

**Institute of Education and Research
University of the Punjab
Lahore**

Program	BS Education		
Course Title: School Management		Course Type: Major Course of Education	
Course Code: MCEd-306	Credit Hours: 3	Duration: 16 Weeks	
Introduction	This course discusses the concepts, skills, and attributes related to educational management. It gives overview of historical development of management, educational policies, and educational management.		
Learning Objectives	<p>After studying the course students will be able to:</p> <ol style="list-style-type: none"> 1. Describe the basic concepts of education. 2. Critically evaluate the historical development of management. 3. Analyze the functions of educational management. 4. Suggest a best management model for educational management. 5. Identify challenges in governance and suggest ways to improve the governance in Pakistan. 		
Course Content	<ol style="list-style-type: none"> 1. Introduction to Education <ol style="list-style-type: none"> 1.1. Concept of Education 1.2. Process of Education/Elements 1.3. Modes of Education 1.4. Significance of Education 1.5. Concept of Educational Management 1. Organizational and Administrative structure <ol style="list-style-type: none"> 1.1 Concept of organization 1.2 Concept of Educational organizations 1.3 Definition of management and administration 1.4 Differences between educational management and educational administration. 2. Historical Development of Management <ol style="list-style-type: none"> 2.1 System Theory (Bertalanffy Ludwig Won) 2.2 Administrative Management Theory (Henry Fayol) 2.3 Bureaucratic Management Theory (Max Weber) 2.4 Scientific Management (Fredrick Tayler) 2.5 Theory X & Y (Duglus Mc. Gregor) 2.6 Human Relations Theory (Elton Mayo) 2.7 Contingency Theory (Fred Fiedler) 2.8 Instructional Supervision & Leadership 3. Functions of Educational Management <ol style="list-style-type: none"> 3.1 Planning 3.2 Organizing 3.3 Staffing 3.4 Directing 3.5 Coordinating 3.6 Reporting 3.7 Budgeting 		

	<p>4. Educational Policies and Educational Management</p> <p>4.1 First Education Conference 1947</p> <p>4.2 Sharif Commission 1959</p> <p>4.3 New Education Policy 1970</p> <p>4.4 National Education Policy 1972-1980</p> <p>4.5 National Education Policy 1979</p> <p>4.6 National Education Policy 1992</p> <p>4.7 National Education Policy 1998-2010</p> <p>4.8 Education Sector Reforms 2001</p> <p>4.9 National Education Policy 2009</p> <p>4.10 National Education Policy 2017</p> <p>4.11 National Education Policy 2022</p> <p>5. Managing Resources in Education</p> <p>5.1 Human Resources</p> <p>5.2 Physical Resources</p> <p>5.3 Financial Resources</p> <p>5.4 Informational Resources</p> <p>6. Educational Governance</p> <p>6.1 Definition and scope</p> <p>6.2 Elements of Governance</p> <p>6.3 Challenges of educational governance in Pakistan</p> <p>7. Educational Management at Different Levels</p> <p>7.1 Elementary</p> <p>7.2 Secondary</p> <p>7.3 Higher Education</p> <p>7.4 Literacy and Non formal Basic Education</p>
Textbook(s)	<p>Robbins, S. P., & Coulter, M. (2018). <i>Management</i>. Pearson.</p> <p>Zaki, W.M. (1988). <i>Educational management</i>. National Book Foundation.</p>
Suggested Reading	<p>Altrichter, H., & Elliott, J. (2000). <i>Images of educational change</i>. Open University Press.</p> <p>Bush, T., Bell, L., & Middlewood, D. (2010). <i>The principles of educational leadership and management</i>. Sage.</p> <p>Chodhury, N. R. (2001). <i>Management in Education</i>. APH Publishing.</p> <p>Government of Pakistan. (1969). <i>Proposal for a new education policy</i>. Ministry of Education and Scientific Research.</p> <p>Government of Pakistan. (1947). <i>Proceedings of the Pakistan educational conference</i>. Ministry of Interior (Education Division).</p> <p>Government of Pakistan. (1959). <i>Report of the commission on national education</i>. Ministry of Education.</p> <p>Government of Pakistan. (1972). <i>The education policy 1972-80</i>. Ministry of Education.</p> <p>Government of Pakistan. (1979). <i>National education policy and implementation programme 1979</i>. Ministry of Education.</p> <p>Government of Pakistan. (1992). <i>National educational policy</i>. Ministry of Education.</p> <p>Government of Pakistan. (1998). <i>National education Policy 1998-2010</i>. Ministry of Education.</p> <p>Government of Pakistan. (2009). <i>National education policy</i>. Ministry of Education.</p>

	<p>Hay, W. R., & Michel, G. S. (1996) <i>Educational Administration, Theory, Research & Practice</i>. McGraw Hill.</p> <p>Law, S., & Glover, D. (2000). <i>Educational Leadership and Learning</i>. Open University Press.</p> <p>Sergiovanni, T. J., Kelleher, P., McCarthy, M. M., & Wirt, F. M. (2009). <i>Educational governance and administration</i>. Allyn & Bacon.</p> <p>Sharma, P. (2005). <i>Educational administration</i>. APH Publishing Corporation.</p>
Teaching/Learning Strategies	<p>Lecture</p> <p>Discussion</p> <p>Cooperative Learning</p> <p>Class activities</p> <p>Applied Projects</p>
Assignments	<p>Summary writing</p> <p>Mini projects</p> <p>Term papers</p> <p>Presentation</p>
Evaluation Criteria	<p>Assignment/Project/Presentation</p> <p>Mid Term</p> <p>Final Term</p>