

LESSON PLAN

Class: B. Ed 4th Semester

Paper: C 11

Subject: Educational administration and Management



Unit 1

1. understand what is Educational Administration
2. Develop a deeper understanding about the role and function of Head master and Teacher
3. Understand the meaning, nature and scope of supervision

Course Content/Syllabus for presentation

Sl. No.	Educational Administration	Time	Reading Material	Assessment	Submission date
1	Educational administration	3 hours	Reference book, PPT.	Written test	Same date
2	Role and function of Head master and Teacher	3hours	Reference book, PPT.	Group discussion and individual presentation	Same date
3	Supervision meaning, nature and scope	4 hours	Reference book, PPT.	PPT presentation	Same date

Evaluation: Function of educational administration according a field study

Visit a school and write down the qualities of a Head master

Mode of transaction: 1. Lectures, 2. Discussion, 3. Assignments, 4. Power point presentation. 5. Film related to topic.

Unit: 2

Learning Objectives:

The student-teachers will be able to:

1. Understand the educational management
2. Understand the different between Educational administration and Educational management
3. Institutional management: meaning and component
4. Educational planning

Course Content/Syllabus for presentation

Sl. No.	Educational Management	Time	Reading Material	Assessment	Submission date
1	Scope and signification	3 hours	Reference book, PPT.	Group discussion and individual presentation	Same Day
2	Difference between Educational administration	3hours	,,	PPT presentation	Same Day
3	Institutional Management	3hours	,,	Group discussion	Same Day
	Educational Planing			Group discussion	Same date

Mode of Transaction: 1. Lectures, 2. Discussion, 3. Assignments, 4. Film related to topic (if needed) 5. Power point presentation.

Evaluation:

1. Do an evaluation and find out the difference between educational administration and management

Mode of Transaction: 1. Lectures, 2. Discussion, 3. Assignments, 4. Film related to topic (if needed) 5. Power point presentation.

Reference :

Mohanty, J. (2014). Strategies for school management. Educational management supervision school organization. *NEELKAMAL PUBLICATION*. NEW DELHI. ISBN : 978-81-8316-510-5.

Nair, T.K.D., (2004). Supervision. School Planing and management. *Shipra Publication*. Delhi. ISBN : 978-81-7541-162-3.

Mohanty, J. (2011). Institutional planing. Strategies for school management. Educational management supervision school organization. *Shipra Publication*. Delhi. ISBN : 978-81-7545-559-1.

Krishnamacharyulu, V. (2006).Need for Educational management. School Management and System of Education. *NEELKAMAL PUBLICATION*. NEW DELHI. ISBN : 81-8316-106-5.