POST GRADUATE DIPLOMA IN EDUCATIONAL PLANNING
MANAGEMENT AND ADMINISTRATION (PGDEPMA)

SCHEME AND SYLLABUS

CENTRE FOR ADULT CONTINUING EDUCATION AND EXTENSION
University of Kerala, Vikas Bhavan P.O., Trivandrum - 695033
UNIVERSITY OF KERALA

POST GRADUATE DIPLOMA IN EDUCATIONAL PLANNING, MANAGEMENT AND ADMINISTRATION (PGDEPMA)

1. Introduction

The course is designed and implemented by the Centre for Adult Continuing Education 
& Extension, University of Kerala which will be organised through the Institute of Distance Education.

2. The Need

The need for instituting a Post Graduate Diploma in Educational Planning Management and Administration arise from the following considerations.

- There is increasing demand from officers in-service to undergo academic programmes offered by the Universities in Educational Planning and Management.
- Providing technical support to the educational planners / managers / administrators / implementers in educational planning & management.
- Satisfying the educational needs of officers in service through Continuing Education system.

3. Objectives of the PGDEPMA

- Equipping the participants with modern scientific principles of planning management and administration.
- Overall quality improvement including skill development of educational officers in general education and higher education.
- Providing knowledge and skill in financial control and management.
- Providing educational opportunities for officers in service to enrich their knowledge and experience through continuing education programme.
4. **Target Group**
   - The present educational programme is designed for the following groups:
   - College/Higher Secondary School Principals, HMs of High schools/UP/PS
   - Educational officers like AEOs, DEOs, DDs, etc.
   - Teachers from HSS, HS, and Colleges
   - Other Educational functionaries in service
   - Those who are not in service are also encouraged to apply for admission

5. **Course Duration**
   - The duration of the course will be one year (12months)

6. **Course Materials**
   - The materials for the course will be developed by the teachers and experts in the field. The course materials will be despatched to students with instruction at regular intervals.

7. **Eligibility for admission**
   - Bachelor's Degree in any discipline from a recognised university or any other equivalent educational qualification recognised by the University of Kerala.

8. **Personal Contact Programme**
   - Contact classes will be arranged to support the students in their learning process. Two programmes will be arranged during the year (one programme for 10 days). The venue of the contact programme will be University Campus, Kariavattom, Trivandrum. New centres will be notified later, if required. All the candidates are directed to attend the contact programme without fail (The minimum attendance for the contact programme is 75%).

9. **Scheme of examination**

<table>
<thead>
<tr>
<th>Part - A : Core Papers</th>
<th>Maximum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Written</td>
</tr>
<tr>
<td>Paper I: Educational Planning and Development</td>
<td>80</td>
</tr>
<tr>
<td>Paper II: Educational Management and Administration</td>
<td>80</td>
</tr>
<tr>
<td>Paper III: Total Quality Management in Education</td>
<td>80</td>
</tr>
<tr>
<td>Paper IV: Financial Administration</td>
<td>80</td>
</tr>
<tr>
<td>Paper V: Organisational Behaviour</td>
<td>80</td>
</tr>
<tr>
<td>Part B: Optional Paper (Offer any one)</td>
<td>80</td>
</tr>
<tr>
<td>Paper VII A: Management of Higher Education</td>
<td>80</td>
</tr>
<tr>
<td>Paper VII B: Management of School Education</td>
<td>80</td>
</tr>
<tr>
<td>Total Marks</td>
<td>480</td>
</tr>
</tbody>
</table>

10. **Examination System**

   **Part A : Core Papers - Five papers / Part B: One Optional paper**
   - University written examination: 80 marks per paper.
   - Each paper will have a duration of three hours (80X5) = 400 marks
   - Internal Assignments: 20 marks per paper (20X5) = 100 marks
   - The candidate will have to submit four assignments (internal valuation for one paper. (Five marks for one assignment = 5X4 = 20 marks).
   - The Assignments must be sent to The Director, Centre for Adult Continuing Education & Extension, University of Kerala, Vikas Bhavan, P.O. Thiruvananthapuram, Pin - 695 033 (Telephone 0471- 2302523) for evaluation.

   If the assignments are not submitted within the prescribed time limit the candidate will lose his/her marks for the assignments. (Details related to assignments will be given in the course material.)
11. Classification

1. English shall be the medium of instruction and examination.
2. The minimum marks required to pass the examination shall be 40% marks in the aggregate.
3. Candidates who secure 60% marks in the aggregate shall be declared to have passed in First class, and those securing 75% on the aggregate, will be declared to have passed with distinction.
4. Candidates who secure an aggregate of 50% marks shall be declared to have passed in the examination with second class.

**PAPER I**

**EDUCATIONAL PLANNING & DEVELOPMENT**

**Unit I Introduction**


**Unit II Educational planning**

Types of educational planning. Methodology of planning. Approaches to Educational planning: Manpower, social demand and role of return approaches. Institutional planning. Education-employment linkage.

**Unit III Organisation**

Organizational structure of Indian education (Central level, State level and district level). Globalisation and impact on the education system and change in the funding pattern, planning and management system.

**Unit IV Role of various organisations**

Role expected and played: MHRD, UGC, NCERT, NIEPA, NCTE, NCET, CBSE, NAAC, SCERT, DIET, Local Self Governments etc. A study on the programmes like DPEP, MLL, SSA, SOPT, Lok Jambush, Sikshakarmi etc. Role played by international agencies like UNICEF, UNESCO, UNDP, UNFPA, World Bank, WHO etc., in educational planning and development.

**Unit V Problems and Possibilities**


**References**


**PAPER II**

**EDUCATIONAL MANAGEMENT AND ADMINISTRATION**

**Unit I Introduction to management**

II Introduction to Administration

Meaning of educational administration. Need and scope of educational administration. Educational administration as compared with other branches of administration. Organisational structure and functions of educational administration at centre and state levels. System and process of co-ordination at various levels. Role of local bodies in educational administration.

Unit III Organisational development


Unit IV Decentralization


Unit V Inspection and supervision


References

PAPER III

TOTAL QUALITY MANAGEMENT IN EDUCATION

Unit I Principles and practices


Unit II Institutional assessment and teamwork


Unit III Transformational Leadership


Unit IV Strategic Planning


References


PAPER IV
FINANCIAL ADMINISTRATION

Unit I Introduction

Concepts on financial administration - objectives and functions - financial administration and economic development - current economic and education policy and its impact on financial administration.

Unit II Cost of Education and Mobilisation of Resources

Taxonomy of costs - elements of cost - individual and institutional costs - recurring and non-recurring costs - techniques of ascertaining the cost of education - importance of resources in education - estimation of resource requirements for education - identification of sources - private and public fees - loans - taxes - scope of raising extra / additional funds needed.

Unit III Allocation and Utilisation of Resources

Principles of Resource Allocation - Fixation of priorities and distribution of resource - Allocation of resources in annual plans, five year plans etc. Centra-state-institutional relations in financing education - recent patterns in utilisation of resources - problems and prospects in allocation and utilisation of resources.

Unit IV Financial Management

Budgetary methods and practices in Education - types of budgets - ZBB - preparation of budgets - estimation forecasting of financial requirements - financial control, techniques of financial control - financial ratio analysis.

Unit V Accounting and Audit

Accounting and audit - introduction - meaning - methods - accounting and audit codes practiced in Education - reporting and remedies - performance audit.

References


5. Plan formulation by N.V. Vargheese, Modules on Educational Planning, Module 3. NIEPA, New Delhi.


PAPER V

ORGANIZATIONAL BEHAVIOUR

Unit I Introduction

Definition of OB - levels of analysis - contributing disciplines to the understanding of OB - contemporary applications and challenges of OB.


Unit II Attention and Perception


Unit III Decision Making and Communication


Unit IV Group dynamics and Leadership

Groups, Definition and Classification of groups - Development of groups - group structure - roles, norms and status - group decision making - group dynamics. Teams - developing high performance teams. Leader
Unit V Organizational structure and design


References:
2. Organizational behaviour: Fred Luthans.
5. Organizational Behaviour: Arnold H. J. and Feldman D.C.
6. Organizational behaviour: Kelly J

Unit VI Management of Higher Education

Unit I Planning and management of Higher Education
- Concept of planning and management of higher education - Retrospect and prospect, structure and organisation of higher education in Indian Universities - Types - structure and functions.

Unit II Education Commissions, Policies and Allied Institutions

Unit III Constitutional provisions
- Constitutional provisions on Higher Education - Higher Education in the context of Indian social scenario. Issues and problems in higher education - innovations in higher education - emerging trends. UGC, NIEPA, NCTE, CSIR, NAAC, MHRD, AICTE and ICSSR: Role and functions.

Unit IV Planning and Management
- Principles of managing an institution of higher learning - planning for infrastructures, personnel, capacity building - management of HRD - material facilities and infrastructural management - personnel management - management and mobilisation of community resources - conflict management - stress management - accountability in higher education - measurement of accountability - Universities and autonomy. Autonomous institutions of higher learning.

Unit V Administration and role classification
- Duties and responsibilities - VC, PVC, Registrar, Finance Officer and functions of Statutory Bodies. Principal, administrative duties of principal - conduct of examination - curricular & co-curricular activities - extension and field outreach activities - professional role of a teacher in higher education - Professional ethics and professionalism among
Maintenance of school records, examination system and assessment, administrative network of education in Kerala, role of local bodies in school administration, co-ordination with other departments.

Unit V Management of Schools

Management of personnel, motivation, leadership, duties and responsibilities of officials - HM/Principal, AEO, DEO, D.D, ADPI, DPI, Financial management of schools - budgeting, accounting procedures, financial code, auditing, Kerala Education rules, Kerala Service Rules.

Job satisfaction, job stress and organisational climate. Information Technology & School Management, Participatory Management.

References
1. National policy on education - 1986, New Delhi, MHRD.