

Educational Management and Administration



5.1 Concept of Management

- 5.1.1 What is Management
- 5.1.2 Basic Principles of Management

5.2 Educational Management

- 5.2.1 Meaning and Nature of Educational Management
- 5.2.2 Objectives of Educational Management
- 5.2.3 Need and Importance of Educational Management
- 5.2.4 Functions of Educational Management

5.3 Educational Administration

- 5.3.1 Nature of Educational Administration
- 5.3.2 Objectives of Educational Administration
- 5.3.3 Need and Importance of Educational Administration
- 5.3.4 Functions of Educational Administration

5.4 Educational Administration at District and Taluka Level in the State of Maharashtra

- 5.4.1 Zilla Parishad Education Officer (Primary)
- 5.4.2 Zilla Parishad Deputy Education Officer (Primary)
- 5.4.3 Block Education Officer
- 5.4.4 Education Extension Officer

5.1 Concept of Management

Management is a broad concept. Management determines objectives and prepares the plan accordingly. Though history of management is so old, discussion on scientific management started in 20th century. For the effective management planning is important.

If there is progress in schools, industries and other professions then we say that, there is good management. Parents also prefer those schools, colleges for admission of their wards whose management is good.

You must have attended different programmes in your school. If there is any drawback in organization of programme then we easily say that management of programme was not good. Fulfillment of objectives means management is good.



Tell us

You have participated in different programmes in your school. In our daily life

also we celebrate different programmes and functions.

- Which things are necessary for conducting any programme successfully?
- How is any programme planned?
- Which are the factors to be included in the planning of programme?

5.1.1 What is Management?

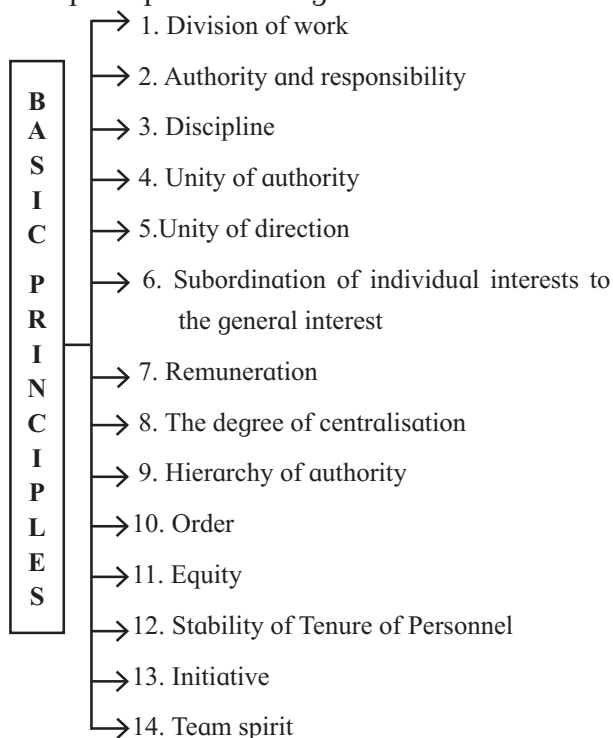
In management, many people come together and perform the work. To clarify the concept of management let us study some definitions given by experts.

- 'Management is a multipurpose means that manages a business, managers, work and workers'.
- Peter Drucker
- 'Management is the development of people and it is personnel administration'.
- Lawrence A. Appley
- 'Management is simply the process of decision making and control over the action of human beings for the purpose of attaining pre-determined goals.'

- Stanley Vance

5.1.2 Basic Principles of Management

Henry Fayol put forth the 14 basic principles of management.



5.1 : Basic Principles of Management



Remember It

- The term 'management' is related to the industry or business. From there it came to the field of education.
- The concept of management is also implemented by the manager in the field of education, this is called as Educational Management.
- The administrator controls whether the work is done according to given order or not.
- 'Management Science' is an important discipline.
- Management has become an essential factor in all fields.

5.2 Educational Management

We have studied the concept of management as above. When the concept of management is applicable to the field of education then it is called as 'educational management'. It is necessary in the field of education. Responsible citizen of the country is created through education. Educational management includes school activities, physical resources and evaluation.

5.2.1 Meaning and Nature of Educational Management

Meaning

Educational Management is important to fulfill the educational objectives and for planned implementation. Educational management is the careful use of physical and human resources, various activities etc. to achieve the educational objectives.

Nature

Objectives defined by the administration are fulfilled through the management. The functions of management are inter-related and complementary to each other. Management is an integrated process. This process includes system of authority. Students, time, teaching, labour, tools, direction, grant etc., each component is planned synthesized and controlled. It is used according to its efficiency to achieve educational objectives. In modern times, the need of management is felt in all fields. Principles of management are applied in the field of education also. Educational Management includes planning, organisation, direction, motivation, leadership, communication, decision, control etc.

5.2.2 Objectives of Educational Management

- To determine the policy of organisational functions of educational institutes.
- To develop appropriate inter-relationship among human components.
- To provide appropriate motivation to each component in the educational management.
- To complete the planned work in time and to run the institution in a good manner. To divide the work to be done.
- To plan the available physical resources.
- To accomplish the objectives set by the institution.

5.2.3 Need and Importance of Educational Management

Need

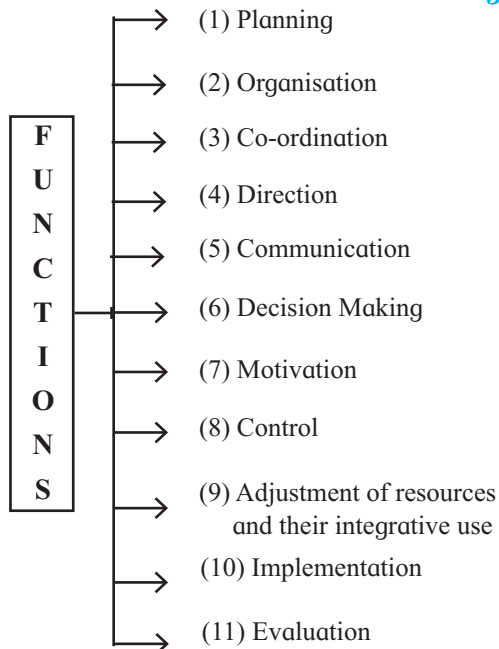
- To get information about structures of educational system.
- For the development of attributes like co-operation, group integrity, broad perspective etc.
- For facing challenges in the field of education.
- For conflict management between administration of the institution and other employees in the institution.

- For the aims of education and their fulfillment.
- For implementation of individual rights and responsibilities.

Importance

- After identifying educational objectives and policies; the planning of physical resources and programmes can be done.
- It provides economic and physical facilities to educational institutes and creates awareness of taking care of these facilities.
- It is useful in selection of human component, their appointment and development.
- It is useful in suggesting improvement in learning, teaching methods, curriculum, textbooks, subjects to be taught, timetable, co-curricular activities, evaluation etc.
- Each student can be motivated by providing appropriate opportunity of learning.
- It is useful in establishment and maintenance of good relations with society and other external systems.

5.2.4 Functions of Educational Management



5.2 : Functions of Educational Management

- (1) **Planning** : Educational planning includes ways and means to achieve national objectives of education, educational policies, programmes and procedures.

- (2) **Organisation** : Organisation means assigning roles to human components involved in education process and then implementing through their inter-personal relations.

- (3) **Co-ordination** : To set the limits of authorities to set limits of work and co-relate among them in terms of educational work eg. Principal and teacher.

- (4) **Direction** : Direction includes the explanation of task to the employee, to give orders and suggestions, to discuss, to observe etc.

- (5) **Communication** : Exchange of educational ideas, thoughts, facts, emotions between two or more individuals is called communication.

- (6) **Decision Making** : A process of selection of one alternative out of two or more alternatives, based on some specific criteria is called as process of decision making.

- (7) **Motivation** : Creating desire and enthusiasm for completion of any task is called as motivation.

- (8) **Control** : The concept of control includes measuring actual performance (task), evaluation of that performance (task) and suggestions required for corrective action so as to get planned outcome.

- (9) **An adjustment of resources and their integrative use** : It includes integrated attempts for adjustment of physical and human resources and human resource development.

- (10) **Implementation** : Implementation includes all essential activities required for completion of a task as per decided objectives.

(11) Evaluation : It is a process of measuring and assessing the achievement of objectives. It provides an insight into strengths and weaknesses. It also helps to bring about improvement in educational management.



Do this

- Search and collect various definitions of 'Educational Management' using internet.
- Visit a school Headmaster office and get information of various aspects of 'Educational Management'.

5.3 Educational Administration

We often listen two words, 'Management' and 'Administration' in our day to day life. Management and Administration are two different concepts. The term 'Administration' is opted from Government system. Administration is meant to look after the functioning of any work-system. Administration is also a system designed to bring any work into action. This mechanism is for implementation of policies. Administrator implements the plans/schemes and gets it done by others.

To understand the concept of Administration let's study the following definition.

- Administration means to plan, to organise, to counsel, to co-ordinate and to control.

- Fayol

- Administration means to look after the management and dealing with it.
- Administration means actual implementation as per planning.

Meaning of Educational Administration

Every nation in the world decides its national objectives of education by considering its social, economic and cultural considerations. The Government develops certain administrative system to fulfil the objectives set forth. Also, each country accepts a variety of administrative systems, depending upon its own needs, e.g. centralized administration, decentralized administration, administration

of composite structure. Various policies and programs of the Government are divided through these administrative system. Planning is the core of administration. The work is carried out in the same way as the rules set out in the administration. Administration works after management and organization of any task.

Administration focuses on actual action. Educational administration includes policy making, co-ordination, outcomes, finance system, organization development and control.

5.3.1 Nature of Educational Administration

- The educational administration consists of planning, organizing, directing, co-ordinating and evaluating processes.
- Profit making is not the function of educational administration.
- All types of education has education administration.
- The educational administration is similar to general administration in some matters and in some matters it is different from general administration.
- Educational administration is done at various levels of education. It includes pre-primary education, primary education, secondary education, higher secondary education and higher education.
- Educational administration is done in all types of education. This includes formal education, informal education, adult education, general education, vocational education, special education, teacher education, integrated education, technical education etc.
- Educational administration is done at various stages. This includes central level administration, state level administration, district level administration, cluster level administration and organization level administration.

5.3.2 Objectives of Educational Administration

- Providing proper education to the students.
- Complete and fair use of all resources.

- Defining professional ethics and professional development of teachers.
- Implementing school activities useful for democracy.
- Mobilizing society.
- Implementing co-curricular activities and activities for quality enhancement.
- Completion of work in time.
- Enabling students to live life.
- Developing scientific attitude in students as well as developing objective approach within all areas of life.
- To improve quality of education.

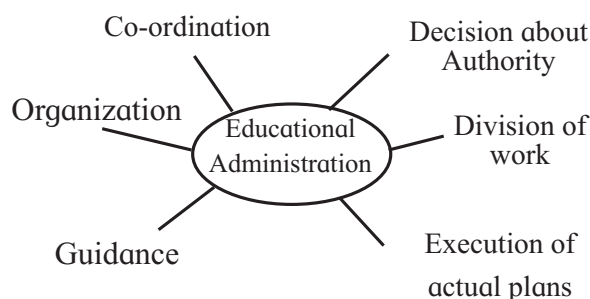
5.3.3 Need and Importance of Educational Administration

Education is a continuous process. There are changes in the process of education over time in each era. Educational administration is necessary in order to bring about appropriate changes in educational system according to the need of the time. It is also necessary to identify the roles of teachers in accordance with social reform and social progress.

In ancient times, the school used to be conducted at Gurukul i.e. Guru's Home/Ashram. Therefore, Rishi-Muni (sages) had all the rights to decide the goals of education and its implementation. Since we have accepted democracy in the post-independence period, all rights of policy making of education and its implementation have come to the rulers.

In the democracy, there was a need for administration of various intellectual and ideological tasks, e.g. How to run private and Government institutions? What programmes should be implemented for educational development? For which kind of work, guidance is required? Educational administration is required for such tasks. In short, according to dynamic educational changes, educational administration is required to create citizens suitable for democracy and fulfilment of educational objectives.

5.3.4 Functions of Educational Administration



5.3 : Functions of Educational Administration

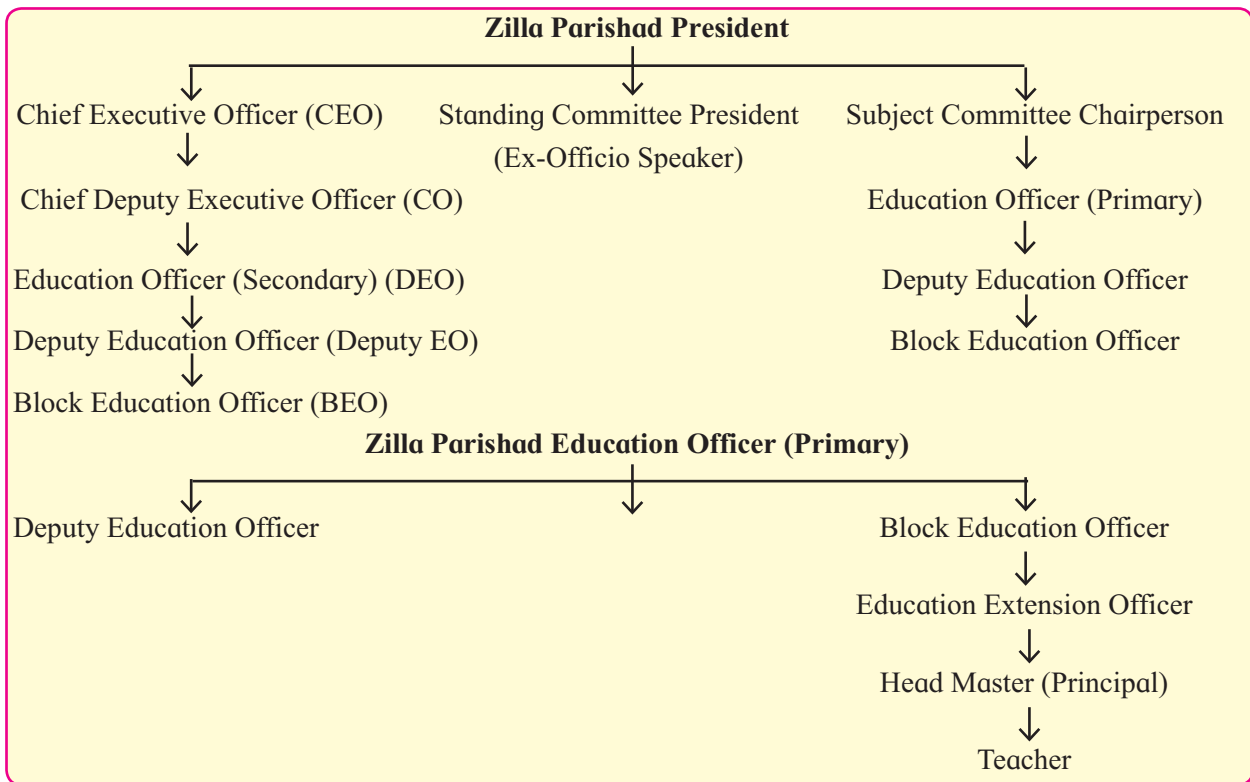
5.4 Educational Administration at District and Taluka level in the State of Maharashtra

Maharashtra state was established on 1st May 1960 In Maharashtra State from 13th March, 1962 Zilha Parishad and Panchayat Samitee law was accepted. According to that from 1st May 1962 in Maharashtra the work of Panchayat Rajya Sanstha was started. According to this Law District is the main unit of Administration. Apart from Police and law the responsibility of remaining all departments were handed over to Zilla Parishad. The work of departments such as education, construction, health, co-operation, industry, agriculture, finance, social welfare were given to Zilla Parishad. Responsibility of education of cities were handed over to Corporation and Municipal Corporation. Due to, this local Governing bodies such as Zilla Parishad, Panchayat Samitee, Grampanchayat and Corporation gained more importances in the field of education.

The responsibility of Primary and Secondary Education was handed over to Zilla Parishad. The control of Primary and Secondary Education is done by Primary and Secondary Education Officer. Structure of District Level Educational Administration is as shown on following page.

5.4.1 Education Officer (Primary)

For every Zilla Parishad, Education Officer is appointed to carry out the district educational responsibilities. The following responsibilities of district level educational management and administration is carried out by Educational Officer.



5.4 : Zilla Parishad President (Primary)

• **Functions of Zilla Parishad Education Officer (Primary)**

- (1) Progress Report of Primary Education of District is submitted to Directorate of Education before 31st March.
- (2) Policy of Compulsory Primary Education should be granted and submitted to Directorate of Education.
- (3) Implementation of Compulsory Primary Education which is granted by the Government.
- (4) Implementation of Social Education Programme in district and submission of report to Government.
- (5) Transfers of Zilla Parishad Primary school teachers and monitoring on them.
- (6) Celebration of various National programmes and educational activities in the school.
- (7) Inspection of primary schools in the district and providing educational and administrative guidance to them.



Internet my friend

Collect the information of work (function) of Zilla Parishad Education Officer (Secondary) through the Internet.

5.4.2 Zilla Parishad Deputy Education Officer (Primary)

Deputy Education Officer is appointed to assist Zilla Parishad Education Officer.

Functions of Deputy Education Officer

- (1) Inspection of Primary and Secondary Schools.
- (2) Inspection of Private Primary Schools and sanction of grant to these schools.
- (3) Control over the work of Education Extension Officer and presenting the recommendations received from him to the Education Officer.
- (4) To recommend the Education Officer regarding the transfers of teaching and non teaching staff.

5.4.3 Block Education Officer

Block Education Officer is the incharge of Educational Administration of Taluka. He has to complete three responsibilities such as Educational Administration, Supervision and Control. The Block Education Officer is responsible for education related responsibilities of Taluka.

Functions of Block Education Officer

- (1) To send all the administrative information of education to related persons.
- (2) To distribute necessary resources to primary schools in Taluka.
- (3) To inspect the Primary, Secondary and Ashram Schools in Taluka and submit the report to District Education Officer.
- (4) To monitor the work of Education Extension Officer.
- (5) To celebrate the various national programme in the schools.
- (6) To visit the schools without giving prior intimation and observe the school work.
- (7) To control the working of the private primary schools and supervision of these schools.
- (8) To take efforts to enhance the quality of education.

5.4.4 Education Extension Officer

Education Extension Officer is the important and lowest component of educational system. The role of Education Extension Officer is important in universalization and quality development of primary education.

According to educational administration every taluka is divided into parts. It is called as bit. One Education Extension Officer is appointed for every bit.

Functions of Education Extension Officer

- (1) To do inspection of Primary Schools in allotted area (Bit)

- (2) To supervise the work of primary teachers, write confidential reports, give necessary recommendations to the Block Education Officer.
- (3) To arrange groups conference for primary school teachers and guide them.
- (4) To do inspection of private primary schools and give recommendations for grant to Deputy Education Officer.
- (5) To monitor various Government policies and control its implementation. eg. distribution of uniform, book bank, Savitribai Phule Dattak Palak Yojana, etc.
- (6) To collect information of Kindergardens. (Balwadi)
- (7) To monitor every year the weekly programs of primary schools, meant to strengthen the compulsory primary education.
- (8) To help senior officers in inspections of secondary schools in their area.



Do this

Arrange an interview of Education Extension Officer with the help of your teacher. And try to know the structure of Bit level educational administration.



Q.1 Fill in the blanks.

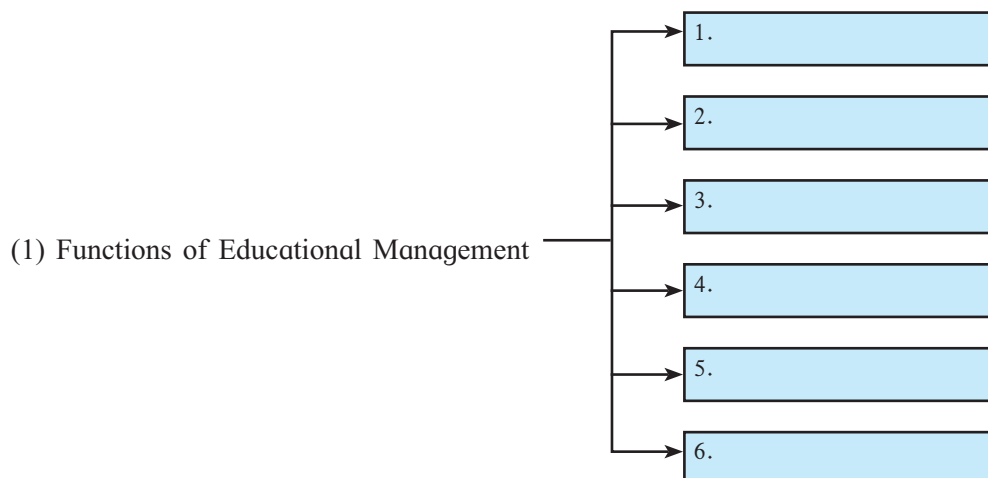
- (1) The chief guest of the Annual programme (Gathering) appreciated the programme. so the of the programme is good.
- (a) Planning (b) Annual Programme
(c) President (d) School environment.
- (2) In which of the alternatives given below Educational Management is not required.
- (a) For the implementation of Educational Aims
(b) To avoid the conflict among manager, administrator and employee.
(c) For upbringing of students
(d) To face the challenges in front of field of Education.
- (3) focuses on direct activities.
- (a) Management (b) Administration
(c) Planning (d) Organisation

Q. 2 Write the answers.

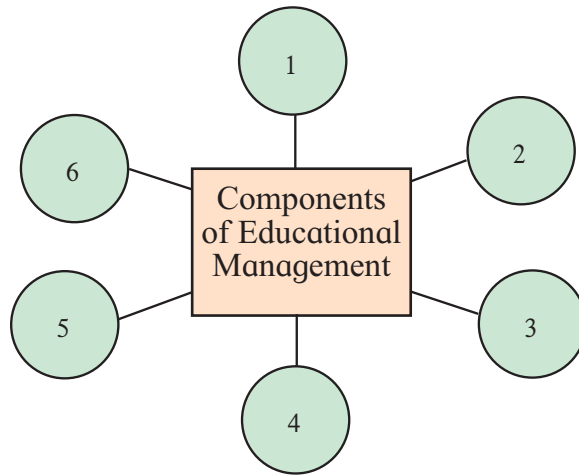
- (1) Objectives of Educational Management (1)
(2)
(3)
- (2) Objectives of Educational Administration (1)
(2)

Q. 3 Write the answer in brief of the following.

- (1) Write any four functions of educational manager.
- (2) Write the functions of Education Officer of Zilla Parishad (Primary).
- (3) According to you what are the characteristics required for Administrator ?

Q. 4 Complete the Activity.

(2) Necessary components of Educational Management



Q. 5 Write the Answers of the following questions.

- (1) Write the Need of Educational management.
- (2) Write the Nature of Educational Administration.

Q. 6 Write/Express your opinion.

- (1) For the success of co-curricular Activities (Birth Anniversary/Death Anniversary/Sports Competitions/National Days) What type of function will manager do?
- (2) As a best manager what type of 'Work Motivation' should be given to the assistants?
- (3) For a good organization which precautions should be taken in the inter-relationship of human resources?

Q.7 Prepare the Report.

- (1) Visit the school committee chairman of your school. Collect information regarding the work of school committee and prepare the report.
- (2) Organize any one co-curricular activity/programme in your school and make report on the problems you have faced while organizing the program.
- (3) Discuss with your Headmaster and try to understand the functions of Headmaster and write the report on it.
- (4) Meet Block Education Officer of your taluka and try to understand the structure of educational administration. Write a report on it.

* * *