

Programme	ADP Home Economics	Course Code	HEAS-104	Credit Hours	2(2+0)
Course Title	HOME ECONOMICS EDUCATION, ADMINISTRATION AND SUPERVISION				
Course Introduction					
The subject focuses on instructional leadership development, interrelationships among administrators, teachers, students, parents and community groups. Students will be able to learn how to implement models of professional development, especially job-embedded professional development, and how to apply the basic processes of developmental supervision, clinical supervision and coaching.					
Learning Outcomes					
On the completion of the course, the students will:					
. Equipped with the knowledge, interpersonal skills and technical skills to accomplish the supervisory tasks of direct assistance to teachers and professional development.					
. Able to learn how to implement models of professional development, especially job-embedded professional development, and how to apply the basic processes of developmental supervision, clinical supervision and coaching.					
Course Content			Assignments/Readings		
Week 1	Definition, Aims of Education		Educational Leadership and Management Pg 66		
	Objectives of Education		Educational Leadership and Management Pg 67- 71		
Week 2	Educational Administration Meaning and Nature.		Educational Leadership and Management Unit 1 Pg 4-5		
	Importance of Educational Administration		Educational Leadership and Management Pg 5-6 Assignment 1: Write a short note on the importance of Educational Administration		
Week 3	Scope of Educational Administration		Educational Leadership and Management Pg 6-9		
	Approaches to Educational Management and Administration		Educational Leadership and Management Pg. 9-13 Activity: Compare different approaches of educational administration and explore which approach is to be used by our administrator		
	Basic Principles of Educational Administration		Educational Leadership and Management Pg 14-16 Assignment 2: Analyze Educational Administration Principle Applied in your institute. Demonstrate which principle application is required.		

Week 4	Meaning of Basic Elements of Management	Educational Leadership and Management Page 28 Assignment 3: Identify Relationship among Organization, Administration and Management
Week 5	Basic Elements of Management Process	Educational Leadership and Management
	Theories of Management	Educational Leadership and Management Pg 29-30
Week 6	Levels of Management	Educational Leadership and Management
	Meaning of Supervision: Difference between Inspection/Supervision	Educational Leadership and Management Pg 49
Week 7	Kinds of Supervision	Educational Leadership and Management and Management
	Nature and Characteristics of Supervision	Educational Leadership and Management Pg 52- 54
Week 8	Difference between Administration and Supervision	Educational Leadership and Management Pg 54
	Purpose and Need of Supervision, Qualities of an Effective Supervisor	Educational Leadership and Management Pg 55-58 Compare the role and qualities of supervisor discussed with existing supervisor's role and qualities.
Week 9	Different Techniques of Supervision, Role of a Supervisor	Educational Leadership and Management Pg 58-59 Critically examine the techniques of supervision. Also explore which techniques are mostly to be used by our supervisor and why.
Week 10	Human Relation in educational Administration: Introduction, Objectives	Study guide on Educational Pg 39- 40
	Human Relationship in Motivating Persons	Study guide on Educational Pg 42
	Human Relation model of administration, Developing Relation in the Organization	Study guide on Educational Study guide on Educational Pg 44- 48

Week 11	Steps to improve Human Relationship	Study guide on Educational Pg 48- 50 Observe critically and suggest some other steps to improve relationship in the organization
Week 12	Supervisor Relationship With head, teachers, students and community	Study guide on Educational 125-130
	Leadership role of an Administrator	Study guide on Educational 131
Week 13	Essential elements of Educational Planning, need and scope of Educational Planning	Study guide on Educational Pg 57- 61
	Classification of Planning	Study guide on Educational Pg 61- 64
Week 14	Problems in Educational Planning	Study guide on Educational Pg 64- 67
	Issues in Educational Administration	Study guide on Educational Pg 141- 151
Week 15	Issues in Educational Administration	Presentation: Issues faced by the administrator and suggest solutions
Week 16	Organization Of Department Of Home Economics: Organizing and managing the Home Economics office, Planning guidance services forthe welfare of all students.	Plan a Report on Organizing and managing the Home Economics office, Planning guidance services for the welfare of all students.
	Organization Of Department Of Home Economics: Organizing and managing the Home Economics office, Planning guidance services forthe welfare of all students.	Presentation on the proposed plan
Week 17		Presentation on the proposed plan
	Revision of key concepts	

Week 18	Final Term Exam	
Textbooks and Reading Material		
<ol style="list-style-type: none"> 1. Educational Leadership and Management Bed , Allama Iqbal Open University, Islamabad 2. Study guide on Educational Administration and Supervision Allama Iqbal Open University, Islamabad 3. Mehta, D. (2022) Educational Administration And Management. PHI 4. Fabunmi, M., Ngibe, N. C. P., Boakye-Yiadom, M., Adebayo, A. (2025). Educational Supervision. EDUDIA-IEPA 5. Lunenburg, F. C., Ornstein, A. (2022). Educational Administration: Concepts and Practices 7th Edition. Sage Publication 		
Teaching Learning Strategies		
<p>Lecture- based learning through lectures and presentations. Group Assignments and discussions. Individual learning through quiz and assessments</p>		
Assignments: Types and Number with Calendar		
<p>Assignment 1 (Week 2): Write a short note on the importance of Educational Administration Activity: Compare different approaches of educational administration and explore which approach is to be used by our administrator Assignment 2 (Week 4): Analyze Educational Administration Principle Applied in your institute. Demonstrate which principle application is required. Assignment 3 (Week 4): Identify Relationship among Organization, Administration and Management Plan a Report on Organizing and managing the Home Economics office, Planning guidance services for the welfare of all students.</p>		