

University of Management and Technology

Course Outline

Course Code: **ED636**

Course Title: **EDUCATIONAL PLANNING AND FINANCING**

Program	MPhil Educational Leadership and Management (ELM)
Credit Hours	3
Duration	One Semester
Prerequisites	None
Resource Person	Dr. Madiha Shah
Counseling Timing	Thursday (3:00pm to 6:00pm)
Contact	Mobile No: 0336-4533625 Email: madiha.shah@umt.edu.pk

Resource Person's Signature.....

Chairman/Director Signature.....

Dean's Signature.....

Date.....

Learning Objective:

ED636: EDUCATIONAL PLANNING AND FINANCING

Objectives:

This course will enable the participants to identify the concept, meaning, and importance of planning and financing in education. The participants will acquire the necessary knowledge of the types of planning, purposes of planning, approaches to planning, and the process of planning in educational organizations. This course will further explain the basic concepts of financing, the sources of financing, the principles, and the procedures of educational financing. The latest trends in educational planning and financing will be discussed.

Syllabus:

Administration as a Process, Systems Approach, Decision-Making in Educational Organization, Modern Trends in Educational Management, Leadership in Educational Administration, Theories of Leadership, Styles of Leadership, Educational Planning, Characteristics and Elements of Educational Planning, Approaches to Educational Planning, Educational Planning Models, Strategic Planning, Tactical Planning, Operational Planning, Educational Supervision, Supervision as Educational Leadership, Human Resource Management and Development, Manpower Forecasting and Planning

Learning Methodology:

- Lectures
- Presentations on Allocated Topics
- Class Assignments
- Group Discussions
- Class Activities

Grade Evaluation Criteria

Following is the criteria for the distribution of marks to evaluate final grade in a semester.

Marks Evaluation	Marks in Percentage
Class Attendance	5%
Class Participation	5%
Assignments	20%
Tests/Quizzes	10%
Mid Term	20%
Presentation	10%

Final exam	30%
Total	100%

Recommended Text Books:

- Administration and Management of Education by Chabra, S., Singh, S. R., and Tiwari, G. N. (2016)
- Use of Data for Educational Planning and Management by Malik, Z. I., Amin, M. N., and Irfan, Y. (2011)

Reference Books:

- Introduction to Educational Planning and Management by Chalam, K. S. (2003)
- Financing Education: Finance Management and Planning in Education by Ghosh, D. K. (2002)
- Educational Management and Planning by Taneja, A. K. (2018)
- Educational Planning and Management in Small States: Concepts and Experiences by Baldacchino, G. and Farrugia, C. J. (2003)
- Education Finance for School Leaders: Strategic Planning and Administration by Garner, C. W. (2004)

Calendar of Course contents to be covered during Spring Semester 2021

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Week	Course Contents	Reference Chapter(s)
1	<ul style="list-style-type: none">• Why is Planning so Important?• Advantages of Planning and Budgeting• Problems of Educational Planning and Financing	Introduction & Brainstorming Session
2	<ul style="list-style-type: none">• Meeting the Psychological Needs of Employees• Systems Approach<ul style="list-style-type: none">○ System○ System Approach to Education• Specific Trends in Educational Administration<ul style="list-style-type: none">○ Decision-Making○ Organizational Compliance○ Organizational Development○ Modern Trends in Educational Management	<u>UNIT 1</u> Administration as a Process
3	<ul style="list-style-type: none">• Meaning and Nature of Leadership<ul style="list-style-type: none">○ Nature of Leadership○ Principles of Leadership• Theories of Leadership• Styles of Leadership• Measurements of Leadership	<u>UNIT 2</u> Leadership in Educational Administration
4	<ul style="list-style-type: none">• Meaning and Nature of Educational Planning<ul style="list-style-type: none">○ Nature and Scope of Educational Planning○ Characteristics of Educational Planning○ Working Principles of Educational Planning○ Elements of Educational Planning <p><i>Assignment # 1</i></p>	<u>UNIT 3</u> Educational Planning

5	<ul style="list-style-type: none"> • Approaches to Educational Planning • Perspective Planning • Institutional Planning 	<u>UNIT 3</u> Educational Planning
6	<ul style="list-style-type: none"> • Meaning and Nature of Educational Supervision <ul style="list-style-type: none"> ○ Concept of Educational Supervision ○ Nature of Educational Supervision ○ Objectives of Educational Supervision ○ Types of Educational Supervision ○ Aspects of Educational Supervision ○ Functions of Educational Supervision ○ Traditional versus Modern Supervision ○ Supervision as a Service Activity 	<u>UNIT 4</u> Educational Supervision
7	<ul style="list-style-type: none"> • Supervision as a Process <ul style="list-style-type: none"> ○ Supervisory Program for a School ○ Different Aspects of Planning a Supervisory Program • Supervision as Educational Leadership 	<u>UNIT 4</u> Educational Supervision
8	MID TERM EXAMINATION	
9	<ul style="list-style-type: none"> • Planning, Organizing and Controlling in Educational Management <ul style="list-style-type: none"> ○ Planning ○ Organizing ○ Directing and Controlling 	<u>UNIT 5</u> Various Aspects of Educational Management
10	<ul style="list-style-type: none"> • Human Resource Management <ul style="list-style-type: none"> ○ Manpower Forecasting ○ Manpower Planning ○ Human Resource Development • Conflict Management • Time Management <p><i>Assignment # 2</i></p>	<u>UNIT 5</u> Various Aspects of Educational Management

11	<ul style="list-style-type: none"> • Educational Planning Models <ul style="list-style-type: none"> ○ Bell's Strategic Planning Model ○ Kaufman's Strategic Planning Model ○ Kaufman's Strategic Planning Model 	<u>Chapter 3</u> Educational Planning Models
12	<ul style="list-style-type: none"> • Strategic Planning Rationale • Perspectives in Strategic Planning • Components of Strategic Planning <ul style="list-style-type: none"> ○ Plan Development ○ Plan Execution ○ Plan Review • Strategic Planning in Education Sector 	<u>Chapter 4</u> Strategic Planning
13	<ul style="list-style-type: none"> • Importance of Tactical Planning • Methodology for Preparation of Tactical Plans <ul style="list-style-type: none"> ○ Methods of Tactical Planning in Pakistan 	<u>Chapter 5</u> Tactical Planning
14	<ul style="list-style-type: none"> • Importance of Operational Plan • How to Design an Operational Plan? <ul style="list-style-type: none"> ○ Human and other Capacity Requirements ○ Financial Requirements ○ Risk Assessment and Mitigation State ○ Estimate of Project Lifespan, Sustainability, and Exit Strategy • Scheduling 	<u>Chapter 6</u> Operational Planning
15	REVISION AND PREPARATION FOR THE FINAL EXAMINATION	