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OVERVIEW OF EDUCATIONAL MANAGEMENT

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Abstract

The purpose of education management is to create a congenial environment for the attainment of the aims and objectives of the educational system. Knowledge of relevant management theories, principles concepts, techniques, skills and their application to education system is necessary for its effective and efficient functioning and outputs. Scientific and systematic management of education is expected to bring about qualitative changes in the educational system.

Introduction

Management means steering an organization towards specified objectives through certain processes. These processes including planning, organizing, controlling, decision making, motivating, leading, communicating, performance appraisal, linking rewards to performance, Human resource development etc. The Educational System is undergoing fast and tremendous changes. This has resulted in the development of a distinct branch of study known as Educational Management. The educational administration needs the use of relevant management theories and techniques. It is increasingly becoming important that educational system. It is increasingly becoming important that educational system. If it is to become meaningful, must have well trained and experienced managerial personnel to cope up with the changing context of the educational system and its administration.

The Concept of education Management

Keeping in view the general concept of Management. Management of education is defined as the process of planning, organizing, directing and controlling the activities of an institution by utilizing human and material resources so as to efficiently accomplish the function of teaching, extension work and research.

Need for Educational Management

Education is the means of providing a series of learning experiences to students in order to impart knowledge, values, attitudes, and skills with the ultimate aim of making them productive members of Society. To realize this we need proper education management.

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Aim and Objectives of Educational Management

Educational Management is a multifaceted activity, it is a social process that is designed to ensure the co-operation, participation, intervention and involvement of others in the effective achievement of a given or determined objectives.

- Management being a social process, lays its major emphasis on the interaction of people-people inside and outside the institutions and people above and below one's operational position.
- To define the functions of the school
- To plan for the future and arrange the plan of operation.
- To organized build up the material and human resources required for proper running of the school.
- To command the staff both teaching and non-teaching to do their work efficiently.
- To control and to ensure everything is done in accordance with the rules which have been laid down and the institutions which have been given.
- To create environment and facilities for educational research etc.
- Supervision to ensure proper direction, co-ordination and control.

Scope of Educational Management

- Educational Management involves manifold functions which could be categorized under different heads, the chief among them are:
- Formulating the aims and objectives of the educational institution.
- Mobilizing and managing efficiently the resources both physical and human.
- Undertaking periodical evaluation of all the projects and programmes.
- Motivating the personal involved in the process of education.

Functions of Educational Management

There are seven clearly defined functions of educational management which throw more light on it viz. Planning, organization, direction, control, co-ordination, evaluation and reporting.

• Planning

Planning is the crucial step in the educational management. Only a planned approach can achieve the desired goals, planning should precede every performance.

Organization

It is the fundamental task in every administration. Organization is the machine for getting things done. It is mainly concerned with provision, arrangement, and manpower, which enable the administration to carry out its functions. In fact administration works through the available organization.

• Direction

It is the process of guiding the human efforts and achieving aim/objectives. Direction represents leadership; which has a key role to play in administration. This is the authority, which directs work and gets things done. Direction shows the way. It channelizes the entire organization towards the common goal. In administration there is always the involvement of number of persons. Different functionaries of the machinery are made to pursue the common goal by proper control failing which they pull in different directions.

• Co-ordination

It is the process of harmonizing in a uniform way all the elements the persons, materials and services so as to interweave them to achieve a common objective. For this purpose the management should clearly define (1) division of labour (2) allocation of tasks and control & supervision over the human or material elements and establishing good rapport/relationship between them.

• Evaluation

It is the process of formulating judgement i.e. stocktaking of all administration since administration is a dynamic process it has to be reviewed from time to time examining the extent to which objectives have been achieved and reasons for failures proper evaluation enable the management to understand its own strengths and weaknesses and planning for introduction of better techniques or discovery of new knowledge or processes.

- **Recording**

Recording and reporting are the essential elements of management. The educational manager is expected to report to the parents, students, inspecting officers and all others concerned with education. It is therefore very important that a faithful record of all the events is maintained and reports are sent to the concerned persons.

Principle of Educational Management

The first principle of democratic administration is decentralization of power and sharing of experience. In this philosophy the headmaster should be democratic in his approach and respect the ideas/suggestions given by the staff and students and parents who are the shareholders in education. All decisions should be taken in consultation with the people concerned.

(a) Principle of Sharing Responsibility

According to John Dewey, democracy is sharing of experience. In a school run on democratic lines, the head of the institution should always adopt the principle of democracy and delegate his powers, responsibilities and duties among the staff and students. He should work as a guide, friend, and philosopher and oversee functions of various personnel and put them on the right track. This kind of plan of action lessens the work of the head and also relieves him from tensions and workload. Further the staff and students will identify with the administration as a result of the process of showing of responsibility. This is the greatest advantage of democratic administration.

(b) Principle of Equality

A democratic administration is one who looks upon his colleagues as his equals and takes decisions in consultation with his colleagues. Equality refers to recognizing the worth of each individual child. Teaching staff find out his/her potential and treat him/her with respect. Then the total management becomes a joint show of HM, staff and students.

(c) Principle of freedom

Enough freedom should be given to all to exercise their powers and talents. The power of analytical thinking, creating and innovative ideas, important requisites of democracy, can only be cultivated by stakeholders in an atmosphere of freedom. The headmaster should give due recognition to innate talents on the part of the teachers and students and encourage them to offer suggestions/comments to bring about healthy changes.

(d) Principle of leadership

Leadership is not confined to the head of the institution only. In a way the headmaster leads his school. For providing wise leadership he must have the leadership qualities. Wherever he cannot lead, he will allow others to lead in this way the administration runs smoothly and effectively.

(e) Principle of justice

In a democratic set up all individuals should be treated on equal footing. There is no favouritism or partiality. The head should be totally impartial to everybody. As head if he follows the principle of justice most of the problems of school are automatically solved.

(f) Principle of Co-operation

Yet another principle of democratic administration is the principle of co-operation. The head of the institution should seek co-operation of everybody in running the school. He should understand that running the school is not a one-man job. It requires the cooperation of all concerned.

(g) Principle of flexibility

The school administrator should not be rigid. He should be flexible in his approach so as to accommodate day to day changes in the administration of the school. In the interest of the school, pupils and teachers the head should reconsider his decision and plan smooth running of the Institution.

References

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