

# **POST GRADUATE DIPLOMA IN EDUCATIONAL ADMINISTRATION**

**(PGDEA)**

## **PROGRAM STRUCTURE**

### **SEMESTER I**

1. Foundations of Education
2. Educational Administration
3. ICT in Education

### **FOUNDATIONS OF EDUCATION**

- 1 Introduction to Philosophy of Education
2. Philosophies in Education
3. Tagore's and Vivekananda's Thoughts on Education
4. Thoughts of Gandhi and Nehru on Education
5. Review of Education in India
6. Purpose and Objectives of Education
7. Sociology of Education
8. Socialisation-Meaning and Process
9. Education and Social Change
10. Privatisation of Education and Education for All
11. Globalisation of Education and its Various Paradigms
12. Globalization in Higher Education
13. Marginalised Communities and Education
14. New Trends in Education

### **EDUCATIONAL ADMINISTRATION**

1. Concept of Educational Administration
2. Educational Administration in India
3. Administration Behavior
4. Theories of Educational Administration
5. Educational Administrative Reforms
6. Levels of Educational Administration
7. Educational Administration and Management
8. Organization of Office Records and Layout

9. Office Management
10. Management Strategies and Strategic Planning
11. Administrative Leadership
12. Leadership and Theories of Leadership
13. Organizational Behavior
14. Evaluation of Educational Administration

## **ICT IN EDUCATION**

1. Introduction to ICT and Computers
2. Application Software and its Uses in Education
3. Internet and Education
4. Internet Tools
5. Intranet and Networking
6. Issues in ICT in Education
7. ICT-Based Methodology
8. New Trends in ICT in Education
9. Evaluation of Educational Software / Computer-Based Technology
10. E-Learning
11. MIS in Education
12. Introduction to Educational Technology
13. Trends in Educational Technology
14. Use of Educational Technology in Instructional Design

## **SEMESTER II**

1. Educational Psychology
2. Legal Aspects of Educational Management
3. Educational Evaluation
4. Effective Communication

## **EDUCATIONAL PSYCHOLOGY**

1. Educational Psychology: Nature and Scope
- 2 Growth and Development
- 3 Individual Differences in Learning

4. Learning
5. Attention and Perception
6. Memory and Forgetting
7. Teaching-Learning Process
- 8 Motivation
- 9 Problem Solving and Thinking
- 10 Creativity
- 11 Transfer and Evaluation
- 12 Applications of Educational Psychology
- 13 Emotion and Emotional Intelligence
- 14 Personality

## **LEGAL ASPECTS OF EDUCATIONAL MANAGEMENT**

1. Introduction to Indian Legal System
2. An Overview of Educational System and Development
3. Levels of Education and Legal Framework
4. General Legal Framework for Educational Administration
5. Specific Laws relating to the Education Sector
6. The Indian Contract Act, 1872
7. The Consumer Protection Act, 1986
8. University Grants Commission and Indian Higher Education
9. State Open Universities and Distance Education Institutions
10. AICTE and other Bodies in Technical Education in India
11. Human Resource Management (HRM) in Education
12. Management Process in Educational Institutions
13. New Vistas of HRM in Education
14. Challenges in Modern Educational Administration

## **EDUCATIONAL EVALUATION**

1. Evaluation in the Teaching and Learning Process
2. Types of Evaluation
3. Educational Objectives and their Classification
4. Learning Experiences

5. Quantitative Techniques of Evaluation - I
6. Quantitative Techniques of Evaluation - II
7. Qualitative Techniques of Evaluation - I
8. Qualitative Techniques of Evaluation - II
9. Characteristics of Measuring Instruments
10. Interpretation of Evaluation Results and Norms
11. Reporting Results and Innovations in Evaluation
12. Elementary Statistics - I
13. Elementary Statistics - II
14. Elementary Statistics – III

### **EFFECTIVE COMMUNICATION IN EDUCATION**

1. Communication: Process and Implications
2. Psychological and Cultural Dimensions of Business Communication
3. Communication Theory
4. The Four Skills of Communication
5. Effective Listening
6. Effective Speaking
7. Effective Reading
8. Frame of References
9. Communicating with Technology
10. Multimedia
11. Developing and Delivering Effective Presentations
12. Interviews and Meetings
13. Sentence Construction, Quoting, Paraphrasing
14. Group Communication Strategies

### **SEMESTER III**

1. Infrastructure and Resource Management in Education
2. Value Education
3. Trends in Educational Administration
4. Organizational Behaviour II

## **INFRASTRUCTURE AND RESOURCE MANAGEMENT IN EDUCATION**

1. Infrastructure Management
2. Organizational Development: Growth and Crisis
3. Learning Resource Management
4. Human Resource Management in Education
5. Human Resource Planning in Education
6. Human Resource Development in Educational Institutions
7. Challenges in HRM in Education
8. Financial Management: A Conceptual Study
9. Budgets and Budgetary Control for an Educational Institution
10. Accounts Manual
11. Set-Up of Accounts Department of an Educational Institution
12. Internal Financial Reporting System
13. Internal Audit System for an Educational Institution
14. Accounting of Grants
15. Taxation of a Trust
16. Financial Management and MIS in an Educational Institution

## **VALUE EDUCATION**

1. Introduction to Value Education
2. Classification and Hierarchy of Values
3. Values in the Present Context
4. Religion and Values
5. Value System in India
6. Inculcating Values
7. Methods of Value Education
8. Value Orientation
9. Values at Different Stages
10. Code of Ethics
11. Policies, Commissions and Committees
12. Value Education for National and International Understanding

13. Values - Past and Present
14. Prospects of Value Education
15. Evaluation of Values

## **TRENDS IN EDUCATIONAL ADMINISTRATION**

1. Innovations in Education
2. Elementary Education
3. Higher Education
4. Vocational Education and Continuing Education
5. Open and Distance Learning
6. Environmental Education and Disaster Management
7. Special Education
8. Internationalization of Education
9. Quality in Education
10. Total Quality Management in Education
11. Trends in Quality Management in Education
12. NAAC - Quality Assessment
13. Implementing Total Quality
14. Multi-cultural Education

## **ORGANISATIONAL BEHAVIOUR**

1. Historical Evolution of Organisational Behaviour
2. Understanding Organisational Behaviour
3. Perception
4. Personality
5. Attitudes
6. Motivation: The Driving Forces of Human Behaviour
7. Work Motivation Theories
8. Morale
9. Work and Conditions of Work
10. Conflict Management
11. Group Dynamics
12. Stress Management
13. Leadership

14. Management of Organisational Change
15. Organisational Culture
16. Organisational Power and Politics

#### **SEMESTER IV**

1. Community Development in Education
2. Research Methodology
3. Guidance and Counselling in Education

#### **COMMUNITY DEVELOPMENT IN EDUCATION**

- 1 Concept of Community
- 2 Social Structure
- 3 Community Dynamics
- 4 Role of Gram Panchayats
- 5 Understanding Community Dynamics
- 6 Problems in Rural Education
- 7 Issues in Education
- 8 Concept of Community Development
- 9 Community Development
- 10 Community Development in India
- 11 Education And Community Development
- 12 Education Programmes - I
- 13 Education Programmes – II
- 14 Education Programmes – III
- 15 Community Participation

#### **RESEARCH METHODOLOGY**

1. Understanding Research
2. Scientific Methods and Research
3. Formulating Research Problem and Hypothesis
4. Hypothesis Testing
5. Research Design
6. Data Collection and Measurement
7. Sampling and Sampling Technique

8. Observation
9. The Interview Method
10. The Questionnaire Method
11. The Survey Method
12. The Experimental Method
13. Scaling Techniques and Attitudes Measurement Techniques
14. Data Presentation, Processing and Analysis

## **GUIDANCE AND COUNSELING IN EDUCATION**

- 1 Nature and Scope of Guidance and Counselling
2. Counselling
- 3 Vocational Guidance
- 4 Techniques of Guidance
- 5 Skills of a Counsellor
- 6 Communication in Counselling
- 7 Parental Counselling
- 8 Educational Guidance And Counselling
- 9 Counselling and the Teacher
- 10 Guidance And Counselling For Special Problems
- 11 Group Counselling and Guidance
- 12 Psychometric Assessment in Guidance
- 13 Common Developmental Problems
- 14 Self-Management Skills and Social Competency
- 15 Present Status of Guidance in India