



## SEMESTER – II

Course Code: BD2SM	Credits: 5
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### SCHOOL MANAGEMENT AND ADMINISTRATION

#### COURSE OBJECTIVES

CO1 : Comprehend the different forms of school management.

CO2 : Identify the merits and limitations of different management approaches in school management and administration.

CO3 : Understand the various theories of educational administration.

CO4 : Describe the role of headmaster and headmistress in school management.

CO5 : Identify the role of agencies that provide financial support to education.

#### UNIT – 1: SCHOOL MANAGEMENT

School Management: Concept, definition, meaning, characteristics and scope – Participatory and non-participatory management – Planning, organizing and controlling in educational management- Resource Management: Human resource, Material resource, financial resource.

#### UNIT – II: MANAGEMENT APPROACHES

Types of Management approaches: Man power approach – Cost-benefit approach – Social demand approach – Social justice approach – Rate of return approach – Intra-educational extrapolation approach – Demographic projection model.

#### UNIT – III: EDUCATIONAL ADMINISTRATION

Educational administration: Definition, aims, objectives, scope, types and functions – Relationship between educational management and educational administration – Theories of educational administration - Meaning and nature of leadership - Styles of leadership- Measurement of leadership.

#### UNIT – IV: SCHOOL ADMINISTRATION

School administration : Meaning, nature, aims, objectives and principles – Institutional planning – School complex – Democratic administration in education – School plan – Time table – Role of Headmaster / Headmistress and Teachers in school administration.

## UNIT – V: FINANCING EDUCATION IN INDIA

Financing of education in India: Role of Union Government, State Government, Local Bodies/Government, UNESCO, UNICEF, UNDP, World Bank and UNFA in financing education – Funding system of education: Public, fees, student loans, education cess, industry and external aids.

### SUGGESTED ACTIVITIES

1. Visit a nearby school and prepare a detailed report on its administrative system.
2. Debate on the advantages and disadvantages of various management approaches.
3. Presentation on the salient features of various theories of school Administration.
4. Group discussion on the role of Headmaster and Head mistress in school administration.
5. Present a report on the role of UNESCO, UNICEF&UNDP

### TEXT BOOKS

1. Fred C. Lunenberg (2021). Educational administration: Concepts and practices (7<sup>th</sup> edn). Sage Publication.
2. Ladd, Helen F., & Edward B. Fiske, (Eds) (2008). *Handbook of research in education finance and policy*. New York: Routledge.
3. Law, S., & Glover, D. (2003). Educational leadership and learning: Practice, policy and research. Buckingham, UK: Open University Press.
4. Samier, E., & Bates, R. J. (2006). Aesthetic dimensions of educational administration and leadership. London: Routledge.
5. McTavish, D. (2006). Further education management strategy and policy. *Educational Management Administration & Leadership*, 34(3), 411-428.

### SUPPLEMENTARY READINGS

1. Glover, D. (1990). Towards a school development plan: Process and practice. *Educational Management and Administration*, 18(3), 22-26.
2. Stefkovich, J. A., & Begley, P. (2007). Ethical school leadership: Defining the best interests of students. *Educational Management Administration & Leadership*, 35(2), 205-224.
3. Caldwell, B. J., & Spinks, J. (1992). *Leading the self managing school*. London: Falmer Press.

4. Bates, R. J. (2010). History of educational leadership and management. In P. Peterson, E. Baker & B. McGraw (Eds.), *International encyclopedia of education* (3rd edn.,) pp. 724-730). Oxford: Elsevier.
5. Bell, L. (2002). Strategic planning and school management: Full of sound and fury, signifying nothing? *Journal of Educational Administration*, 40(5), 407-424.

## **E – RESOURCES**

1. <https://www.pearsonhighered.com/assets/samplechapter/0/2/7/3/0273757342.pdf>
2. [https://www.opentextbooks.org.hk/system/files/export/7/7301/pdf/21st\\_Century\\_Theorie\\_of\\_Education\\_Administration\\_7301.pdf](https://www.opentextbooks.org.hk/system/files/export/7/7301/pdf/21st_Century_Theorie_of_Education_Administration_7301.pdf)
3. <https://dlib.bc.edu/islandora/object/bc-ir:100864/datastream/PDF/view>
4. <https://files.eric.ed.gov/fulltext/EJ1071015.pdf>
5. [http://202.164.34.138/moodle/pluginfile.php/4303/mod\\_resource/content/1/School%20Headmaster%20Functions](http://202.164.34.138/moodle/pluginfile.php/4303/mod_resource/content/1/School%20Headmaster%20Functions).

## **COURSE OUTCOMES**

After completion of this course, the student-teachers will be able to:

CO1 :explain the characteristics of various forms of school management.

CO2 : describe the different management approaches in school management and administration.

CO3 : demonstrate the salient aspects of various theories of educational administration.

CO4 : spell out the role of a Headmaster and Headmistress in school management.

CO5 : appreciate the role of different agencies that provide financial support for education.



## OUTCOME MAPPING

COURSE OUTCOMES	PROGRAMME SPECIFIC OUTCOMES																							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
CO1						*					*													
CO2											*													
CO3											*								*					
CO4					*						*												*	
CO5											*													