



FORMAT FOR COURSE CURRICULUM

Course Title: Administration & Management in school planning Course Code:

Units:4

L	T	P/S	SW/F W	TOTAL CREDIT UNITS
3	1	-	-	4

Course Objectives:

To enable the students to:

- familiarise with school as a system
- make a n insight into current education scenario in India
- identify the changing needs in the present system of education and their role in it

Pre-requisites: NA

Student Learning Outcomes:

The students will be able to:

- illustrate the school environment as a product of material and human resources
- describe the concept of educational administration and management
- develop an insight into maintaining a healthy school environment
- identify the role of headmaster and teacher in school management
- describe the administrative structure of school education in India

Course Contents/Syllabus:

	Weightage (%)
Module I Conceptual framework	
Descriptors/Topics <ul style="list-style-type: none">• Concept of educational administration.• Nature, objectives and scope of educational administration.• Difference between educational administration and management• Meaning, importance and objectives of educational management• Principles of management	20%
Module II School environment	
Descriptors/Topics <ul style="list-style-type: none">• Physical resources in a school - school building, school office, classrooms, playground, library, laboratories, art and craft room• Transportation and communication-rules and maintenance• Developing a collaborative perspective-headmaster, teachers, staff and students• Constructive school environment• School environment in global context	20%
Module III Mechanism for healthy school environment	

<p>Descriptors/Topics</p> <ul style="list-style-type: none"> • Planning-annual school calendar, time table, circulars, substitution register, announcements • Staff meeting-agenda, proceedings and documentation • Morning assembly • Maintenance of school records • Optimum use of available resources for development of the school • Parents Teachers Association (PTA) and Parents Teachers Meeting (PTM) • Recommendations of NCF-2005 	20%
Module IV School management	
<p>Descriptors/Topics</p> <ul style="list-style-type: none"> • Approaches to management – manpower approach, cost benefit approach, social demand approach, and social justice approach. • Role of the headmaster in planning of school activities, monitoring, supervision and evaluation, motivating the staff, resolving conflicts, creating resources and managing financial matters. • Staff development programmes • Role of teachers in school management • Role of management in private schools 	20%
Module V Educational administration	
<p>Descriptors/Topics</p> <ul style="list-style-type: none"> • The administrative structure of education in the state • Functions of the state government in relation to secondary and higher secondary schools. • Functions of the board of secondary education in controlling secondary schools. • Problems of secondary school administration in government and private schools. • Privatization of school education-pros and cons. • Quality concerns in school education 	20%

Pedagogy for Course Delivery:

Lecture

Presentation

Group Discussions

Brain Storming

Lab/ Practicals details, if applicable:

List of Experiments:

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Assessment/ Examination Scheme:

Theory L/T (%)	Lab/Practical/Studio (%)	End Term Examination
100	NA	70

Theory Assessment (L&T):

Continuous Assessment/Internal Assessment					End Term Examination
Components (Drop down)	Project	Portfolio	Class test	Attendance	
Weightage (%)	10	05	10	05	70

Lab/ Practical/ Studio Assessment:

Continuous Assessment/Internal Assessment					End Term Examination		
Components (Drop down)							
Weightage (%)							

Text & References:

- Aggarwal, J.C. (2002) *School Organisation, Administration and Management*, Doaba Homes, New Delhi: Kanishka Publishers.
- Antriep (2011) *Making a school successful*, NUEPA; UNESCO-IIEP, New Delhi.
- Bhatnagar, R. P. (2005) *Educational technology and management*, International publishing house, Meerut.
- Crowther, Frank (2011) *From School improvement to sustained capacity: parallel leadership pathways*, Sage Publications, New Delhi.
- Doyle, W. (1986) *Classroom organization and Management*, in Wittrock (AERA), Handbook of research on teaching, New York, Macmillian.
- Hardy, C. & Aitken, R (1986) *Understanding Schools as Organizations*, Panguin, London.
- Kochhar, S.K. (2004) *Secondary school administration*, Sterling publishers pvt. Ltd, New Delhi.
- Oberoi, S.C. (2005) *Educational technology*, Arya book depot, New Delhi.
- Prasad, Janardan (2005), *School Organisation & Management*, Bush, T. (et.al.) (1980) *Approaches to School Management*, Harper & Row, London.
- Sanders, Ethel. Ed. (2011) *Leading a creative school*, Routledge Publications, New Delhi.
- Singh, Amarjit, (2006) *Classroom Management: A reflective perspective*, Kanishka publishers and distributors, New Delhi.
- Tyagi.R.S. (2011) *Academic supervision in secondary schools*, NUEPA, New Delhi.
- Verma, G.S. (2005) *Shaikhshik Prashasan Evam Prabandh*, International Publishing, Meerut.
- Wrigley, Terry (2011) *Changing schools: Alternative ways to make a world of difference*, Routledge Publications, New Delhi.