

**Semester: VII****Course no:612.4 Institutional Management(Educational Institution) (Theory) Credit Hours:3****Total Periods=32****1 Period= 45min**

<b>S.No</b>	<b>Topics</b>	<b>Main Points</b>	<b>References</b>	<b>Periods</b>
1	<b>Concept of school and college organization</b>	Introduction: Definition of school organization, meaning, scope, principle.	1	4
2	<b>Organization of school college and community partnership</b>	Definition, partnership structure, accountability, governance, organization for effecting governance(a) Delegation of power (b) Committees- which committees (c) Ramming the meaning (d) Clerking (e) Drawing up agendas (f) A policy for the distribution of school achievement awards. (a) Delegation of power (b) Committees- which committees (c) Ramming the meaning (d) Clerking (e) Drawing up agendas (f) A policy for the distribution of school achievement awards.	1	6
3	<b>Process of management in education institution</b>	Introduction: definition, Basic elements of management and managing human resources,organization structure: (a) Job description (b) Job specification (c) Work schedule (d) scheduling of employees	2	4
4	<b>Resource management in educational institution</b>	Introduction: Definition Planning of HRM Physical resources Information resource Learning resource	1,2	5
5	<b>Policies of educational institution</b>	Introduction: Types of policies Rules of appointment, pay, leave and allowances	1	4

6	<b>Efficiency and discipline rules of educational institution</b>	Introduction, structure, managing the senior, weak performance, policy and efficiency rule, efficiency of teaching staff, quality insurance, policies regarding admission(criteria for admission, enrollment, drop outs, result, graduation)	1	4
7	<b>Records of educational institution</b>	Introduction: definition of registers; Attendance register Stock register Cash register Leave register Personal files of teachers and other staff and academic record(student result, staff meeting etc)	5,6,7,8,9,10	5

**BOOKS RECOMMENDED**

1. How to run your school successfully by Percival and TRANTER. 2006 Pg- 21- 48
2. Introduction to food service by west wood pg#347-364
3. Job satisfaction and a case of Pakistan by Tanya khan 2006.
4. Leave rules for permanent staff of Jamiahamdardnew Delhi, 2006.
5. Management of school records by ducarso D.C. 2007
6. Classroom organization by akubue A.U. 1991
7. Introduction to educational management in Nigeria by olagboye A.A.
8. Oxford dictionary.com
9. English dictionary.com
10. [www.maheen.com.cn](http://www.maheen.com.cn)

**Semester:VII****Course no:612.4 Institutional Management(Health Care Institution) (Theory) Credit Hours:3****Total Periods=16****1 Period= 45min**

<b>S.No</b>	<b>Topics</b>	<b>Main Points</b>	<b>References</b>	<b>Periods</b>
1	<b>Health organization and management.</b>	Introduction: Definition of hospital, concept of health organization, meaning, scope, and principles, organization of health and community partnership ( classification of hospitals)	1	4
2	<b>Process of resource management</b>	Introduction: Nature of HRM Assumption of HRM Fundamental principles of HRM Physical resource Financial resource Information resource	1	4
3	<b>Health policies</b>	Introduction, rules regarding appointment, leave, pay and allowances, efficiency and discipline rules	1	4
4	<b>Health records</b>	Introduction, definition, attendance register, leave register, stock register, cash register(fee, different kinds of funds)	1	4

**BOOKS RECOMMENDED**

1. Hospital administration and human resource management 4<sup>th</sup> edition by R.C Gooyal pg#1,17,80,91

**Marking Scheme: Institutional Management I**

<b>Exams</b>	<b>Total Marks100</b>	<b>Objectives</b>	<b>Subjective</b>
Mid Term	40	60-70%	30-40%
Final Term	60	60-70%	30-40%