

Institute of Education and Research
Faculty of Education
University of the Punjab, Lahore



Program	Bachelor of Education (B.Ed.)		
Course Title: School Management		Course Type: Major Course of Education	
Course Code: MCEd-402	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	After studying the course students will be able to: <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 4.2. Sharif Commission 1959 4.3. New Education Policy 1970 4.4. National Education Policy 1972-1980 4.5. National Education Policy 1979 4.6. National Education Policy 1992 4.7. National Education Policy 1998-2010 4.8. Education Sector Reforms 2001 4.9. National Education Policy 2009 4.10. National Education Policy 2017 4.11. National Education Policy 2022</p> <p>5. Managing Resources in Education</p> <p>5.1. Human Resources 5.2. Physical Resources 5.3. Financial Resources 5.4. Informational Resources</p> <p>6. Educational Governance</p> <p>6.1. Definition and scope 6.2. Elements of Governance 6.3. Challenges of educational governance in Pakistan</p> <p>7. Educational Management at Different Levels</p> <p>7.1. Elementary 7.2. Secondary 7.3. Higher Education 7.4. Literacy and Non formal Basic Education</p>
<p>Textbook(s)</p>	<p>Robbins, S. P., & Coulter, M. (2018). <i>Management</i>. Pearson. Zaki, W.M. (1988). <i>Educational management</i>. National Book Foundation.</p>
<p>Suggested Reading</p>	<p>Altrichter, H., & Elliott, J. (2000). <i>Images of educational change</i>. Open University Press. Bush, T., Bell, L., & Middlewood, D. (2010). <i>The principles of educational leadership and management</i>. Sage. Chodhury, N. R. (2001). <i>Management in Education</i>. APH Publishing. Government of Pakistan. (1969). <i>Proposal for a new education policy</i>. Ministry of Education and Scientific Research. Government of Pakistan. (1947). <i>Proceedings of the Pakistan educational conference</i>. Ministry of Interior (Education Division). Government of Pakistan. (1959). <i>Report of the commission on national education</i>. Ministry of Education. Government of Pakistan. (1972). <i>The education policy 1972-80</i>. Ministry of Education. Government of Pakistan. (1979). <i>National education policy and implementation programme 1979</i>. Ministry of Education. Government of Pakistan. (1992). <i>National educational policy</i>. Ministry of Education. Government of Pakistan. (1998). <i>National education Policy 1998-2010</i>. Ministry of Education. 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	<table> <tr> <td>Assignment/Project/Presentation</td> <td>25%</td> </tr> <tr> <td>Mid Term</td> <td>35%</td> </tr> <tr> <td>Final Term</td> <td>40%</td> </tr> </table>	Assignment/Project/Presentation	25%	Mid Term	35%	Final Term	40%
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