

Post Graduate Diploma in Education Management (PGDEM)

Duration: 2 Years (4 Semesters)**

Semester – I

S. No.	Paper Numerical Unique	Class & Papers	Paper Name / Subject
1	PGDEM101	1PGDEM1	Principles of Educational Management
2	PGDEM102	1PGDEM2	Organizational Behavior in Education
3	PGDEM103	1PGDEM3	Financial and Resource Management
4	PGDEM104	1PGDEM4	Communication and Human Relations in Institutions

Course Details (Semester – I)

- **Principles of Educational Management** – Administrative structures in education.
 - **Organizational Behavior in Education** – Understanding staff and institutional behavior.
 - **Financial and Resource Management** – Budgeting and fund management.
 - **Communication and Human Relations** – Effective interaction in institutions.
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Semester – II

S. No.	Paper Numerical Unique	Class & Papers	Paper Name / Subject
1	PGDEM201	2PGDEM1	Educational Planning and Policy

S. No.	Paper Numerical Unique	Class & Papers	Paper Name / Subject
			Making
2	PGDEM202	2PGDEM2	School Supervision and Inspection
3	PGDEM203	2PGDEM3	ICT and Data Management in Education
4	PGDEM204	2PGDEM4	Institutional Project Work I

Course Details (Semester – II)

- **Educational Planning and Policy Making** – Understanding government and private education policies.
- **School Supervision and Inspection** – School audits and performance reviews.
- **ICT and Data Management** – Use of digital tools for administration.
- **Project Work I** – Research and field study in education management.

Semester – III

S. No.	Paper Numerical Unique	Class & Papers	Paper Name / Subject
1	PGDEM301	3PGDEM1	Human Resource Development in Education
2	PGDEM302	3PGDEM2	Quality Assurance and Accreditation
3	PGDEM303	3PGDEM3	Legal Aspects and Educational Law
4	PGDEM304	3PGDEM4	Research Methodology in Education Management

Course Details (Semester – III)

- **Human Resource Development** – Staff recruitment and performance evaluation.
- **Quality Assurance and Accreditation** – Standards of educational excellence.
- **Legal Aspects and Educational Law** – Education acts and administrative responsibilities.
- **Research Methodology** – Study designs, data analysis, and reporting.

Semester – IV

S. No.	Paper Numerical Unique	Class & Papers	Paper Name / Subject
1	PGDEM401	4PGDEM1	Strategic Leadership and Decision Making
2	PGDEM402	4PGDEM2	Institutional Development and Innovation
3	PGDEM403	4PGDEM3	Dissertation / Project Work II
4	PGDEM404	4PGDEM4	Viva-Voce / Seminar Presentation

Course Details (Semester – IV)

- **Strategic Leadership and Decision Making** – School management strategies.
- **Institutional Development and Innovation** – Innovation in teaching and operations.
- **Dissertation / Project Work II** – Research project on educational institutions.
- **Viva-Voce / Seminar** – Presentation and defense of research.