POST GRADUATE DIPLOMA IN EDUCATIONAL MANAGEMENT AND ADMINISTRATION (PGDEMA)

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THE PEOPLE'S UNIVERSITY

School of Education
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068

ABOUT THE UNIVERSITY

The Indira Gandhi National Open University, one of the largest universities in the world, was established by an Act of Parliament in 1985, to advance and disseminate learning and knowledge by a diversity of means, including the use of information and communication technology, to provide opportunities for higher education to a large segment of the population. The enrolment (fresh and re-registration) in 2017-18 was 10,72,578. The University offers 239 academic, professional, vocational, awareness generating and skill-oriented programmes at the level of Certificate, Diploma, Bachelor's Degree, Master's Degree and Doctoral Degree through its 21 Schools of Studies, 67 Regional Centres, 3084 active Learner Support Centres (LSCs). These programmes are offered through multiple instructional packages with the convergence of different methodologies and technologies. The University is making all efforts to take higher education to the doorsteps of the hitherto unreached. Based on its contribution in Distance Education, it has been conferred with Award of Excellence by the Commonwealth of Learning (COL), Canada, in 1993.

The recent initiatives of the university to provide technology-enabled education within the framework of blended learning include; SWAYAM based Massive Open Online Courses (MOOCs), 24x7 SWAYAMPRABHA, e-Gyankosh and IGNOU e-Content App for digital study material.

SCHOOL OF EDUCATION

The School of Education is one of the Schools of Studies in the University. It prepares specialists to be engaged in educational discourses and knowledge generation. It offers academic programmes for the professional development of teachers and educational managers at different levels of education. The School also functions as a centre for documentation of teacher education materials in the form of print and non-print media and is engaged in promotion of technology-enabled learning. The School of Education (SOE) has been given the mandate to develop academic programmes in education as an area of knowledge and as a field of professional practice.

POST GRADUATE DIPLOMA IN EDUCATIONAL MANAGEMENT AND ADMINISTRATION (PGDEMA)

Post Graduate Diploma in Educational Management and Administration (PGDEMA) has been developed to meet the ever increasing demand for trained manpower in administrative and management position in various educational systems and organizations. The programme has been designed to provide a comprehensive view on the theoretical as well as practical aspects of educational management and administration in the existing and emerging educational scenario.

OBJECTIVES OF THE PROGRAMME

- To improve the individual performance as educational managers and leaders;
- To enhance the effectiveness and efficiency of educational organizations;
- To upgrade skills in areas such as interpersonal relationship, leadership and team building, strategic planning and decision-making, necessary for effective management;
- To develop an understanding of basic management concepts and their applications in an educational environment.

ELIGIBILITY

Graduate in any discipline

Duration: Minimum 1 Year
Maximum 4 Years

Medium of Instruction: English

Programme Fee: Rs. 6,600/- for full programme

PROGRAMME STRUCTURE

1) COMPULSORY COURSES

Course Code	Course Title	Credits

MES-041	Growth and Development of Educational Management	6
MES-042	Dimensions of Educational Management	6
MES-043	Organisational Behaviour	6
MES-044	Institutional Management	6

2) OPTIONAL COURSES (Choose Any One Course)

MES-045	School Education	4
MES-046	Higher Education	4
MES-047	Distance and Open Learning	4
MES-048	Alternative Education	4

3) Project Work Compulsory

MESP-049	Project Work	6
	Total	34

MES-041: Growth and Development of Educational Management

- Introduction to Educational Management
- Issues in Educational Management: Sectoral Dimensions
- Emerging Trends in Educational Management

MES-042: Dimensions of Educational Management

- Educational Management at the National Level
- Educational Management at the State Level
- Decentralised Management in Education

MES-043: Organisational Behaviour

- ? Organisational Behaviour: An Overview
- Leadership in Educational Management
- Decision Making in Educational Management
- Communication in Educational Management

MES-044: Institutional Management

- Management of Curriculum
- Management of Financial Resources
- Management of Human and Administrative Resources
- Management of Infrastructure

- Total Quality Management

MES-045: School Education

- School Education: An Overview
- School Administration: Macro Perspectives
- School Management and Administration: Micro Perspectives
- School Quality Management

MES-046: Higher Education

- Managing Higher Education Institutions: A Perspective
- Structure of Higher Education
- Management Processes and Leadership
- Contemporary Aspects on Institutional Management

MES-047: Distance and Open Learning

- Concept and Philosophy of Open Learning and Distance Education
- Management of Media and Materials in D&OL
- Management of Student Support Services

MES-048: Alternative Education

- Alternative Education: Concept and Evolution
- Trends in Alternative Education: Managerial Perspectives
- Issues in Alternative Education

MESP-049: Project Work

Project work constitutes an important component of the programme. The purpose is to provide the learner with practical experience in the scientific process of research. You are required to identify a research problem in the area of educational management and administration. The details about how to carry out the project have been given in the project handbook.

IMPORTANT QUERIES YOU MAY LIKE TO ASK

1. Who is eligible for the programme?

Anyone who is a graduate in any discipline is eligible for the programme.

2. What is the duration of the programme?

Minimum 1 year and maximum 4 years

3. What is the medium of instruction?

English

4. How will this programme help me?

It will improve your performance as educational managers and leaders and also enhance your effectiveness and efficiency in managing educational organizations.

5. From where will I get the application form?

You can get the admission prospectus from the IGNOU Headquarters or any of its Regional Centres either in person or by post by sending an IPO/DD. You can also download common prospectus from IGNOU's website.

6. When can I take admission?

You can take admission both in January and July admission cycles.

7. Where should I submit the application?

You have to submit the duly filled application form along with requisite certificates to the concerned IGNOU Regional Centre.

For Further information, please contact:
The Director
or
Programme Coordinators (PGDEMA)

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