

SRI CHANDRASEKHARENDRA SARASWATHI VISWA MAHAVIDYALAYA

(Declared as Deemed to be University u/s 3 of UGC Act 1956 vide Notification No.F.9-6/92-
U.3, dated 26th May 1993 of Govt. of India)

(Sponsored and run by Sri Kanchi Kamakoti Peetam Charitable Trust)

ENATHUR, KANCHIPURAM – 631 561



SCHOOL OF EDUCATION

**MASTER OF PHILOSOPHY (M. Phil.)
(Regulations, Syllabus & Scheme of Evaluation)**

OUR SLOGAN

S.O.E. VALUES CHARACTER

OUR VISION

To develop the School of Education as center of excellence in education by making the quality the defining element of teacher education through a combination of character, competency and commitment.

OUR MISSION

- To inculcate discipline among the student
- To make value education and teacher education go hand in hand
- To produce competent, committed and performing teachers.
- To enhance research attitude among students.
- To create the environment for interactive pedagogy
- To encourage self evaluation, student evaluation of the faculty, and innovations in teacher education.
- To stimulate the academic environment for promotion of quality of teaching-learning and research in teacher education.
- To undertake quality-related research studies, consultancy and extension and training programmes.
- To collaborate with other stake holders for teacher education for quality evaluation, promotion and sustenance.

VALUE FRAME WORK

- Building up a sound and strong character
- Developing positive attitude.
- Fostering the feeling of oneness, belongingness, commonness, brotherlihoodness
- Inculcating the value system among the student teachers.
- Promoting the use of ICT and technology in education.
- Encouraging healthy competency among the student teachers
- Contributing the institutional/regional/national and international development.

M. Phil., REGULATIONS

In these regulations -

“Viswa Mahavidyalaya” refers to “Sri Chandrasekharendra Sarawathi Viswa Mahavidyalaya”

“Vice Chancellor” refers to Vice Chancellor of Viswa Mahavidyalaya

“Registrar” refers to Registrar of Viswa Mahavidyalaya

“Dean” refers to Dean of the concerned Faculty of Viswa Mahavidyalaya

“Head” refers to Head of the concerned Department of Viswa Mahavidyalaya

“Board of Management” refers to Board of Management of Viswa Mahavidyalaya

“Academic Council” refers to Academic Council of Viswa Mahavidyalaya

“Finance Committee” refers to Finance Committee of Viswa Mahavidyalaya

“Planning and Monitoring Board” refers to Planning and Monitoring Board of Viswa Mahavidyalaya

“Research Board” refers to Research Board of Viswa Mahavidyalaya

“Authority” refers to an authority of Viswa Mahavidyalaya - Board of Management, Academic Council, Finance Committee, Planning and Monitoring Board, Research Board, Board of Studies, Vice Chancellor, Registrar, Deans of Faculties or Heads of Departments of Viswa Mahavidyalaya.

“Guide” refers to an approved Guide of Viswa Mahavidyalaya

“Candidate” refers to a person desirous of applying for admission into Ph.D

“Applicant” refers to a person who has applied for admission into Ph.D

“Scholar” refers to M.Phil research scholar admitted in Viswa Mahavidyalaya

“Recognized” refers to recognition by regulatory bodies of the Government of India like UGC / AICTE / NCTE / AIU or the Academic Council and Board of Management of Viswa Mahavidyalaya or statutory bodies abroad.

The School of Education of SCSVMV follows the norms, standards and curricular transactions prescribed by the National Council for Teacher Education (NCTE) and University Grants Commission (UGC).

Preamble

The Degree of Master of Philosophy (M.Phil.) is awarded to a scholar, who as per the above regulations, has submitted a Dissertation on the basis of original and independent research in any particular discipline that makes a contribution to the advancement of knowledge, which is approved by suitably constituted examiners as required.

The Degree of Master of Philosophy is awarded in accordance with the UGC (Minimum Standards and Procedure for award of M.Phil Degree) Regulations, subject to the general control of Board of Studies, Research Board and Academic Council.

In the possibility of occurrence of an event not covered in these regulations, the Vice Chancellor may give orders or may opt to refer the case to the Research Board, Academic Council or a special committee constituted for this purpose, at his/her discretion. The decision of the Vice Chancellor on all matters shall be final and binding on all concerned.

Categories

Registration for M.Phil program is offered in the following categories. The M.Phil program is offered in the Departments of Sanskrit & Indian Culture, Management Studies, Mathematics, Physics, Chemistry, English, Computer Science Applications and Education of Viswa Mahavidyalaya. The M.Phil program is not offered through distance mode.

- **Full-time** - An eligible candidate (as per eligibility criteria) who wishes to work for M.Phil under a recognized internal Guide of any Department of Viswa Mahavidyalaya offering M.Phil, with regular attendance can apply for admission into M.Phil under Full Time category.
- **Part Time (Internal)** - An eligible (as per eligibility criteria) staff of Viswa Mahavidyalaya who wishes to work for M.Phil under a recognized internal Guide of any Department of Viswa Mahavidyalaya offering M.Phil, can apply for admission into M.Phil under Part Time (Internal) category.
- **Part Time (External)** - An eligible (as per eligibility criteria) staff of any recognized institution of our country, who wishes to work for M.Phil under a recognized internal or external Guide of any Department of Viswa Mahavidyalaya offering M.Phil, along with his / her routine duties at his / her place of duty, can apply for admission into M.Phil under Part Time (External) category.

2. Eligibility Criteria

Basic Qualifications

- i. The candidate should be a citizen of India. The candidate should have studied in 10+2+3+2 or 10+2+4+2 pattern or equivalent in India.
- ii. The candidate should have passed Master's Degree or others recognized as equivalent by Viswa Mahavidyalaya with 55% marks or equivalent (50% or equivalent in case of SC / ST candidates / candidates who obtained their PG Degree prior to 19.09.1991 / Physically or Visually Challenged Candidates) in the concerned subject from a university / Institution approved by UGC.
- iii. The percentage requirement shall not apply if the candidate possesses M.S (By research)
- iv. Candidates who possess UG / PG through distance education mode can also apply for admission into M.Phil provided that such a degree is from an Institution approved by the Distance Education Council (or by UGC) to award that degree during the period in which the degree was obtained. Candidates who possess UG / PG through weekend programs cannot apply.

For Full Time Category

- v. The candidate should not be working anywhere during the tenure of research and should be in a position to attend M.Phil Program in Viswa Mahavidyalaya with regular attendance. Employed candidates who are sponsored by their employers for the tenure of research shall also be eligible to apply for admission into M.Phil on Full Time Basis.

For Part Time (Internal) Category

- i. The candidate should be a regular staff member of Viswa Mahavidyalaya, during the tenure of research, with minimum two years of relevant teaching / research / professional experience in recognized Institutions in India.

For Part Time (External) Category

The candidate should be a regular staff member of a recognized Institution with minimum two years of relevant teaching / research / professional experience in recognized Institutions in India.

Duration of the Course

The course of study shall last for one academic year. The dates of examinations will be intimated to the students beforehand. The M.Phil. degree examination will be held once in a year at the school of education of SCSVMV.

Duration of Research

- A scholar registered under Full Time / Part Time categories for the M.Phil Degree in the shall work under the Guide concerned for a minimum period of one year / one and half years respectively from the date of joining before submission of Dissertation.
- Two / Three extensions of six months duration each can be permitted for deserving Full Time / Part Time Scholars respectively.
- No scholar shall ordinary be permitted to submit Dissertation after a period of two years / three years under Full Time / Part Time Categories respectively.

Admission and Attendance

1. Admission into the course shall be made on merit on the basis of the marks obtained in the qualifying examination and/or the entrance examination conducted by the School of education of SCSVMV.
2. 80 % of Attendance at theory papers is compulsory for each paper.
3. 10% of attendance can be condoned on certified ill – health.
4. The students who absent themselves for a continuous period of 10 lectures in two courses is served with a show cause notice by the Head, why not his/her admission into M.Phil., course be cancelled and act accordingly.

Recognition of Guides

- a. A recognized Guide for Ph.D shall automatically be recognized as a Guide for M.Phil also.
- b. A person may apply in the prescribed format to be recognized as a Guide for M.Phil, if he / she possess a Ph.D degree of this Viswa Mahavidyalaya or of any other university recognized by Viswa Mahavidyalaya as equivalent / M.Phil degree with a minimum of five years of teaching / research experience, in case of a staff of Viswa Mahavidyalaya.
- c. The applications for recognition as Guides shall be received and screened for

completeness by the Director and then scrutinized by the Deans of the respective Faculties and shall be placed in the Research Board and subsequently in the Academic Council by the Director for approval.

- d. Viswa Mahavidyalaya reserves its rights to approve Guides based on the specialization requirements in its Departments.
- e. A Guide shall not have, at any given point of time, more than eight (8) Ph.D scholars and five (5) M.Phil scholars in to (in this Viswa Mahavidyalaya or any other University / Institution). A vacancy is considered to be created under a Guide, when the scholar submits Dissertation.
- f. Guides found indulging in unethical practices shall be permanently derecognized by Viswa Mahavidyalaya and the scholars working under them shall be transferred to other Guides at the discretion of the Vice Chancellor.
- g. The status of the recognized Guides shall be generally reviewed by the Research Board every five years and the recommendations on continuation / discontinuation / cancellation of recognition shall be placed before the Vice Chancellor for approval.

Functions of a Guide

- a. A Guide of Viswa Mahavidyalaya, shall give consent to take a scholar only after carefully examining the eligibility and suitability of the scholar to his / her satisfaction and continue to Guide the scholars admitted under him throughout the tenure of M.Phil.
- b. The Guide shall monitor the research progress of the scholar, shall monitor the attendance of the scholars under Full Time Category and shall in general ensure that the scholar follows the M.Phil regulations of Viswa Mahavidyalaya.
- c. The Guide shall ensure that the scholar does not indulge in plagiarism and unethical practices.
- d. The Guide shall not abandon the scholar in the middle of the program, unless the progress of the scholar proved to be unsatisfactory. No new scholars shall be admitted under Guides who have the practice of abandoning scholars without valid reasons.

Admission Procedure

- i. Notification for admission into M.Phil will be posted on the website of Viswa Mahavidyalaya during the months of May and June every year, indicating the number of pre determined seats in each Department of Viswa Mahavidyalaya offering M.Phil, along with all relevant information.
- ii. Eligible candidates, after carefully going through the instructions, can download and submit the application form only during the months of May and June each year after seeing the notification.
- iii. Employed candidates shall forward their applications through their employer / with a No Objection Certificate from the employer.
- iv. The applicant can apply for admission into M.Phil only in the discipline of his / her PG degree.
- v. Viswa Mahavidyalaya reserves its rights to accept or reject an application and the decision of the authorities shall be final in this regard.
- vi. Received applications will be screened for completeness and then will be scrutinized by a committee in the respective Departments with the Dean of the

Faculty as Chairman, Head of the Department as convener and a teaching staff of the Department nominated by the Dean, as member.

- vii. If selected in the initial scrutiny, the applicant will be called to appear for an entrance test followed by a technical interview in Viswa Mahavidyalaya Campus on the date and time specified by Viswa Mahavidyalaya.
- viii. If the applicant fails to appear for the written test and interview on the date specified by University, the application shall be deemed to be cancelled.
- ix. The entrance test shall comprise or objective / descriptive type questions to test the research aptitude, analytical ability, general knowledge and expertise in the concerned subject at PG level.
- x. At the time of interview, the applicant is expected to identify the broad area and tentative topic of research.
- xi. After the entrance test and interview, successful applicants will be shortlisted according to the pre determined number of vacancies in the Departments.
- xii. The allocation of the Guide for a selected scholar shall be decided by the scrutiny / interview committee in a formal manner depending on the number of scholars under approved Guides, their specializations and the research interest of the scholar as indicated during the interview taking into consideration the option given by the applicant.
- xiii. The allotment of supervisor shall not be left to the individual scholars or Guides.
- xiv. The applicant and the Guide should not be close relatives and should live in nearby places, to the satisfaction of Viswa Mahavidyalaya, so as to enable frequent academic interactions in person.
- xv. The result of the entrance examination and interview shall be placed before the Vice Chancellor and on his approval, orders of provisional admission will be sent to the selected candidates.
- xvi. The selected candidates should pay the prescribed fees within 15 days of receipt of the provisional admission orders. If the applicant fails to remit the fees within the stipulated time, the offer of admission shall be deemed to be cancelled.
- xvii. Upon realization of the remitted fees, orders confirming the admission into Ph.D, indicating the broad area and tentative topic of will be sent to the research scholar.
- xviii. The research scholar should then immediately report to the Guide and send the joining report in the prescribed format. The research period shall be counted from the date of joining only.
- xix. The admission is liable to be cancelled if the scholar fails to progress in research to the satisfaction of Guide and Viswa Mahavidyalaya, indulges in unethical practices or fails to follow the M.Phil regulations of Viswa Mahavidyalaya.

Place of Research

- The scholar shall work under the Guide from the date of joining to the satisfaction of the Guide and Viswa Mahavidyalaya.
- The place of research for Full Time, Part Time (Internal) shall be the concerned Department of Viswa Mahavidyalaya

- The place of research for Part Time (External) shall be their place of work under the constant directions of the Guide and also the place of Guide whenever necessary, with the approval of all concerned, for which due recognition will be given.
- The facilities in recognized Institutions, laboratories may also be availed by the scholars with the permission of all concerned, for which due recognition will be given.

Course Work and Examinations

- The admitted scholar shall undergo the course work prescribed for the program in Viswa Mahavidyalaya Campus.
- The attendance requirements shall be at par with other courses of Viswa Mahavidyalaya.
- The curriculum and syllabus shall be as prescribed by the Board of studies of the Department concerned
- One credit corresponds one teaching period of one hour duration per week for one semester of 90 working days
- All other regulations of Choice Based Credit System prevailing in Viswa Mahavidyalaya and changes to thereof pertaining to Continuous Internal Assessment, Grading, Declaration of pass, Declaration of Division (First division, First class with Distinction) shall be applicable to M.Phil program.
- The M.Phil program has a set of courses as listed and a scholar must complete them to get the degree. They are Hard Courses, Core Courses and Soft Courses
- The Hard Courses cannot be substituted by any other course
- The Core courses shall be from the Discipline in which the scholar has post graduation
- The scholar can choose any course according to his/her choice from the Soft Courses
- The M.Phil program shall have a Dissertation with 18 credits, which includes Viva-voce examination of 3 credits.

Submission of Dissertation

After completion of the final examinations, every registered scholar for M.Phil program shall submit three copies of Dissertation (with three soft copies) in a format as per the Guidelines for Submission of Dissertation before the expiry of the duration of research.

CURRICULUM

Hard Courses (Research component)

Sl. No	Name of the Course	Hrs/Week	Duration of Exam	Marks		Credits
				Continuous Internal Assessment	Final Exam	
1	Research Methodology	5	3	40	60	5
2	Dissertation				150	15
3	Viva-voce				50	3
Total Credits						22

Core Courses (Theory component)

Sl. No	Name of the Course	Hrs/Week	Duration of Exam	Marks		Credits
				Continuous Internal Assessment	Final Exam	
1	Specialization	5	3	40	60	5
Total Credits						5

Soft Courses (Choice component)

Sl. No	Name of the Course	Hrs/Week	Duration of Exam	Marks		Credits
				Continuous Internal Assessment	Final Exam	
1	Elective	5	3	40	60	5
Total Credits						5

Scheme of Evaluation

- For the theory papers – Research Methodology, Specialization and Elective – the question papers shall be set and evaluated by internal members.
- The Dissertation component shall be continued to be evaluated externally as in practice and the evaluation process shall be completed within 45 days of submission of the Dissertation.
- The Dissertation shall be sent to two examiners selected by the Vice Chancellor from the panel of experts suggested by the Department. When the two examiners recommend the acceptance of the Dissertation, Viva Voce Examination shall be arranged. If one examiner rejects the Dissertation, the Dissertation shall be sent to a Third Examiner upon orders from the Vice Chancellor and depending on the recommendations of the third examiner the Vice Voce Examination shall be arranged or the scholar may be asked to resubmit the Dissertation.
- After the evaluation of the Dissertations, the Department shall coordinate with the experts and the experts may be invited to examine the scholars in the Viva Voce

Examination to be conducted in the Department on the date and time fixed by the Department.

- Declaration of pass / class / distinction will be declared as per the CGPA secured by the candidate in all the courses put together.
- On the successful completion of the Viva Voce, the scholar shall be declared to have passed all requirements of the Master of Philosophy and shall be eligible to receive the M.Phil in the convocation.
- A provisional certificate of having qualified for the Degree of Master of Philosophy shall be issued to the scholar, upon his / her application along with prescribed fees, within fifteen days from the date of the Viva Voce, mentioning the title of the Dissertation, and certifying to the effect that the Degree has been awarded in accordance with the UGC (Minimum Standards and Procedure for award of M.Phil Degree) Regulations. The M.Phil Degree shall also carry the certificate that the Degree has been awarded in accordance with the UGC (Minimum Standards and Procedure for award of M.Phil Degree) Regulations
- If the performance of the scholar at the Viva Voce is not satisfactory, the committee may direct the reappear for another Viva Voce Examination within a stipulated time. If the performance is again not satisfactory the registration shall be cancelled.
- If the scholar could not be present for the Viva Voce Examination, Vice Chancellor, at his discretion, may give permission to conduct the Viva Voce Examination on another date. If the scholar again fails to appear for the Viva Voce Examination the registration shall be cancelled.
- Following the successful completion of the evaluation process and announcements of the award of M.Phil degree the scholar shall submit a soft copy of the M.Phil Dissertation, incorporating all modifications, if any, within a period of 15 days of declaration of the result which will be submitted by Viswa Mahavidyalaya to the UGC within a period of thirty days, for hosting the same in INFLIBNET.

SYLLABUS

PART A: THEORY

A. LIST OF THE HARD COURSE (Research Component)

S.NO	PAPER CODE	NAME OF THE COURSE	MARKS
1	MPED 101	Methods of Research and Statistics in Education	100
TOTAL MARKS OF THE HARD COURSES			100

B. LIST OF THE CORE COURSES (Theory Component)

S.NO	PAPER CODE	NAME OF THE COURSE	MARKS
1	MPED 102	Specialization	100
TOTAL MARKS OF THE CORE COURSES			100

Note: Specialization course (MPEDN 102) has to be chosen by the student based on the broad idea of research in which the candidate is doing research for his/her award of M.Phil Degree. The syllabus is to be designed and prescribed by the supervisor.

C. LIST OF THE SOFT COURSES (Choice Component)

(NOTE: only one of the below THREE course are to be selected by the candidate.)

S.NO	PAPER CODE	NAME OF THE COURSE	MARKS
1	MPED 111	Management of Education	100
2	MPED 112	A New Approach to Curriculum Development	100
3	MPED 113	Guidance and Counseling	100
TOTAL MARKS OF THE SOFT COURSE			100

OTHER PROGRAMS TO BE ORGANIZED BY S.O.E FOR M.Phil. COURSE

1. Extension lectures (4 in each paper)
2. Tutorials: (5 in each paper)
3. Seminars / paper presentations: (2 in each paper)
4. Consultation hours (last period every day)
5. Mentoring (one period per week)

DETAILS OF CONTENT OF THE COURSES

PART A (THEORY)

PAPER I- METHODS OF RESEARCH AND STATISTICS IN EDUCATION

CODE: MPED 101

LO / W – 5

Objectives

- To enhance the knowledge of the scholars in Educational Research Methods and Statistics
- To encourage the scholars in preparing Research Proposals and Research Reports
- To enable the scholars to apply the SPSS Package in Data Analysis
- To understand the need for inter-disciplinary approach to Educational Research

UNIT- I Introduction

1. Nature of Educational Research--Research Needs in Different Fields of Education--Utility of Research
2. Aims and Purposes of Educational Research--Uses of Educational Research
3. Areas of Educational Research--Problems Related to Teaching and Learning Process
4. Research Problems: Selection of Problem-Defining the Problem--Statement of the Problem
5. Research Design: Meaning of Research Design--Need for Research Design-Features of Good Research Design

UNIT- II Review, Sampling Techniques and Instrumentation

1. Objectives of Review of Related Studies--Identification of the Related Literature--Organizing the Related Literature
2. Hypothesis: Types, Formulation of Hypothesis--Ways of Stating the Hypothesis--Testing of Hypothesis
3. Sampling and Population: Sampling Techniques-Sampling Size-Sampling Errors-Unavoidable Errors--Constant Errors of Sampling
4. Scales: Nomial, Ordinal, Interval and Ratio—Construction of Tools--Item Analysis
5. Establishment of Reliability: Methods of Reliability Tests-- Test-Retest, Split Half and parallel group-- Types and Establishment of Validity: Face, Content, Construct, Concurrent and Factorial

UNIT- III Methods of Educational Research

1. Types of Research in Education: Qualitative Research and Quantitative Research
2. Experimental Method-Quasi Experimental Method-Factorial Design--Case Study
3. Survey Method--Historical Method--Action Research and Longitudinal Research
4. Generic Method, Casual Comparative Method, Documentary Analysis, Bibliographical Method, Participatory and Ethnographic Research Methods
5. Tools: Observation, Interview Schedule, Checklist, Questionnaire, Achievement Test, Diagnostic Test and Attitude Scale

UNIT- IV Educational Statistics

1. Testing the Significance of Difference between two Means, Z-test, Student's t Test, One way and Two way ANOVA & ANCOVA
2. Analysis of Post-hoc and Scaffe-Test
3. Non-parametric Tests: Chi-square Test, Wilcoxon Rank test, Mann &Whitney U Test

4. Bivariate Analysis: Correlational, Biserial, Point Biserial, Tetra Choric, Partial Correlation, Multiple Correlation and Regression
5. Factor Analysis, Path Analysis & Cluster Analysis

UNIT-V Computer Application and Interdisciplinary Approach

1. Computer Application: Statistical Package for Social Sciences (SPSS)
2. Computer Data Processing: Data entry & applying statistical analysis
3. Computer Graphs--Preparation of Research Documents
4. Preparation of Research Proposal-Writing the Report of Research Studies
5. Inter-Disciplinary Approach: Need of Inter-Disciplinary Approach, Problems in Inter-Disciplinary Approach--Process of Inter-Disciplinary Research

Reference Books

1. Kerlinger H Fred (1964). Foundations of Behavioral Research, Educational Psychological Inquiry
2. Goode & Haft, (1952). Methods in Social Research
3. Paulin Young (1961). Scientific Social Survey and Research
4. John Best (1975). Fundamentals of Social Survey and Research
5. Edwards AL (1966). Experimental Design in Psychology and Education
6. Covers. P.S (1980). Computer Programming in Basic. Madras: Allied Publication (P) Ltd.

PART B (THEORY)

PAPER - II (Specialization) – Based on the topic chosen by the candidate

CODE: MPED 102

LO / W – 5

The syllabus is prescribed by the Supervisor of the Dissertation of the candidate pertaining to the topic.

PART C (THEORY)

PAPER - III (Elective 1) – EDUCATIONAL MANAGEMENT

CODE: MPED 111

LO / W – 5

Objectives

After the completion of this course student will be able to

1. To understand the basic concepts of Educational Administration and Management.
2. To understand the various approaches to the management theory.
3. To acquire necessary knowledge and expertise of the principles and procedures of Educational Administration and Management.
4. To develop an understanding and appreciation of the role of different agencies of Educational Administration.
5. To develop the requisite knowledge and skills for educational planning and institutional planning.
6. To understand contemporary developments in Educational Management, Planning and Finance.
7. To comprehend the concept and principles of Management,
8. To acquire knowledge and skills for Educational and Institutional Planning
9. To develop the ability to apply the modern management techniques in the frame work

- of existing educational system.
10. To explain the functions of leadership role as change agent.
 11. To develop the skills to resolve conflicts.
 12. To optimize student participation in curricular and co-curricular activities.
 13. To manage the institutional and instructional processes towards the attainment of the functional objectives.
 14. To develop the skill in resource Management/ maximize the use of available resources.

UNIT I: Introduction to Theories of Educational Management

Educational Management: Definition and Scope of Management - Functions of Management - Management and ideology - Management and decision making - Management and Administration- The problem of definition - The need to modernize educational administration.

Major approaches to Management Theory: The Engineering or production approach.

UNIT II: Principles of Educational Planning

Educational Planning : The concept of Educational Planning - a brief Historical Review - Approaches to Educational Planning - Planning, Programming, Budgeting and Control.

UNIT III: Institutional Planning and Educational Leadership

Institutional Planning- the concept, scope and objective of Institutional Planning - the need for Institutional Planning - Basic characteristics of Institutional Planning - steps involved in the preparation, implementation and evaluation of institutional planning. Educational Supervision and Inspection practices with respect to Curriculum planning, implementation and evaluation.

UNIT IV: Management Techniques

Application of modern management techniques to educational administration - Decision making and problems solving - Systems approach to educational change.

Educational Manager as a change agent and as a leader -Facilitator of Change - Factors affecting change. Management as communication system - decision making process - Motivation and participation.

UNIT V: Management and Administration of School

Resource management - Management of Human, Material and Financial resources - Management of Personnel - teaching and non teaching in organization - Institutional climate - group dynamics. Management of students - admission - Participation in curricular and co-curricular activities -Management of student conflicts - disciplinary problems. Management of learning process - learning resources - time tabling - classroom management - class room climate - management of examination.

References

1. AIU, Staff Development in Indian Universities. (1996). New Delhi: Association of Indian Universities.
2. Ananda, W.P. and Guruge. (1984). General Principles of Management for Educational Planners and Administrators. Paris: UNESCO.
3. Bell, Les. (1988). Management Skills in Primary Schools,

- London: Routledge.
4. Blake, R.R, Mouton, J.S and Williams, M.S. (1981). *The Administrator Grid*. London: Jossey-Bass Publishers.
 5. Board, Robert de. (1978). *The Psychoanalysis of organizations*. London: Tavistock Publications.
 6. Brent, Davies et.al. (1990). *Educational Management for the 1990s*. England: Longman Group Ltd.,
 7. Bush, Tony and Burnham, John West. (Ed). (1994). *The Principles of Educational Management*. England: Longman Group Limited.
 8. Cooke, Steve and Slack, Nigel. (1984). *Making Management Decisions*. New Delhi: Prentice Hall.
 9. Druker, Peter F. (1975). *Management Tasks, Responsibilities, Practices*. New Delhi: Allied publishers Pvt. Ltd.
 10. George, G.M. and Jones, G.R. (1996). *Understanding and Managing Organizational Behaviour*. Addison-Wesley Publishing Company.
 11. Kiranmayi Y.S. (1989). *Management of Higher Education in India*. New Delhi: Crown Publications.
 12. Koontz Harold, Weistrich Heinz. (1990). *Essentials of Management*. New York: McGraw Hill International Edition.
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 15. Krishnamacharyulu, V. (2005). *School Management and Systems of Education*. Hyderabad: Neelkamal Publications Private Limited.
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 18. Meredydd, Hughes et.al. (Eds) (1985). *Managing Education*. London: Holt Rinehart and Winston.
 19. Narayan Dash, Biranchi. (2004). *School Organization, Administration and Management*. Hyderabad: Neelkamal Publications Private Limited.
 20. Newman et.al. (1974). *The Process of Management: Concept, Behaviour and Practice*. New Delhi: Prentice Hall of India.
 21. NIEPA. (1986). *Educational Management in India*. New Delhi: NIEPA.
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 23. Prasad, Lallan and Bannerjee, A.M. (1990). *Management of Human Resources*. New Delhi: Sterling Publishing Pvt. Ltd.
 24. Rao, V.S.P. and Narayana. (1987). *Principles and Practice of Management*. Delhi: Konark Publishers Pvt. Ltd.
 25. Sharma, R.C. (1983). *School Management*. Delhi: Sarita Prakashan.
 26. Singh, H.M. (Ed.). (1995). *Fundamentals of Educational Management*. New Delhi: Vikas Publishing House Private Limited.
 27. Tandon, Sandhya. (1985). *Executive Decision Making*. New Delhi: National Publishing House.
 28. Theodore.K.Miller, Roger.B.Winston,Jr and Associates. (1991). *Admini-stration and Leadership in Student Affairs*. Accelerated Development Inc. Publishers.
 29. Ubben, G.C and Hughes, L.W. (1987). *The Principal-Creative Leadership for Effective Schools*. Boston: Allyn and Bacon, Inc.
 30. Varghese, Alexander V. (1968). *Higher Education and Management*. Illionis: Richard, D. Irwin.

31. Yull, Gary A. (1978). Leadership in Organization. New Jersey: Prentice Hall.

PAPER - II (Elective 2) – CURRICULUM DEVELOPMENT

CODE: MPED 112

LO / W – 5

Objectives

After the completion of this course student will be able to

1. To develop a broad perspective of the theory of curriculum development and foundations of curriculum construction.
2. To develop the conceptual bases relating to curriculum planning and organization.
3. To develop futuristic orientation towards the needs of the society with regard to types of curricula and research in curriculum.
4. To develop an understanding of different models of evaluation.
5. To understand contemporary developments in curriculum development.
6. To define curriculum and identify curriculum rationale.
7. To comprehend curriculum theories.
8. To analyze and apply curriculum process.
9. To implement evaluation model/ strategies for curriculum evaluation.
10. To identify and formulate curriculum for specific purposes.
11. To develop technology-based curriculum for education.
12. To instill confidence in designing curriculum.

UNIT I : Foundations of Curriculum

Curriculum as a field of study - meaning and definitions of curriculum - Curriculum rationales from differing philosophical perspectives

The Domain of Curriculum Studies - Curriculum Theories - Conceptual Models, legitimization theories, process theories and structural theories.

Curriculum study Areas - Factors affecting Curriculum-Knowledge and Curriculum. Cognitive Psychology and Curriculum, Curriculum Policies, Types of curriculum.

Curriculum Components - Aims and Objectives, Forms of Subject matter, Modes of Transaction, Evaluation of curriculum.

UNIT II Curriculum Approaches and Methods

Curriculum Approaches and Methods - Curriculum Planning, Methods of organizing knowledge - Subject matter approach, Integrated approach, Module approach, Methods of organizing Instruction and learning activities. Flexible scheduling, individualizing instruction, independent study, experimental learning, Modern approaches to Curriculum planning and developing.

UNIT III : Curriculum Design

Curriculum Process - Curriculum Development - resources - participants' curriculum decisions and perspectives. Curriculum Reform - rationale and process. Curriculum change - nature and process. Dimensions of curriculum change-Substantive, Instructional and organizational dimensions - Curriculum Implementation.

UNIT IV : Curriculum Evaluation

Curriculum Evaluation- Programme evaluation. Formative and Summative Evaluation Approaches to Curriculum Evaluation - use of Evaluation Models/ Strategies of Curriculum Evaluation.

UNIT V : Non-formal Education and Curriculum

Curriculum for Special Purposes - Special Education, Distance Education, Women's Education, Non - formal Education, Inclusive Education.

References

1. Apple, M. (1979). Ideology and Curriculum. Boston: Routledge & KeganPaul.
2. Hirst, P.H. (1974). Knowledge and the Curriculum: A Collection of Philosophical Papers. London: Routledge & KeganPaul.
3. Lewy Aneh. (1991). The International Encyclopedia of Curriculum. Oxford. New York: Pergamon Press.
4. Oliver Albert,I. (1977). A Guide to Problems, Principles and Process. London: Harper&Row Publishers.
5. Ornstein Allan, C and Hunkin Francis, P. (1978). Curriculum Foundations, Principles and Issues.
6. Saylor Galen, J., Lewis Arthur J. and Alexander Wiliam, M. (1981). Curriculum Planning for Better Teaching and Learning. Library of Congress Cataloging in Publication Data.
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9. Wiles and Bondi: (1993). Curriculum Development - Guide to Practice. New York, Toronto: Macmillan Publishing Company.

PAPER - III (Elective 3) - GUIDANCE AND COUNSELLING

CODE: MPED 113

LO / W – 5

Objectives

After the completion of this course student will be able to

1. To understand concept, need, importance of Guidance and Counseling.
2. To understand the principles of Guidance and Counseling programme.
3. To understand the concept and process of Counseling.
4. To understand need for Guidance to the children with special needs.
5. To acquaint with various procedures of organizing various Guidance services.
6. To lists the principles and objectives of Guidance and Counseling.
7. To explain the psychological and sociological foundations of Guidance and Counseling.
8. To describe various approaches to Guidance and Counseling.
9. To discuss the different types of therapy/ training.
10. To describe the role of teachers in counseling situations.
11. To identify the role of family, school, community in guidance and counseling
12. To explain various theories of vocational development.
13. To describe the process of vocational guidance
14. To identify the specific areas warranting counseling.

UNIT I Psychological Bases of Guidance and Counseling

- i. Concept, Definition and Principles, Background, Scope, Current Status in India and Abroad -
- ii. Objectives of Counseling - Counseling Skills; Counseling standards: Ethical and Legal.
- iii. Human behavior and Individual differences - Defense Mechanisms - Maladjustment -
- iv. Mental health - Integrated Personality.
- v. Sociological bases: Social Nature of Human beings
- vi. Nature of Human relationships - Increasing complexity of today's world, Conflict of Values.

UNIT II Approaches to Counseling

- i. Directive and Authoritarian - Psycho-Analytic - Behaviouristic - Humanistic - Eclectic - Group Counseling.
- ii. Counseling as helping - Concept of Stress - Types of Stress - Counselor and Client matching - Coping and Adjustment strategies of Controlling Stress as an experience - Transactional Analysis - Relaxation Techniques.
- iii. Structured Learning Therapy: The tasks of the Counselor in social skill training - Irrational beliefs and problems - promoting rational thinking - Cognitive Behaviour Therapy - Desensitization - Assertiveness training.

UNIT III Educational Counseling

- i. Need for Educational Counseling - Role of teachers in counseling situations: a) Elementary school, b) high school, c) college - Teacher and Counselor - Teacher and Counselee.
- ii. Children with special needs - The gifted - Physically Handicapped - Mentally Handicapped - Emotional and Behavioral problems of adolescents - Examinations anxiety - Learning difficulties - Alcoholism and Drug abuse - Truancy among the Adolescents -Sex related problems.
- iii. Guidance Oriented Education: Educational Counseling & Curriculum - Counseling & Home - Counseling unit in educational institutions.

UNIT IV Vocational Counseling

Need for Vocational Counseling

- i. Theories of Vocational Development - Vocational Choice: after a) Primary education, b) High School Education, C) Higher Secondary and d) Professional course.
- ii. Process of Vocational Counseling - Vocational Guidance - Adolescent values - Job and Family - Perception of Sex roles - Occupation information - Job Analysis and Job description - Career Counseling - Information service and Guidance - Vocational Stress Counseling - overcoming plateau and burnout - Conflicts in work environment.

UNIT V Healthy Living, Family and Marital Counseling

Need for Family Counseling

- i. Family systems - Nuclear Family - Joint Family problems.
- ii. Child Guidance - Counseling the parents-child relationship problems - rejection - favoritism - other problems.
- iii. Parental Counseling - role of parents in dealing with children's problems.

Need for Marital Counseling

- i. Marital problems - socio-economic factors - finance - social life - religious and other values - occupational demands.
- ii. Counseling the Unwed Mothers, Divorcees and the Separated - Parents of

- Handicapped and deviant Children.
- iii. Genetic Counseling and its importance - before and after marriage.
- Need for Health and Old Age/ Retirement Counseling.
- i. Problems of Aging - Psycho-somatic disorders - Ageing and its impact on health - Geriatric Counselling - Counselling the rehabilitated. Problems of Social Relations. Emotional problems, feeling of neglect and unworthiness, Psychological Seclusion, Social exclusion and need for inclusiveness.
 - ii. Mental health - Psycho-neurosis - Psychosis - Psycho-therapy.
 - iii. Loss of Spouse, Health problems; Planning for Health - Health insurance.
 - iv. Financial Problems - Employed, Retired Pensioners, Retired Non Pensioners, Planning for old age/ retired life.

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1. Adams, James, F. (1962). Problems in Counselling. New York: Mac Millan Publishers.
2. Anastasi, A. (1958). Differential Psychology. 3rd Edition. New York: Mac Millan Publishers.
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17. Borders. (1975). Counseling Programmes. London: Sage Publications.

M.Phil. SCHEME OF EXAMINATION

M.Phil.(Education) Programme of this university consists of three parts viz., **PART-A** Hard Courses (Research component), **PART-B** Core Courses (Specialization) & **PART-C** Soft Course - (Elective).

PART A - Hard Courses (Research component)

PART A consists of **ONE** theory course, Dissertation and Viva-Voce. Written examination for the theory course shall be conducted for a maximum of 60 marks for 3 hour duration. The remaining 40 marks shall be allotted for continuous comprehensive internal assessment.

The Dissertation is to be prepared by the scholar in the prescribed format given by the university and is to be submitted at the time of viva-voce examination. The scholar has to submit the Dissertation within the stipulated time which carries a maximum of 150 marks. The scholar has to make a presentation before the external examiner and then Viva-voce will be conducted which carries a maximum of 50 marks. Dissertation is a compulsory part of the M.Phil. program.

The marks to be obtained by the candidate in the university examinations in the respective subjects are as follows:

Paper	Theory exams Max. Marks	Continuous assessment marks	Total marks	Pass %(av)	Credits
PAPER-I	60	40	100	50	5
Dissertation			150	50	15
Viva-voce			50		3

PART-B Core Courses (Theory component - Specialization)

PART B consists of **ONE** theory course. Written examination shall be conducted for a maximum of 60 marks and the remaining 40 marks shall be allotted for continuous comprehensive internal assessment. The content of this course depends up on the topic of research undertaken by the scholar and the paper would be set by the respective supervisor.

The marks to be obtained by the candidate in the university examinations in the respective subjects are as follows:

Paper	External exams Max. Marks	Continuous assessment marks	Total marks	Pass %(av)	Credits
PAPER-II (Specialization)	60	40	100	50	5

PART – C Soft Course (Elective)

PART C is an elective course where the student has to choose one out of three electives offered by the School of Education. This course consists of **ONE** theory paper. Written examination shall be conducted for a maximum of 60 marks and the remaining 40 marks shall be allotted for continuous comprehensive internal assessment.

The marks to be obtained by the candidate in the university examinations in the respective subjects are as follows:

Paper	External exams Max. Marks	Continuous assessment marks	Total marks	Pass % (av)	Credits
PAPER-III (Elective)	60	40	100	50	5

The continuous comprehensive internal assessment marks shall be forwarded to the controller of examination through the Head, School of Education.

GRIEVANCE REDRESSAL MECHANISM

- Disputes shall be referred to the Research Board and the decision of the Vice-Chancellor shall be final and binding on all concerned.
- Grievances shall be addressed by the Grievance Redressal Mechanism of the University constituted in accordance with the UGC Grievance Redressal Regulations 2012.

PATTERN OF THE THEORY WRITTEN EXAMINATION

In general the syllabus of each unit is divided into five units or less than five. It is advised that at least one question shall be set in each unit and the question paper should cover the entire syllabus.

- Each question paper carries **60 marks**.
- The question paper contains **two sections**
- **SECTION-A** will have **8 Brief answer** questions of which the student has to answer 6 questions. Each question carries **6 marks**.
- **SECTION-B** will have **2 Essay** questions of **internal choice** and the student has to answer the questions. Each question carries **12 marks**.

S.No.	Type	Length of the Answer	No. of Questions to be attempted	Type of choice	Marks per question	Total
A	Brief Answer	Each in 250 words	6/8	choice	06	36
B	Essay	Each in about 600 words	2	Internal choice	12	24
			8			60

Questions will be based on theory, research aptitude, research methodology etc.

CONTINUOUS COMPRESHENSIVE INTERNAL ASSESSMENT

In order to make the internal assessment more objective and transparent the details of the division of 40 marks are given in the table below.

S.No.	Assessments	Duration	No. of Tests / Seminar / Assignment	Distribution of marks per paper	Total Marks
1	Assignments	15 to 20 days	2 in each paper	5	10
2	Tests	60 minutes	2 tests	10	20
3	Seminar	20 minutes	1	5	5
5	80% of minimum attendance is compulsory	Maximum of 5 marks on the following basis. Marks are indicated in the brackets against the range of attendance 81 – 83 =(1); 84 – 86 =(2); 87 – 89 =(3); 90 – 94 =(4); 95 – 100 =(5)			5
Total					40

DECLARATION OF PASS

1. Appearance for the entire three theory course is compulsory for all the student teachers in first appearance. A candidate who fails to secure the passing minimum in the external examination and the aggregate pass percentage of 50 in any subject shall be deemed to have failed in the written examination and he/she has to appear for that particular paper only.
2. A candidate shall be declared to have passed the examination if he/she obtains not less than 50% of the total marks in theory with minimum 50%(30) marks in the external examination alone in each paper and not less than 50% (in continuous comprehensive internal assessment and external examinations put together) and he/she could not get 50% marks.

DECLARATION OF FIRST CLASS

1. Candidates who have succeeded in the first attempt and obtained not less than 60% of the total marks shall be placed in the first class.
2. Candidates shall not be permitted to appear for the examinations after the lapse of five years from the date of his/her admission.

DECLARATION OF FIRST CLASS WITH DISTINCTION

1. Candidates who secure more than 75% marks in the first attempt will be declared passed in the 'Distinction'.

In **Part A** there will be eight questions and **SIX** questions are to be answered. In **Part B** there will be **TWO** questions of internal choice each which has to be answered.

Model Frame of the Question Paper

Title of the Paper

Time: 3 Hours

Maximum Mark: 60

PART A

Answer **ALL** the questions in about 250 words and All questions carry equal marks

(6 X 6 = 36)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

PART B

Answer the following questions in about 600 words and All questions carry equal marks

(2 X 12 = 24)

9. a.

Or

9. b.

10.a.

Or

10.b.
