



CERTIFICATE COURSE

Course Name: Educational Management

Course Code: EM-CC-03

Duration of the course: 06 Months

Medium of Instruction: The course is provided both in English and Assamese

Eligibility: The certificate course can be pursued by students who are studying in Undergraduate course.

About the course

Educational management course attempts at providing the learner a theoretical knowledge on the basics aspect of Management that can be applied in Educational Institutions. Pursuing the course can give the learner a fundamental knowledge on Management. The course provides a foundational base to learner who wants to pursue educational management course. This course is concerned with maximum utilization of resources in the institution to achieve the desired objectives. The course also aimed at developing basic managerial knowledge among the learner.

Objectives

- To give the learner a basic concept of Management in Education.
- To acquaint the learner about the functions of Management in Education.
- To provide the learner a knowledge on different types of Management.

Unit-I

Concept of Educational Management

- Meaning, nature of Educational Management
- Scope of Educational Management
- Objective of Educational Management
- Importance of Educational Management
- Characteristics of Successful Management

Unit-II

Functions in Educational Management

- Planning
- Organizing
- Staffing
- Directing
- Controlling
- Coordinating
- Budgeting

- Recording and Reporting
- Evaluating

Unit-III

Principles and Type of Educational Management.

- Principles of Educational Management
- Centralized Management
- Decentralized Management
- Autocratic Management
- Democratic Management
- Laissez Faire Management
- Participatory Management
- External Management
- Internal Management



Submitted by

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