Code	Subject Title	Cr. Hrs	Semester
EDU-405	**Educational Management and Leadership**	**3**	**VIII**
Year	**Discipline**		
4	**Education (Secondary)**		

Learning Outcomes

After studying the course, the students will be able to:
1. Explain the concept of school organization, management and discipline and factors affecting school discipline
2. Organized school activities (curricular and co-curricular) affectively and manage available resources (material, human and time) efficiently.
3. Different sheet between the concept of leadership and management utilizing the major indicator of effective leadership management.
4. Maintain school record and activities according to the school mandate.
5. Explain the functions of basic rules of leave pay and allowances E & D, codes of ethics Course.

Outline

Unit 01 Introduction to Management
1.1 Definitions of Management and Leadership.
1.2 Difference between leadership and management
1.3 Difference between general and educational management and Leadership.

Unit 02 Process of Management
2.1 Planning
2.2 Organizing
2.3 Staffing
2.4 Communicating
2.5 Controlling
2.6 Budgeting

Unit 03 Resource Management
3.1 Human resources
3.2 Physical resources
3.3 Financial resources
3.4 Information and learning resources (Library, AV Aids and instructional material)

Unit 04 Rules and Regulations
4.1 Rules regarding appointment, leaves, pay and allowances.
4.2 Efficiency & Discipline rules
4.3 Terms of reference of various personals in the school

4..4 Code of ethics

Unit 05 Records in Educational Institutions
5.1 Attendance register
5.2 Leave register
5.3 Stock register
5.4 Cash register (fee, different kind of funds)
5.5 Personal files of teachers and other staff
5.6 Other academic record (students result, staff meetings etc.)

Unit 06 Theories of Leadership
6.1 Trait Theories
6.2 Contingencies Theories

Unit 07: Leadership Style
7.1 Democratic
7.2 Autocratic
7.3 Lauzis-faire
7.4 Leadership style and Headship

Recommended Readings:

Afridi, A. (1998). School organization: Ijaz Publishers.

Bovee, C.L. et al. (1995). Management. International Edition. New York: McGraw Hill, Inc.

Burden, R.P. (1995). Classroom management and discipline: Methods to facilitate cooperation instruction. New York: Longman.

Bush, T.B. et al. (1999). Educational management: Re-defining theory, policy and practice. London: Longman.

Farooq, R.A. (1994). Education system in Pakistan. Islamabad: Asia Society for the Promotion of Innovation and Reforms in Education. Lumicbry,

R.P. (1995). Classroom demonstration, administration, concepts and practice. Third Edition. London:

Wadsworth. (2004). School and Family Partnership. Islamabad: Children‟s Resources International.