

## CERTIFICATE IN EDUCATIONAL LEADERSHIP & ADMINISTRATION (CELA)

### PROGRAMME STRUCTURE

Total Credits: 20

| Course Name                                | Credits |
|--------------------------------------------|---------|
| Educational Administrative Practices       | 3       |
| Administrative Leadership                  | 4       |
| Effective Communication for Administrators | 4       |
| Quality Assurance and Accreditation        | 3       |
| Project                                    | 6       |

### SYLLABUS

#### 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. Leadership and Theories of Leadership
7. Management Strategies and Strategic Planning
8. National Education Policy – School Education
9. National Education Policy – Higher Education
10. Evaluation of Educational Administration

#### ADMINISTRATIVE LEADERSHIP

1. Administrative Leadership
2. Leadership and Theories of Leadership
3. Educational Administration
4. Management Strategies and Strategic Planning
5. Perception
6. Personality
7. Attitudes
8. Motivation
9. Morale
10. Maximising human Potential through EQ
11. Conflict Management
12. Group Dynamics
13. Stress Management
14. Organisational Culture

#### EFFECTIVE COMMUNICATION FOR ADMINISTRATORS

1. Communication: Process and Implications
2. Psychological and Cultural Dimensions of Business
3. Effective Listening

4. Effective Speaking
5. Effective Reading
6. Effective Writing
7. The Writing Process – Planning
8. Writing Process: Organizing, Composing & Revising
9. Writing Indirect Messages
10. Short and Long Reports
11. Communicating with Technology
12. Developing and Delivering Effective Presentations
13. Interviews and Meetings
14. Group Communication Strategies

#### QUALITY ASSURANCE AND ACCREDITATION

1. Introduction to Quality Assurance & Accreditation
2. Quality Assurance: Functions, Purpose and Model
3. Purpose of Quality Assurance and Accreditation
4. Internal Quality Assurance Cell (IQAC)
5. Elements of the QA process
6. ISO in Reference to Educational Organisation
7. Internal Audit System
8. National Assessment and Accreditation Council (NAAC)
9. National Regulatory and Accreditation Frameworks in Higher Education
10. Global Accreditation and National / International Ranking Frameworks in Higher Education

#### PROJECT

Students are required to submit a project.