

ORIENTAL COLLEGE (AUTONOMOUS), TAKYEL, IMPHAL
TEACHING PLAN

(B.A./B.Sc)

Name of Department: Education

Semester : 3rd Year : 2023-2024

Paper Name : Educational Management , Paper Code : Edn-HC-602

| No. Of Hours per week | Credits | Total No. Of Hours | Marks |
|--------------------------|---------|-----------------------|-------|
| 6 | 6 | 60 | 100 |

Course Objectives:

1. To understand the concept of educational management and administration.
2. To understand the essentials of educational planning and educational finance.
3. To understand the essentials of educational organisation and supervision.

Course Outcomes:

Upon completion of this course the students will be able to

1. Understand the concept of educational management and administration.
2. Enable the students understand the essentials of educational planning and educational finance.
3. Understand the essentials of educational organisation and supervision.

| Unit | Topic | Lecture | Learning Outcome | Pedagogy | Assessment/ Evaluation |
|------|---|---------|--|---------------------------------|--|
| 1. | Types, functions, Concept, meaning and principles of educational management, Concept, meaning, nature and scope of educational administration. | 12 | Understand concept, Types functions and principles of educational management and the concept, meaning, nature and scope of educational administration. | Lecture Method | Quiz Unit Test- 1 |
| 2 | Meaning, nature, significance, Types and approaches of educational planning | 12 | Understand the meaning, nature, types and approaches and significance of educational planning. | Socratic Method | Home Assignment Multiple Questions, Test- 2 |
| 3 | Concept, meaning, principles and importance of educational finance. | 12 | Understand the concept, meaning, principles and source and problems of educational finance. | Participatory Lecture method | Seminar Test- 3 |
| 4. | Meaning and characteristics of educational organisation, School plant, meaning, need, nature, components of school plant. Design of school building | 12 | Understand the meaning, characteristics of school organisation and meaning, needs, nature and components of school plant and its designs. | Group Discussion | Class Test- 4 |
| 5. | Meaning, nature and scope, functions, Principles and types of educational supervision. | 12 | Understand meaning, nature, scope, functions principles and types of educational supervision. | Lecture Method | Project work Class Test- 5 |

Name of Teacher : Md. Yusuf Ali

Name of HOD : Md. Yusuf Ali