

M.A. Education Part II

Educational Management and Administration- MAED-202

Objectives

- To explain the concept and trends of Educational Management.
- To help the students to understand educational planning and supervision.
- To familiarize the students with the process and role of communication.
- To acquaint the students with the concept of leadership in education.
- To enable the students to understand the approaches of educational administration and management.

BLOCK 1:-Concept, Process Types and Trends of Educational Management

Unit 1:- The concept and features of Educational Management, various types of educational management, modern trends of Educational Administration.

Development of the concept of Educational Administration from 1900 to present day.

Unit 2:-Taylorism, Administration as a process, Administration as a bureaucracy,

Unit 3:- Human Relations Approach to Administration, Meeting the Psychological needs of employees

Unit 4:-Systems approach and specific trends in Educational Administration such as (a) decision making (b) Organizational Compliance (c) Organizational development (d) PERT (e) Modern Trends in Educational Administration

BLOCK 2:- Leadership in Educational Administration

Unit 5- Meaning and Nature of Leadership, Theories of leadership,

Unit 6- Styles of leadership,

Unit 7- Measurement of leadership

BLOCK 3:- Educational Planning and Supervision

Unit 8: Meaning, Approaches to educational planning, Perspective Planning, Institutional Planning

Unit 9: - Meaning and functions of Supervision, Types of Supervision, Qualities of a Supervisor

Unit 10: Planning, organizing and implementing supervisory programmes

Unit 11: Supervision as a service activity, Supervision as a process, Supervision as Educational leadership, Specific features of Modern Supervision

Unit 12: Meaning and functions of Inspection, Differences in Supervision and Inspection, Problems of Supervision and Inspection

BLOCK 4:- Process, Role and Barriers of Communication

Unit 13- Meaning, objectives and types of Communication

Unit 14- Role of Communication for effective management and administration, Methods of Communication.

Unit 15 - Barriers to communication, overcoming the barriers of communication in educational administration

BLOCK 5:- Educational Administration and Management in State

Unit 16 Management of Schools- Role of headmaster and Teachers in school management and administration

Unit 17- Approaches to educational planning and management at Primary, Secondary and Tertiary stage of education.

Unit 18- Educational Administration in State: control of School education in State- a critical analysis

Unit 19- Functions of State Government at different levels of Education

Unit 20- Functions of Board of School Education and University

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4. विद्यालय प्रशासन एवं संगठन: एस.पी. सुखिया
5. School Administration and Organization: S.P. Sukhiya
6. Educational Administration: Supervision Planning and Financing: R.P. Bhatnagar, Vidya Agarwal
7. School Management, Information and Communication Technology: J.C. Agarwal