

APPENDIX - II

DEPARTMENT OF EDUCATIONAL ADMINISTRATION
Faculty of Education and Psychology,
M. S. University, Baroda.

Syllabus

Course A701 : Principles of Educational Administration
and Management and change.

Objectives:

The course endeavours to develop in the students:

1. an understanding of the concept of Administration, Managements, Organization, System, Innovation, Change.
2. an appreciation of the distinct features of educational management and its significance in educational administration;
3. the ability to apply modern management approaches in the framework of existing school systems;
4. an appreciation of the power and the potential of the school office as a control sub-system;
5. an understanding of the nature of the records to be maintained for monitoring the functioning of the institution.
6. ability to identify and introduce suitable changes and innovations in the institution.

Course Outline :

- I. Definition and scope of Educational Administration and Management - Definition of Organization, System, Innovation and Change - Management and Administration differentiated - Innovation and change differentiated - Distinct features of the management of education- Principles and techniques of management as applied to schools.
- II Budgeting systems-Its functions: Planning, Choosing, controlling, evaluation -subjective Budget and Objective Budget, their merits and demerits, Programmes Evaluation Review Technique-Introducing modern management approaches in existing school system.
- III Managing the control system - The school office, Maintenance of Records: Statutory and non-statutory- Monitoring the Functioning of the Institution.
- IV Innovative practices and Management of innovations and in Teaching and Learning.

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Course A702 : Education as a System : Prospect and Retrospect in India.

To develop in the students:

1. an awareness of the historical background to the restructuring of the educational system;
2. understanding of the change over to the new patterns 10+2+3 and 7+5+3;
3. the ability to apply their knowledge in career planning for students in the vocational streams offered in their respective schools;
4. the requisite knowledge and skills for institutional planning including the application of the system approach in bringing about educational change; and
5. the leadership capabilities for bringing about educational change through the role as a Principal

Course outline:

- I Pattern of Education System in India and Gujarat.
- II Historical background of the pattern of Education in India in general and in Gujarat in particular-objectives and rationale behind +2 as a part of Secondary Education.
- III The academic and vocational streams- the philosophy of SUPW The Distinct features of the current endeavour in Vocationalization-Provisions and alternatives, career possibilities of the two streams in the New Pattern.
- IV Institutional Planning and Change - A system approach to educational change, defining, analysing, specifying, evaluating, implementing and monitoring planned change.
- V Role of the Principal as a change agent and as a leader- Decision Making, Interaction and communication in groups.

Course A 703: Human Relations in Educational Administration and Management.

Objectives:

To develop in students:

1. the understanding of the concept of "Human Relations";
2. the understanding of the importance of "Human Relations" in Educational Administration and Management.
3. the skills of maintaining "Human Relations" in schools;
4. the understanding of the relationship between the nature of Human Relation and Pupils achievement and other activities in the School.

Course Outline:

- I The concept and the Nature of "Human Relation in Schools"
- Its importance.

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Course Outline(contd.)

- II The role of Principal in maintaining 'Human Relations' in the school - teachers, students, community.
- III 'Human Relations' and 'Making the most of People' in the schools- The characteristics of highly motivated teachers, the characteristics of poorly motivated teachers.
- IV Human Relations and curricular and co-curricular activities in the school.
- V Conflict creating situations in the school causes, conflict reducing devices.

A704: Researches in Educational Administration and Management:Objectives:

- To develop in students:
 - 1. the awareness of various types of researches in Educational Administration and Management in India;
 - 2. Ability to appraise the various types of researches done by institutes and organizations of Educational Administration and Management in India;
 - 3. ability to know the trend and prepare the trend report of the researches in Educational Administration and Management;
 - 4. ability to prepare the operational design on the basis of the researches for the improvement of Administration and Management, of the schools. Department of Educational Administration, M.S.University of Baroda.
- II Appraisal of the researches and training programmes in the Management Institutes in various parts of India.
- III Trend of the researches in the area of Educational Administration and Management the research designs sampling, statistical techniques applied for the analysis of the data, findings and their implications for the improvement of the Administration and Management of the School.
- IV Preparation of operational designs on the basis of the findings of the researches in this area for the school improvement programme.