1. To acquaint a student teacher with the meaning, importance and objectives of educational planning.
2. To acquaint a student teacher with types of educational planning.
3. To enable a student teacher to understand the principles and techniques of educational planning.
4. To acquaint a student teacher with the process of planning and five year plans in India.
5. To enable a student teacher to understand the objects of expenditure and source of finance during post independence in India.
6. To acquaint a student teacher with the meaning concept, importance and principles of educational finance.
7. To acquaint a student teacher with the meaning and types of Grant-in-aid.
8. To enable a student teacher to prepare school budget.

Syllabus

UNIT – 1 : MEANING, IMPORTANCE AND OBJECTIVE OF EDUCATIONAL PLANNING

1. Definition of planning
2. Definition of educational planning
3. Meaning of planning
4. Meaning of educational planning
5. Importance of educational planning
6. Essential thought of planning
7. Three approaches in educational planning
8. Objectives of educational planning
9. Types of educational planning
 - (i) National Educational planning
 - (ii) Educational planning of states
 - (iii) Educational planning of district – level
 - (iv) Institutional planning
 - (v) Comprehensive perspective planning

UNIT – 2 : PRINCIPLES AND TECHNIQUES OF EDUCATIONAL PLANNING

1. Main principles and techniques of educational planning
2. Education and Economic development
3. Social components of educational planning
4. Establishment of planning commission in India
5. Process of planning in India
6. Five year plans of education in India
7. (Only qualitative development and expansion of education during five-year plans)
8. Main constitutional direction – indicatives for educational planning
9. Criticism of Indian planning commission

UNIT – 3 : OBJECTS OF EXPENDITURE

1. Direct objects:
 - (a) Primary education,
 - (b) Secondary education,
 - (c) Higher education,
 - (d) Professional education
2. Indirect objects :
 - (a) Direction and Inspection,
 - (b) Building and furniture,
 - (c) Scholarship and financial concessions,
 - (d) Hostel expenditure
3. Source of finance
 - (a) Contribution of Central Government
 - (b) Contribution of State Government
 - (c) Contribution of local institutions
 - Contribution of municipalities
 - Contribution of panchayats
 - Contribution of Private and Self-finance educational Institutions
 - (d) Fees endowments and foreign aid
 - (e) Educational finance in last three five-year plans in India

UNIT – 4 : EDUCATIONAL FINANCE IN INDIA

1. Meaning of educational finance
2. Concept of educational finance
3. Importance of educational finance
4. Principles of educational finance
5. Meaning of Grant-in-aid

6. Types of Grant-in-aid
7. Planning of school budget, Maintenances of Accounts
8. Budget making process
9. Functions of University Grants Commission (UGC)
10. Problems regarding educational finance in India
11. Solutions regarding problems of educational finance in India.

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