



C. U. SHAH UNIVERSITY
Wadhwan City

Faculty Of: - Education
Department of Education (M.Ed.)
Semester: - IV
Code: - MED04EDA1
Name: Educational Administration

Teaching & Evaluation Scheme:-

Subject Code	Name of the Subject	Teaching Scheme (Hours)				Credits	Evaluation Scheme							
		Th	Tu	Pr	Total		Theory				Practical (Marks)			Total
							Sessional Exam		University Exam		Internal		University	
							Marks	Hrs	Marks	Hrs	Pr/Viva	TW	Pr	
MED04EAP1	Educational Administration	4	0	0	4	4	30	1.5	70	3	---	-----	-----	100

Objectives:

After completion of this course the students will be able to:

1. To enable the Student to understand meaning, nature, scope, functions, principles and approaches of Educational administration.
2. To enable the Student to understand the essentials of Educational administration, planning and communication
3. To enable the Student to understand the Theory of Supervision and Inspection
4. To enable the Student to understand and evaluate the Leadership

Educational Administration

Unit. No.	Name of topic	Weight age
1	Introduction to Educational Administration	25%
	1.1 , Meaning, Definition of Educational Administration., Educational Management 1.2 Nature and Importance of Educational Administration 1.3 process and role of Educational Administration 1.4 Principle of Educational Administration	
2	Administration Educational and Communication	25%
	2.1 Meaning and Concept of Communication 2.2 Nature of communication process, elements of communication 2.3 Importance of communication in Educational Administrative 2.4 Types and Importance of effective communication, Factors Affecting Classroom Communication	
3	Role of Different Institutions in quality development & present grant in aid policy	25%
	3.1NCTE, NCERT, GCERT 3.2 CASE, IASE, CTE 3.3 MHRD, DPEP 3.4 Present grant in aid policy	
4	Leadership ,Supervision and Inspection	25%
	4.1 Leadership: Meaning and Concept, and characteristics of Ideal Leadership, TYPES, Development of Educational Leadership 4.2 Decision process: Meaning, Concept and Importance of decision process 4.3Supervision, Concept and Objectives,role, techniques and limitations 4.4 Inspections: Meaning, Concept, and characteristics , scope and role of Inspections	

Suggested Activities:

1. Assignment/term paper on selected theme from the course.
2. A study of the functioning contribution of a VEC/SMC/PTA.
3. Prepare a plan for the mobilization of different types of resources for a school from the community.
4. Analysis of School Education Act of a state.
5. Case studies of School Education Act of states with better results at the secondary/senior secondary levels.

Reference :

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2. Alexander, R.J. (2001) Culture and Pedagogy: International Comparisons in Primary Education Oxford and Boston, Blackwell.
3. CIET (2006) The Process of Making National Curriculum Framework-2005: A Video Documentary both in Hindi and English, CIET, NCERT, New Delhi.
4. Daniels, H. & Goodland, J. (1979) Curriculum Enquiry the Study of Curriculum Practices McGraw Hill, New York.
5. Daniel, H. & Porter, J. (2011) Educational Theories, Cultures and Learning: A Critical Perspective Routledge, London.
6. Ornstein, A.C., Pojak, E.F. & Ornstein, S.B. (2006) Contemporary Issues in Curriculum Allyn & Bacon, Boston.
7. S.N. Mukerji (1970): Administration of Planning and Finance Acharya Book Dept., Baroda.

8. Shastri M, C, (2010): Educational Management SSTCT Publication, Ahmedabad.(Guj.)
9. ShastriM,C,(2011): Educational Management SSTCT Publication, Ahmedabad
10. Shastri M, C, (2011): Educational Management LAP Lambert Publication, Germany.
11. ShastriM,C,(2011): Educational Planning & financing LAP Lambert Publication,Germany
12. Sears, J.B. :The Nature of Administrative Process McGraw Hill, 1950,
13. Sultan M, M.: School Organization and Management Jammu Tavi: Joykay BookHouse,1989.
14. Tyler, William: School Organization A Sociological Perspective London :CroomHelm 1988.
15. Owens R, G: Organizational Behaviour in Schools Practice Hall, Inc. EnglewoodCliffs N.J., 1970.
16. Wiles, J. (2009) Leading Curriculum Development Corwin Press, New Jersey.
17. Wiles, J. W.& Joseph, B.(2006) Curriculum Development: A Guide to PracticePearson Publication, London.