

Syllabus : Semester - IV

MES552 - SP: 12 - Theme A /Theme B

Theme Based Specialization Course - II

Theme B : Management in Education

Institutional Management

(Elementary/Secondary and Senior Secondary Education)

Objectives :

After going through this course the students will be able to

- justify the need for class room management
- identify factors affecting classroom management and behaviour
- describe the role of teacher in classroom management.
- identify criteria for effective classroom management.
- select appropriate media and methods while transacting curriculum
- evaluate curriculum transaction process
- manage academic resources
- describe the various evaluation strategies adopted by schools and other organizations
- describe organizational structure of examining bodies in formal and open learning systems.
- recognize instructional potential of various types of academic resources
- identify factors influencing management of academic resources.
- frame instructions that need to be given while organizing co-curricular activities.
- describe the process of educational planning in developing countries with special emphasis on India
- discuss the role and importance of Budgetary control in an educational institution.
- **prepare financial statements for any educational institution.**
- list the resources that can be mobilized for education.
- identify various administrative resources available at the disposal of the head of the institution.
- describe various approaches for human resource management.
- **plan educational programme according to the components of TQM.**

Unit 1 : Management of Curriculum:

- 1.1 Classroom Management (Instructional Management): Concept of and need for classroom management, Schools of thought: Components of Classroom Management; Determinants and Indices of Effective Classroom Management; Indices of Effective Classroom Management; Discipline and Management of Misbehaviour in Classroom. Attributes of classroom management in Indian Contexts
- 1.2 Curriculum Transaction and Evaluation: Concept and Curriculum and Curriculum Transaction: Meaning, Perspectives of Curriculum, Planning for Curriculum transaction and Executing Curriculum transaction: Methods of Curriculum Transaction: I. Teacher

centred, Learner centred, Group Centred, Media Support in Curriculum Transaction. Management of Evaluation: Concept , need and approaches for evaluation, Structure of Examination body: Superintendent, Role of Invigilator, Evaluation Strategies of Institution.

- 1.3 Management of Academic Resources and Programmes: Meaning, Types and Features of Academic Resources, Basics of Academic Resource Management: planning, Procuring, Maintaining, Reviewing; Management of Curricular and co-curricular programmes.

Unit 2 : Management of Financial Resources:

- 2.1 Educational Finance: Meaning, importance and Scope; Criteria for educational finance, Mobilisation of Physical and Financial Resources, Sources of Educational Finance, Expenditure on Education, Plan-Wise outlay on Education in India. Cost and Budgeting: concept and need, Classification of cost, System, methods and techniques of Costing, Meaning of budgeting, Types of budgeting, budgetary control.
- 2.2 Accounting and auditing: concept and Objectives of accounting and auditing, Accounting and auditing in educational Institutions;
- 2.3 Resource mobilisation in education: Resource mobilization in institutions at : Procedures and methods.

Unit 3 : Management of Human and Administrative and Infrastructure Resources:

- 3.1 Management of resources: Concept and need for resources in educational set up.
- 3.2 Management of Student Support System: Concept of Student Support Services, Managing student support system, Evaluation methodology, Contextualizing Student Support System.
- 3.3 Management of Administrative Resources : SWOT Communication resources, SWOT Analysis, Quality Resources, Financial Resources, Infrastructural Facilities, Material resources.

Unity 4 : Management of Human and communication resources:

- 4.1 Management of Human Resources: Meaning, Need and Importance of management of human resources, Strategies for managing human resources
- 4.2 Management of communication resources : Information system Management, Information technology and communication resources Management.
- 4.3 Total Quality Management: Concept, Strategies for Total Quality Management.

Practicum :

- Observe 10 different classes in progress and prepare a report on various strategies being used by teachers in classroom management.
- Select any topic from a subject of your specialization. Plan a curriculum transaction strategy indicating the methods/media you will use and how you will sequence the presentation. Justify the selection of media/ methods.
- Select a case of a B Ed college and identify the evaluation strategies adopted by them and also find out how they manage evaluation process. Who are the functionaries involved in the process and what their role are.
- Visit any school in your area. Collect information about the number and nature of the different curricular and co-curricular activities conducted in an academic session. Interview some in-charges of these activities on the strengths and weakness in management of these activities and write a report.
- Select an educational institution. Study the financial authorities, scope and analyse. Write a report highlighting the positive and limitations of their financial estimates of an academic session.
- Select an educational institution. Study accounting and auditing statements of a financial year and analyse based on the criteria. Write a report highlighting the merits and limitations.
- Prepare a model format for appraisal of the conduct of term/semester end examination in the institution of your choice.
- Make a comprehensive study of research in Educational Management and critically discuss the indicators for improving research in educational management.

References:

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- Cohen. I. Manion, K: A guide to Teaching Practice(Fifth Ed) Routledge New York 2004
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- Downey C J (1994): The Quality Education Challenge, California: Corwin Press.
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- Harsolekar, Dinesh D: Financial Accounting for Management; Multi-tech Publishing Co; Mumbai 2001.