

Personal Contact Programme

TIMETABLE



ADEML 1st Semester (06 days PCP)

20th Nov. 2023 (Monday) to 25th Nov. 2023 (Saturday)

November 2023



Department of Education,
Centre for Distance and Online Education,
Panjab University, Sector-14, Chandigarh.

DEPARTMENT OF EDUCATION, CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)

Timetable ADEML 1st Semester Personal Contact Programme

20th Nov. 2023 (Monday) to 25th Nov. 2023 (Saturday)

| | | Lecture 1 | Lecture 2 | Lecture 3 | Lecture 4 |
|----------|-----------------------------|---|---|---|---|
| Day | | 9.30-10.30 a.m. | 10.30-11.30 a.m. | 11.30 a.m. -12.30 p.m. | 12.30-1.30 p.m. |
| 1 | 20 Nov 2023 Monday | ORIENTATION | Paper 1 INTRODUCTION TO EDUCATIONAL ADMINISTRATION AND MANAGEMENT Prof. Mamta Garg | Paper 2 EDUCATIONAL POLICY, PLANS, AND PROGRAMMES Prof Manju Gera | Paper 3 ORGANIZATIONAL BEHAVIOUR Dr. Kuljeet Kaur Brar |
| 2 | 21 Nov 2023 Tuesday | | Paper 3 ORGANIZATIONAL BEHAVIOUR Dr. Kuljeet Kaur Brar | | Paper 1 INTRODUCTION TO EDUCATIONAL ADMINISTRATION AND MANAGEMENT Prof. Mamta Garg |
| 3 | 22 Nov 2023 Wednesday | Paper 1 INTRODUCTION TO EDUCATIONAL ADMINISTRATION AND MANAGEMENT Prof. Mamta Garg | Paper 3 ORGANIZATIONAL BEHAVIOUR Dr. Kuljeet Kaur Brar | Paper 2 EDUCATIONAL POLICY, PLANS, AND PROGRAMMES Prof Manju Gera | Paper 2 EDUCATIONAL POLICY, PLANS, AND PROGRAMMES Prof Ram Mehar |
| | | Lecture 1 | Lecture 2 | Lecture 3 | Lecture 4 |
| | | 9.30-10.30 a.m. | 10.30 am -11.30 am | 11.30 a.m. -12.30 p.m. | 12.30-1.30 p.m. |
| 4 | 23 Nov 2023 Thursday | Paper 1 INTRODUCTION TO EDUCATIONAL ADMINISTRATION AND MANAGEMENT Prof. Mamta Garg | Special Lecture Topic: Education Policies Prof. Kuldip Puri | | Paper 3 ORGANIZATIONAL BEHAVIOUR Dr. Kuljeet Kaur Brar |
| 5 | 24 Nov 2023 Friday | Paper 2 EDUCATIONAL POLICY, PLANS, AND PROGRAMMES Jeesu J Singh | Paper 1 INTRODUCTION TO EDUCATIONAL ADMINISTRATION AND MANAGEMENT Prof. Mamta Garg | | Gurpurb Celebrations |
| 6 | 25 Nov 2023 Saturday | Paper 1 INTRODUCTION TO EDUCATIONAL ADMINISTRATION AND MANAGEMENT Prof. Mamta Garg | Paper 2 EDUCATIONAL POLICY, PLANS, AND PROGRAMMES Jeesu J Singh | Paper 3 ORGANIZATIONAL BEHAVIOUR Dr. Kuljeet Kaur Brar | |

Faculty:

| | | |
|--------------------|---------------------|-----------------------|
| Prof. Manju Gera | Prof. Mamta Garg | Prof Ram Mehar |
| Prof. Supreet Kaur | Dr. Kuljeet K. Brar | Jeesu Jaskanwar Singh |

Coordinator (Department of Education, CDOE, P.U.)

Faculty Department of Education, CDOE, P.U.

| | | |
|-----------------------------|---|------------------------------|
| Prof. Kuldip Puri |  A portrait of Prof. Kuldip Puri, an elderly man with white hair, wearing a dark vest over a light-colored shirt. He is seated at a desk, looking slightly to the right with a serious expression. | Prof. Manju Gera |
| Prof. Mamta Garg |  A portrait of Prof. Mamta Garg, a woman with dark hair, wearing a light pink top and a red shawl. She is smiling and looking towards the right. | Prof. Ram Mehar |
| Dr Kuljeet Kaur Brar |  A portrait of Dr. Kuljeet Kaur Brar, a woman with dark hair, wearing a pink top. She is resting her chin on her hand and looking thoughtfully to the right. | Jeesu Jaskanwar Singh |

ADVANCED DIPLOMA IN EDUCATIONAL MANAGEMENT AND LEADERSHIP

(Through Open and Distance Mode)

SEMESTER – I

| Paper | Titles / Nomenclature | Credits | External Marks | Internal Marks | Total Marks |
|----------|---|-----------|----------------|----------------|-------------|
| 1 | Introduction to Educational Administration and Management | 5 | 75 | 25 | 100 |
| 2 | Educational Policy, Plans, and Programmes | 5 | 75 | 25 | 100 |
| 3 | Organizational Behavior | 5 | 75 | 25 | 100 |
| | Submission of Project Proposal (Non-Credit) | - | - | - | - |
| | | 15 | | | 300 |

Internal Assessment:

Internal assessment in each theory paper will be based on sessional work and assignments. Assignments will contain theory questions as well as sessional work will include practical/field work involving self-reflection. Assignments will be of 10 marks and sessional work will be of 15 marks in each theory paper.

Paper -1

INTRODUCTION TO EDUCATIONAL ADMINISTRATION AND MANAGEMENT

Credits=5

Total Marks = 100

External= 75

Internal= 25

COURSE OBJECTIVES

The students will be able to:

- Explain concepts of educational administration and educational management. Technology-empowered
- Get acquainted with the evolution of educational administration in India.
- Critically analyze the role of various governmental and voluntary agencies at national, state, and local level bodies responsible for educational administrations.
- Appreciate the constitutional imperatives in the field of education. • Understand the technology-empowered monitoring systems in education.

Note

The examiner will set 9 questions in all, selecting two each from four units; one (9th) question will spread over the entire syllabus. The 9th question will be compulsory and will Examiner will set 9 questions in all, selecting two each from four units. The 9th question will be compulsory and will consist of four short answer type questions spread over the entire syllabus. The student is required to attempt five questions, selecting one from each unit. 9th question will be compulsory. All questions carry equal marks.

COURSE CONTENT

Unit- I

- a) Concept and nature and scope of educational administration and management, the difference between administration and management.
- b) Evolution of Educational Administration from Colonial era to present times. Challenges to Educational Administration in Contemporary India.

Unit – II

- a) Administrative structure for educational administration in India at national, state, and local levels.
- b) Role of the Ministry of Human Resource Development, University Grants Commission, in educational administration and management.

Unit - III

- a) Constitutional provisions for education in India; Center-State relationship with respect to educational administration. b) Role of the private philanthropic sector and other voluntary organizations in educational administration and management

Unit – IV

- a) Supervision and Educational Monitoring: Concept and methods
- b) Technology and Management, Management Information System (MIS): Objectives, uses and constraints.

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Paper -2

EDUCATIONAL POLICY, PLANS AND PROGRAMMES

Credits=5

Total Marks = 100

External= 75

Internal= 25

COURSE OBJECTIVES

The students will be able to:

- Understand the principles and process of educational policy formulations
- Internalize the concepts of educational planning at macro and micro levels.
- Appreciate the process of school mapping.
- Critically evaluate the implementation and evaluation of the educational programmes.
- View educational policy making from national and international perspectives
- Get acquainted with financial management and educational budgeting.

Note

The examiner will set 9 questions in all, selecting two each from four units. The 9th question will be compulsory and will consist of four short answer type questions spread over the entire syllabus. The student is required to attempt five questions, selecting one from each unit. 9th question will be compulsory. All questions carry equal marks.

COURSE CONTENT

Unit- I

- a) Educational Policy: Meaning, source, process, and principles for framing educational policies.
- b) Educational management in the light of National Education Policy (1986 and 1992), Draft National Education Policy-2019.

Unit –II

- a) Educational planning in India: An overview. School mapping and Micro level planning.
- b) Educational programme implementation and evaluation-Samagra Shiksha, Rashtriya Uchchatar Shiksha Abhiyaan (RUSA), UGC Scheme of Autonomous Colleges.

Unit- III

- a) Policies for school education in China, Finland, and Australia
- b) Policy guidelines for Higher Education in China, Finland, and Australia.

Unit – IV

- a) Economic reforms and financing of education in India; Status of Educational financing in China, Finland, and Australia
- b) Generating and utilizing financial resources; process of Educational Budgeting.

Sessional Work:

Prepare a comparative account of budgetary provisions for Education (in detail) in different states of India as well as India and China, Australia and Finland and critically analyze the trend of financing and its impact.

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Paper -3

ORGANIZATIONAL BEHAVIOR

| | | | |
|------------------|--------------------------|---------------------|---------------------|
| Credits=5 | Total Marks = 100 | External= 75 | Internal= 25 |
|------------------|--------------------------|---------------------|---------------------|

COURSE OBJECTIVES

After studying this paper, the students will be able to:

- understand the concept of organizational behavior and its importance.
- aware of organizational roles and their implications.
- assess the implications of organizational climate for organizational effectiveness
- appreciate the role of educational administrators in shaping organizational culture.
- recognize the role of the administrator in conflict management in an organization.
- understand the concept of Job satisfaction and motivation of teachers and the role of administrator in enhancing these.

Note

The examiner will set 9 questions in all, selecting two each from four units. The 9th question will be compulsory and will consist of four short answer type questions spread over the entire syllabus. The student is required to attempt five questions, selecting one from each unit. 9th question will be compulsory. All questions carry equal marks.

COURSE CONTENT

Unit- I

- a) Organizational behavior: concept scope and importance.
- b) Concept of Organizational roles and Organizational climate, its implication on organizational effectiveness

Unit – II

- a) Organizational Culture: Concept, determinants. Role of educational administrator in shaping organizational culture.
- b) Conflicts Resolution: Concept, types and sources of conflicts in educational organizations and strategies of conflict resolutions.

Unit – III

- a) Educational Psychology for Educational Administration: Understanding behaviour of students and teachers, Role of administrator for meeting these needs.
- b) Interpersonal Skills: Meaning, importance and strategies to promote healthy interpersonal relations in educational organizations

Unit – IV

- a) Job Satisfaction: Concept, theories, factors affecting job satisfaction, outcomes of job satisfaction and role of educational administrator in enhancing job satisfaction.
- b) Motivation: Concept, determinants, theories, factors influencing work motivation, role of administrator in enhancing motivation of teachers.

Sessional Work:

A survey on Job Satisfaction and Motivation of Teachers (25) school/college/university level.

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ADEML 1st Semester Class Session 2023-2024

| Enrol I No. 4923 6110 00- | NAME | Mobile | FNAME MNAME | email | Permanent Address |
|---------------------------------------|------------------------------------|-------------------|--|--|---|
| 01 | HARSHUBHAN SINGH BIRING | 8360296814 | NARINDER SINGH BIRING HARBHAJAN KAUR BIRING | shubhanbiring @gmail.com | Village Salar, District - Malerkotla, Teh- Amargarh ,Pin-148022 |
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| 08 | DARSHDEEP | 9729619952 | RAJINDER SINGH JASPINDER KAUR | darshdeephanj ra9@gmail.co m | HN -3558 Guru Nanak Pura Hansi Chowk Karnal, Haryana |
| 09 | GURKARAN SINGH | 7717470344 | GURMINDER SINGH KULJIT KAUR | gurkaransingh 382001@gmail .com | House no. 141, Village - Salar, District - Sangrur, Tehsil - Malerkotla, Post Office - Amargarh |
| 10 | LOVELEEN VERMA | 8708382720 | KRISHAN LAL SHEELA RANI | lvnverma@g mail.vom | Near improvement trust park |
| 11 | JASMINE ANAND | 8146531523 | K. S. ANAND HERINDER KAUR | jasmine18ana nd@gmail.com | B 34/1, Sivanta Greens, Wave Estate, Sector-85, Mohali, PUNJAB, 140308 |
| 12 | KOMAL SHARMA. | 8837545627 | HARI OM SHARMA ANITA SHARMA | sharmakomals harma69@gm ail.com | House No. 2238/69B, Gali No. 9, Shanti Nagar, Manimajra, Chandigarh |
| 13 | SIMARJIYA | 9815692052 | HARINDER SINGH JEEVANJOT KAUR | simarjiya8@g mail.com | 1044 Sector 18-C Chandigarh |
| 14 | MUSKAAN PALTA | 8847308538 | SONU PALTA POONAM PALTA | muskaanpalta 1234@gmail.c om | 3107/1 Sector 47-D Chandigarh |
| 15 | RAVLEEN KAUR | 7009046794 | HARMOHINDE R SINGH SURINDER KAUR | ravleenkaur.m atharu@gmail. com | 15/ 159 Near Canara bank, Patiala Gate, Sangrur |
| 16 | KAVITA | 9501148403 | DHARAMVIR SACHDEVA SUSHIL SACHDEVA | SINGHKK2317 @GMAIL.COM | Kavita H.No 831 Adarsh Nagar, Shahkot Distt Jalandhar, Punjab |
| 17 | SHEENU KAMBOJ | 9417510190 | KRISHAN LAL SHANTA RANI | Mailspace@ya hoo.com | Vill Salem Shah PO Fazilka Tehsil Fazilka |
| 18 | NAVI MANNAN | 9317058314 | ASHU MANNAN ROOPA SHARMA | navimannan29 0@gmail.com | 290 Sector-16 Panchkula Haryana |
| 19 | RUPINDER KAUR | 8708568771 | BHAJAN SINGH KAWALINDER KAUR | rupinderkaurs asan@gmail.c om | House No.135 1st floor Abdullapur Colony near Railway Bridge |

ADEML 1st Semester Class Session 2023-2024

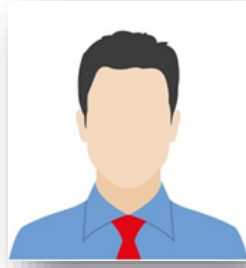
ATTENDANCE SHEET

| S. No. | Enroll No. 4923301000 | NAME | State / Place | Mobile | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--------|--------------------------|-----------------------------|------------------------------------|-------------------|---|---|---|---|---|---|---|
| 1 | 01 | HARSHUBHAN SINGH BIRING | Village Salar , Malerkotla | 8360296814 | | | | | | | |
| 2 | 02 | HARSHDEEP SINGH GILL | Naraingarh Haryana | 9466893999 | | | | | | | |
| 3 | 03 | AMANDEEP BRAR | Power House Road, Bathinda | 9855846000 | | | | | | | |
| 4 | 04 | KARAN SANDHU | Sector-68, Mohali. | 6280607252 | | | | | | | |
| 5 | 05 | RAMESH SINGH | Village Attari, Anandpur sahib, | 9463194233 | | | | | | | |
| 6 | 06 | NITIN SACHDEVA | Vidyadhar Nagar, Jaipur- | 8826436777 | | | | | | | |
| 7 | 07 | Lt Col MANISH KUMAR DADHWAL | VPO Janauri Hoshiarpur, PB. | 7987843601 | | | | | | | |
| 8 | 08 | DARSHDEEP | Hansi Chowk Karnal, Haryana | 9729619952 | | | | | | | |
| 9 | 09 | GURKARAN SINGH | Village - Salar, Malerkotla, | 7717470344 | | | | | | | |
| 10 | 10 | LOVELEEN VERMA | Near improvement trust park | 8708382720 | | | | | | | |
| 11 | 11 | JASMINE ANAND | Wave Estate, Ser-85, Mohali. | 8146531523 | | | | | | | |
| 12 | 12 | KOMAL SHARMA. | Manimajra, Chandigarh | 8837545627 | | | | | | | |
| 13 | 13 | SIMARJIYA | Sector 18-C Chandigarh | 9815692052 | | | | | | | |
| 14 | 14 | MUSKAAN PALTA | Sector 47-D Chandigarh | 8847308538 | | | | | | | |
| 15 | 15 | RAVLEEN KAUR | Patiala Gate, Sangrur | 7009046794 | | | | | | | |
| 16 | 16 | KAVITA | Adarsh Nagar, Shahkot Punjab | 9501148403 | | | | | | | |
| 17 | 17 | SHEENU KAMBOJ | Vill Salem Shah PO Fazilka | 9417510190 | | | | | | | |
| 18 | 18 | NAVI MANNAN | Sector-16 Panchkula HRY | 9317058314 | | | | | | | |
| 19 | 19 | RUPINDER KAUR | Abdullapur Colony | 8708568771 | | | | | | | |

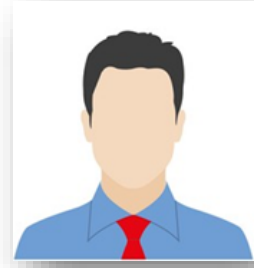
ADEML CLASS OF 2023 (19 STUDENTS)



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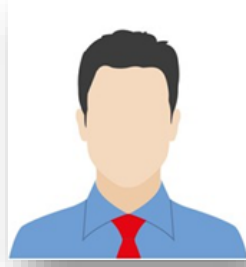
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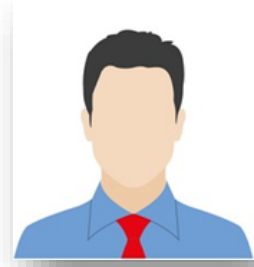
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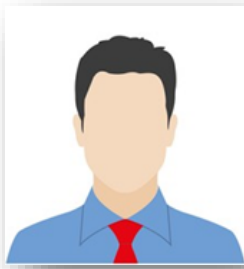
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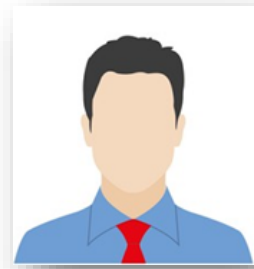
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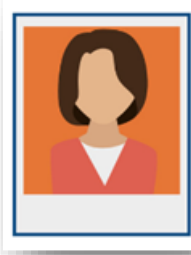


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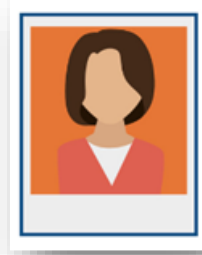
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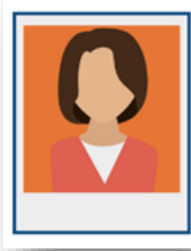
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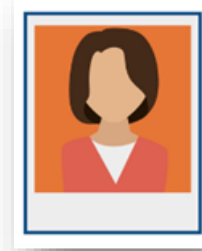
ADEML1st2023_12
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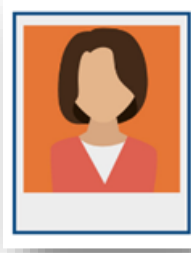
ADEML1st2023_13
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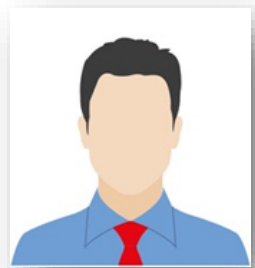
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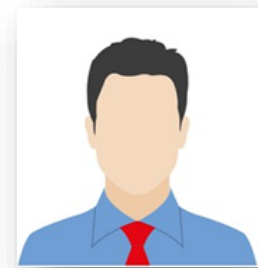
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