**Directorate of Distance Education**

**Integral University, Lucknow**

**Subject Name: Educational Management**

**Subject Code: MAE 202 Paper Code: EM/M**

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| C  O  N  T  E  N  T  S | S. N. | Chapter Name |
| 1 | WHAT IS MANAGEMENT IN EDUCTIONAL INSTITUTIONS? |
| 2 | THE MANAGEMENT OF LEARNING AND DISCIPLINE |
| 3 | MANAGING CHANGE IN EDUCATION |
| 4 | MANAGEMENT OF KNOWLEDGE AND INFORMATION IN EDUCATIONAL INSTITUTIONS |
| 5 | STRATEGY, POLICY AND PLANNING IN EDUCATIONAL MANAGEMENT |
| 6 | INSPECTION, EVALUATIUON AND QUALITY ASSURANCE IN EDUCATION |
| 7 | PROFESSIONAL DEVELOPMENT AND TRAINING IN EDUCATIONAL INSTITUTIONS |
| 8 | ETHICS AND ACCOUNTABILITY IN EDUCATION |
| 9 | RESOURCES MANAGEMENT IN EDUCTION |
| 10 | FINANCIAL MANAGEMENT |
| 11 | PERSONNEL MANAGEMENT |
| 12 | INSTITUTIONAL MISSION – VISION STATEMENT |

1. **What is Management in Educational Institutions?**
   * Defining educational management
   * Evolution of educational management
   * Management model in education
2. **The Management of Learning and Discipline**
   * The Management of Learning and classroom
   * Proactive Classroom Management Strategies
   * Strategies for Classroom Management
   * Technique for effectively managing learning and discipline
3. **Managing Change in Education**
   * Introduction
   * Dimensions of changes in educational institutes
4. **Management of Knowledge and Information in Educational Institutions**
   * Introduction
   * Information and KM
   * Knowledge of Information
   * Training Strategies for Managing Knowledge
   * Learning Management
5. **Strategy, Policy and Planning in Educational Management**
   * Introduction
   * Defining strategies, Policy and Planning
   * Managing the Process
6. **Inspection, Evaluation and Quality Assurance in Education**
   * Introduction
   * Inspection
   * Institutional evaluation
   * Quality assurance
   * Total Quality Management
   * Finally
7. **Professional Development and Training in Educational Institutions**
   * Professional Development
   * Staff Development and Professional Development
   * Need Analysis of Professional Development
   * Professional Development and Training
   * Managing Human Resources
   * Personal Management or Human Resource Management
   * Autonomous schools and colleges
   * Managing motivation for Professional development
   * Managing Communication for Professional Development
   * Managing Team for Professional Development
8. **Ethics and Accountability in education**
   * Introduction
   * Context of Accountability
   * Accountability, responsibility and Responsiveness
   * Models of Accountability
   * Accountability and Educational Management Theory
   * Conclusion – Accountability in a Changing World
9. **Resource Management in Education**
   * Introduction
   * The Functions of the Budgetary Process
10. **Financial Management**
    * Introduction
    * Financial Management in educational Institutions
    * Objectives of Financial Management
    * Functions of a Finance Manager
11. **Personnel Management**
    * Introduction
    * What is Job Analysis?
    * Role of Personnel Manager
    * Selection Devices
    * Job Design, Work Scheduling and Motivation
    * Performance Appraisals
12. **Institutional Mission – Vision Statement**
    * Introduction
    * Discovering core Ideology
    * Envisioned Future
    * Vision Level Brag
    * Vivid Description
    * A Few Key Points