

Semester I

**Concepts Of Education**

1. Introduction to Philosophy of Education
2. Sociology of Education
3. Socialisation-Meaning and Process
4. Education and Social Change
5. Educational Psychology
6. Individual Differences in Learning
7. Attention and Perception
8. Memory and Forgetting
9. Teaching and Learning Process
10. Creativity

**Educational Administrative Practices**

1. Concept of Educational Administration and Management
2. Administration Behaviour
3. Educational Administration and Management
4. Educational Administrative Reforms
5. Administrative Leadership
6. National Education Policy – School Education
7. National Education Policy – Higher Education
8. Evaluation of Educational Administration

**Educational Technology**

1. Introduction to Educational Technology
2. Systems Approach to Education
3. Trends in Educational Technology
4. Use of Educational Technology in Instructional Design
5. Smart Learning
6. Instructional Design and Content Development
7. Information System in Education
8. E-learning
9. Educational Technology at its Frontier

**Curriculum Development**

1. Curriculum Foundations
2. Influences in Curriculum and Bloom's Revised Taxonomy
3. Curriculum Design and Development
4. Curriculum Design Models
5. The Scope of Curriculum and Development of Curriculum
6. Factors Influencing Curriculum and Curriculum Evaluation
7. Writing Learning Objectives
8. Curriculum Innovations

Submission I

Semester II

**Administrative Leadership**

1. Leadership
2. Problem-Solving & Critical Thinking
3. Decision Making
4. Motivation
5. Creativity
6. Conflict Management
7. Group Dynamics
8. Stress Management
9. Organisational Culture

**Evaluation Practices**

1. Evaluation In the Teaching & Learning Process
2. Types Of Evaluation
3. Educational Objectives & Their Classification
4. Learning Experiences
5. Qualitative Techniques of Evaluation - I
6. Qualitative Techniques of Evaluation - II
7. Characteristics Of Measuring Instruments
8. Interpretation Of Evaluation Results & Norms
9. Reporting Results & Innovations in Evaluation
10. Elementary Statistics

**Effective Communication for Administrators**

1. Communication: Process & Implications
2. Effective Speaking
3. Effective Listening
4. Effective Reading
5. Effective Writing
6. Developing & Delivering Effective Presentations
7. Effective Communication for Teachers
8. Workplace Education & Job Satisfaction
9. Group Communication Strategies

**Inclusive Education**

1. Meaning & Concept of Inclusion
2. Initiatives To Promote Inclusive Education
  - Nep & Inclusive Education
3. Children With Hearing Challenges
  1. Children With Visual Challenges
  4. Children With Intellectual & Learning Challenges
  5. Children with physical and Health Impairment
  6. Children with Learning Disabilities
  7. Gifted Children
  8. Children with Emotional Behavioural Challenges

Submission II

## Semester III

### Infrastructure Management in Education

1. Infrastructure Management
2. Organizational Development: Growth and Crisis
3. Learning Resource Management
4. Human Resource Management in Education
5. Human Resource Planning in Education
6. Human Resource Development in Educational Institutions
7. Financial Management: A Conceptual Study
8. Challenges in HRM in Education

### Value-Based Education

1. Introduction To Value Education
2. Indian Knowledge System
3. Inculcating Values
4. Methods Of Value Education
5. Code Of Ethics
6. Value Education for National & International Understanding
7. Prospects Of Value Education
8. Evaluation Of Values

### Legal Aspects of Educational Administration

1. An Overview of Educational System & Development
2. Laws Relating to The Education Sector
3. Regulatory Bodies in Reference to Educational Institutes (AICTE)
4. Regulatory Bodies in Reference to Educational Institutes (NCTE)
5. Regulatory Bodies in Reference to Educational Institutes (BCI)
6. Regulatory Bodies in Reference to Educational Institutes (MCI)
7. Regulatory Bodies in Reference to Educational Institutes - Schools

### Quality Assurance & Accreditation

1. Importance Of Quality Assurance & Accreditation
2. Quality Assurance & Accreditation in Schools
3. Quality Assurance & Accreditation in Higher Education
4. ISO In Reference to Education
5. Internal Audit System for An Educational Institution
6. National Assessment & Accreditation Council

Submission III

## Semester IV

### Community Development

1. Concept Of Community
2. Social Structure
3. Problems In Rural Education
4. Concept Of Community Development
5. Community Participation
6. Education & Community Development
7. Education Programmes

### Guidance & Counselling

1. Nature & Scope of Guidance & Counselling
2. Counselling
3. Techniques Of Guidance
4. Skills Of a Counsellor
5. Parental Counselling
6. Vocational Guidance
7. Educational Guidance & Counseling
8. Guidance & Counselling for Special Problems
9. Self-Management Skills & Social Competency

### Internationalization Of Education

1. Internationalisation of Higher Education
2. NEP, 2020 and Internationalisation
3. Strategic Programmes and Initiatives - I
4. Strategic Programmes and Initiatives – II
5. Role of Higher Education Institutions

### Action Research

1. Introduction to Action Research - Meaning, Scope
2. Designs
3. Variables
4. Population & Sample
5. Data Analysis
6. Research Questions - Hypothesis, & Testing
7. Report writing

Submission IV

Student is required to submit a Submission by the end of each semester as per guidelines given