

SAINT CLARET COLLEGE, ZIRO

B. A. (EDUCATION)

SYLLABUS AS PER RGU SEMESTRAL SCHEME

(Subjected to syllabus enrichment by SCCZ for Claretines)

Semester VI

BEDU 622: Educational Administration and Planning

Total Marks: 100 (80- End Semester and 20- Sessional)

Objectives: Having studied this paper, a student will be able to:

- a. To orient students to the concept of educational administration and planning in India
- b. To acquaint them with the finding principles of Educational administration and Planning
- c. To make them aware of the structure and practice of Educational administration and Planning.

Unit 0: Baseline Analysis- Course objectives and Goal setting.

Unit I: Introduction to Educational Administration- Meaning, Nature and Scope of Educational Administration; Principles of Educational Administration; Relationship among management, Administration, Supervision and Planning.

Unit II: Educational Administration and Organisation in India- Educational Administration at the Central Level: Role, Structure and Functions; Role of State Government and Local Bodies; Meaning and nature of educational organisation; Concept of organisational climate.

Unit III: Educational Planning- Meaning, nature and scope of Educational Planning; Factors affecting Educational Planning; Types of Planning; Total Quality Management (TQM).

Unit IV: Approaches of Educational Planning- Manpower requirement Approach; Social Development Approach; Rate of Return Approach; Problems and Remedial measures in Educational Planning:

Unit V: Educational Cost- Meaning and types of Educational Cost: Direct cost, Opportunity Cost and Unit Cost; Analysis of Educational Expenditure; Sources of Income ; Expenditure pattern at different levels of Education.

Unit 100: Advanced Skills- Journal/magazine, Article, Discussion, Assignment, Seminar, Presentation, Quizzes, Project, Demonstration class.

Recommended Readings:

Moonis, Raza. (1987). *Educational Planning: a long term perspective*. New Delhi: Concept Pub. Co.

Naik, J.P. (1971). *Educational Planning in India*. New Delhi: Allied Publishers.

Planning, I. I., & Harbison, F. H. (1967). *Educational planning and human resource development*. Paris: UNESCO, International Institute for Educational Planning.

Sukhia, S. P. *Educational Administration*. Agra: Vinod Pustak Mandir.

Bhatnagar, R., & Aggarwal, V. (2012). *Educational Administration (Supervision, Planning and Financing)*. Meerut: Vinay Rakheja.

Bhat, K.S., & Ravishankar, S. (1985). *Administration of Education, New Perspectives and View Points*. Delhi: Seems Publication.

Campbell, R.F., Corbally, J.E., & Nystrang, R.O. (1983). *Introduction to Educational Administration*. Boston: Allyn and Bacon Lnc.

Halpin, E. (1967). *Administration Theory in Education*. New Delhi: McMillan.