Course (EDCA 04): Educational Technology and Educational Management

Full Marks: 100; Class per Week: 06 Hours; Minimum Class per Year: 150 Hours.

Aims: The broad aim of the course is to make learners acquainted with the knowledge area of educational technology and educational management.

Group A: Educational Technology

Full Marks: 50; Class per Week: 03 Hours; Minimum Class per Year: 75 Hours.

Objectives: After the completion of the course the learners will be able to

   i.   **Understand the concept and approaches of educational technology.**
   ii. **Understand concepts, components and basic models of communication used in Education.**
   iii. **Understand and apply the techniques of instructional technology used in Education.**
   iv. **Understand the emerging issues of educational technology.**

Units and Topics of Study:

Unit 1: Educational Technology. [15 Class-hours]

   a) Concept, nature, scope and limitations [7 Class-hours]
   b) Approaches of educational technology – hardware approach, software approach, systems approach. [8 Class-hours]

UNIT – II : Communication [15 Class-hours]

   a) Concepts, components, classification, barriers [6 Class-hours]
   b) One basic model – basic classroom oriented model i.e, linear; and it's significance in education [9 Class-hours]

UNIT – III: Instructional Technology [22 Class-hours]
   a) Mass instructional techniques- seminar, symposium, workshop, panel discussion, team teaching (basic concept only) [11 Class-hours]
   b) Personalised instructional techniques – programme learning (linear), microteaching, mastery learning, computer assisted Instruction (CAI) [11 Class-hours]

UNIT – IV : Emerging issues [23 Class-hours]
   a) Models of teaching – concept, components, family, advantages & disadvantages, model – Bruner's CAM [9 Class-hours]
   b) Open and distance education, e-learning, LCD projectors & its uses, internet, CCTV, EDUSAT. [8 Class-hours]
   c) Psychological uses in modern technologies of education. [6 Class-hours]

Group B: Educational Management

Full Marks: 50; Class per Week: 03 Hours; Minimum Class per Year: 75 Hours.

Objectives: after the completion of the course the learners will be able to

i. Understand the concept, nature and need of educational management.
ii. Understand the importance of leadership in management.
iii. Know the agencies of educational management in Indian context.
iv. Understand the importance of planning and management in Education.

Units and Topics of Study:

UNIT –I : Educational management [23 Class-hours]
 a) Educational management – concept, nature, need and scope [7 Class-hours]
 b) Types of educational management – centralised, decentralised, authoritarian, democratic, dynamic and laissez faire. [8 Class-hours]
 c) Supervision and inspection – concept, scope, difference between supervision and inspection, relationship among management, administration and supervision. [8 Class-hours]

UNIT – II : Leadership and management [14 Class-hours]
 a) Leadership in management – concept, scope, significance, characteristics of an effective leader in education [7 Class-hours]
 b) Theories of management – Fayol. Total Quality in educational management (TQM). [7 Class-hours]

UNIT – III : Agencies of educational management / hierarchy in educational management [12 Class-hours]
 a) Ministry of human resource development [4 Class-hours]
 b) State Ministry (with ref to WB) [4 Class-hours]
 c) District level (DI of schools – primary and secondary- power and functions) [4 Class-hours]

UNIT – IV : Planning and management [26 Class-hours]
 a) Planning- concept, need, types. [6 Class-hours]
 b) Education in the five year plans (11th& 12th plan w.r.t. education) [6 Class-hours]
 c) Resource management in educational institutions – budget, allocation, funding, expenditure, auditing. [10 Class-hours]
 d) Management information system (MIS). [4 Class-hours]

Selected References:

EDUCATIONAL TECHNOLOGY

1. Aggarwal, J.C (2012): Essentials of Educational Technology: Teaching Learning Innovation in Education, Vikas Publishing House Pvt Ltd. New Delhi
2. Rao, U. (2012): Educational Technology, Himalaya Publishing House, Mumbai
3. Sharma, A.R (2009): Educational Technology, Aggarwal Publications, Agra
4. Sharma, Y.K (2012): Fundamental Aspects of Educational Technology, Kanishka Publishers And Distributors, New Delhi
5. Mangal, S.K and Mangal,U (2011): Essentials of Educational Technology, PHI Learning Pvt. Ltd, New Delhi
6. Chattaraj, Syamaprasad : Shikha Prajukti, Central Library, Kolkata
7. Sen, Molay Kumar (2012) : Shikha Prajuki Bigyan, Soma Book Agency, Kolkata

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Suggested Reference Books
1. Aggarwal, J.C. (2012): Educational Administration and Management Principles and Practices

       Doaba House Book Sellers and Publishers , Delhi.

2. Dash, B.N. (2013): School Organisation Administration and Management, Neelkamal
       Publications Pvt. Ltd. Hyderabad.

3. Goel, A and Goel, S.L. (2009): Educational Administration and Management, , Deep & Deep
       Publications Pvt. Ltd., New Delhi

4. Mohanty, J. (2005): Educational Admininstration, Supervision and School Management, ,
       Deep & Deep Publications Pvt. Ltd., New Delhi

5. Das Bimal Chandra, Sengupta Depjani Ebong Ray Pradipta Ranjan: Shikhar Byabasthapana
       Pashim Bangya Rajya Pustak Parshad, Kolkata.

6. Chakraborty, Dilip Kumar : Shikagata Byabsthapana o parikalpana , K. Chakraborty Publishers,
       Kolkata

7. Pal Debasish, Dhar Debasish, Das Madhumita O Banerjee Paromita : Shika Byabasthapana,
       Rita Book Agency, Kolkata.

8. Tarafdar, Manjusha: Vidaylay Sangathan O Byabasthapana, Pearson, Kolkata.