

**POST GRADUATE DIPLOMA IN EDUCATIONAL
ADMINISTRATION (PGDEA)
PROGRAM CURRICULUM**

Semester I

Concepts Of Education

1. Introduction to Philosophy of Education
2. Sociology of Education
3. Socialisation-Meaning and Process
4. Education and Social Change
5. Educational Psychology
6. Individual Differences in Learning
7. Attention and Perception
8. Memory and Forgetting
9. Teaching and Learning Process
10. Creativity

Educational Administrative Practices

1. Concept of Educational Administration and Management
2. Administration Behaviour
3. Educational Administration and Management
4. Educational Administrative Reforms
5. Administrative Leadership
6. Leadership and Theories of Leadership
7. Management Strategies and Strategic Planning
8. National Education Policy – School Education
9. National Education Policy – Higher Education
10. Evaluation of Educational Administration

Educational Technology

1. Introduction to Educational Technology
2. Systems Approach to Education
3. Trends in Educational Technology
4. Teaching Strategies
5. Instructional Technology
6. Web Based Instruction and E-Learning
7. Information System in Education
8. E-learning
9. Educational Technology at its Frontier
10. E-Pedagogy, Web 2.0 Technology and Virtual Laboratories

Curriculum Development

1. Curriculum Foundations
2. Influences in Curriculum and Bloom's Revised Taxonomy
3. Curriculum Design and Development
4. Curriculum Design Models
5. The Scope of Curriculum and Development of Curriculum
6. Factors Influencing Curriculum and Curriculum Evaluation
7. Writing Learning Objectives
8. Curriculum Innovations
9. Essentials of a Course
10. Creating a Course Outline
11. Content Development
12. Content Writing

Semester II

Administrative Leadership

1. Administrative Leadership
2. Leadership and Theories of Leadership
3. Educational Administration
4. Management Strategies and Strategic Planning
5. Perception
6. Perception
7. Attitudes
8. Motivation
9. Morale
10. Maximising Human Potential Through EQ
11. Conflict Management
12. Group Dynamics
13. Stress Management
14. Organisational Culture

Evaluation Practices

1. Evaluation In the Teaching & Learning Process
2. Types Of Evaluation
3. Educational Objectives & 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 & Norms
11. Reporting Results & Innovations in Evaluation
12. Elementary Statistics

Effective Communication for Administrators

1. Communication: Process and Implications
2. Psychological and Cultural Dimensions of Business Communication
3. Effective Listening
4. Effective Speaking
5. Effective Reading
6. Effective Writing
7. The Writing Process – Planning
8. Writing Process : Organizing, Composing and Revising
9. Writing Indirect Messages
10. Short and Long Reports
11. Communicating with Technology
12. Developing & Delivering Effective Presentations
13. Interviews and Meetings
14. Group Communication Strategies

Inclusive Education

1. Understanding Inclusion in Education
2. Initiatives to Promote Inclusive Education
3. Special education
4. Children with mental retardation
5. Gifted Children
6. Children with Learning difficulties
7. Children with behavioral disorders
8. Children with Hearing Impairments
9. Children with Visual Impairments
10. Language Impairment
11. Handling common behavioral problems in children

Semester III

Infrastructure 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. Set-Up of Accounts Department of an Educational Institution
9. Internal Audit System for an Educational Institution
10. Financial Management and MIS in an Educational Institution

Value-Based 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. Evaluation of Values

Legal Aspects of Educational Administration

1. Introduction to Indian Legal System
2. An Overview of Educational System and Development
3. General Legal Framework for Educational Administration
4. Levels of Education and Legal Framework
5. Specific Laws relating to the Education Sector
6. Regulatory Bodies in Reference to Educational Institutes (AICTE)
7. Regulatory Bodies in reference to Educational Institutes (NCTE)
8. Regulatory Bodies in reference to Educational Institutes (BCI)
9. Regulatory Bodies in Reference to Educational Institutes (MCI)
10. Regulatory Bodies in reference to Educational Institutes – Schools
11. University Grants Commission and Indian Higher Education
12. State Open Universities and Distance Education Institutions

Quality Assurance & Accreditation

1. Importance Of Quality Assurance & Accreditation
2. Quality Assurance: Functions, Purpose and Model
3. Purpose of Quality Assurance and Accreditation
4. Internal Quality Assurance 5 Cell (IQAC)
5. Elements of the QA process
6. ISO in Reference to Educational Organisation
7. Internal Audit System
8. National Assessment and Accreditation Council (NAAC)

Semester IV

Community Development

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. Community Participation

Guidance & Counselling

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

Internationalization Of Education

1. Internationalization of Higher Education
2. NEP 2020 and Internationalization
3. Strategic Programmes and Initiatives - I
4. Strategic Programmes and Initiatives – II
5. Role of Higher Education Institutions

Action Research

1. Introduction to Action Research
2. Scientific Methods and Research
3. Formulating Research Problem and Hypothesis
4. Research Design
5. Introduction to Action Research
6. Designs in Action research
7. Variables (co-relationship of variables)
8. Population and sample
9. Data analysis
10. Report writing

Student is required to submit a Submission by the end of each semester as per guidelines