The concept of management of education.

- Management of education is the process of planning, organizing, directing and controlling the activities of an institution by utilizing human and material resources so as to effectively and efficiently accomplish functions of teaching and extension work and research.

Importance of Educational management

- Finance management
- Infrastructure management
- Teaching learning process
- Motivation of teaching staff
- Students work management
- Co-curricular activity management
- Examination management
- Facilities management
- Laboratory management
- Computer management
- Specialist (language, history, geography, music) management
- It deals with material and institutional effectiveness.
- It helps in decision-making and solving problems
- It helps in communication and managing information
- Building effective teams
- It helps in curriculum making and managing co-curricular planning, time table, discipline
- It helps in motivating staff and students
- Managing conflicts and stress
- Helpful in healthy and conducive school climate
- Helpful in organization of counseling and guidance
- Helpful in maintaining school records and financing and budgeting
- Helpful in evaluating student achievement

Objectives of Educational Management

- Educational management helps is the achievement institution’s objectives i.e. it ensures school and college effectiveness.
- It improves planning, organizing and implementing and institution’s activities and process.
- It helps in creating, maintain and enhancing a good public image of the institution.
- It enhances efficiency of the institution i.e. it helps in attaining the goals with minimum cost and time.
- It facilitates optimum utilization of infrastructural facilities (playground, building, equipments, library etc)
- It prevents duplication of work.
- It enhances job satisfaction among staff members and satisfaction with the institution among students.
- It enables the institution to create and maintain a congenial school and college climate.
- It helps staff and students to manage, their interpersonal conflicts, stress and time effectively.
- It improves interpersonal communication among members of the school /college.
- It enables the principal to understand his role and carry out his function more effectively.

Need of educational management

- Social change- the system of education is expected to provide society with human resources with specialized knowledge, attitudes, work ethics and values, social moral political values, expertise, and skills, so as to sustain and enhance this development. This places demands on education to make its curriculum more relevant to the life and needs of the changing society in an effective and efficient manner. It is also expected to enable students to bring about desirable social changes, the same time preserving the desirable and positive aspects of the existing culture.
- To create congenial environment at institutional level – for the attainment of the aims and objectives of the educational system in particular and those of the country in general and knowledge of relevant management theories, principles, concepts, techniques, skills and strategies and their application in educational systems is necessary for its effective and efficient function and outputs.
- Need to make our system of education is more proactive rather than reactive by using principles and techniques of management science.
- Leaders and managers in our educational institutions are selected and promoted form the teaching faculty. A large majority of them have very little knowledge and experience of running a school or a college. this sometimes creates a situations where the institution ' loses a very good teacher and receives a poor and bad managers.

FUNCTIONS OF EDUCATIONAL MANAGEMENT

Definition -

- Henry Fayol “Planning is deciding the best alternative among others to perform different managerial operations in order to achieve the predetermined goal.”

Nature and importance of planning

- Planning is basic function
- Planning is goal oriented.
- Planning looks into future.
- Planning is required at all the levels of management.
- Planning is intellectual exercise
- Planning is choosing alternatives
- Planning is continuous,
- Planning reduces uncertainties.

Importance of planning

- Reduces Uncertainties
- Co-ordination
- Achieving Objectives
- Provides control
- Decision making
- Increase efficiency

ORGANISATING

- George R. Terry “Organization is the establishing of effective behavioral relationship among selected work, persons and work places in order, for the group to work together effectively.”
MEANING
• The process of bringing together physical and human resources and establishing productive relationships between them for the achievements of specific goal is called organizing. It also means, in an enterprise, the integration and co-ordinations of individual efforts to achieve the cherished goal of the business enterprise. Therefore, organization can be meant as
  • It is a joint or group activity.
  • It is a process
  • Delegates duties. Grants authority, fixes responsibilities and co-ordinates activities.
  • It is meant at achieving objectives of the enterprise.
  • Organization is also a structure.

Importance of organizing
• Defines authority and responsibility
• No over-lapping of responsibilities
• Right person for right job
• Harmony of work
• Provision of training facilities
• Effective communication

DIRECTING
• ERNEST DALE “Direction is telling people what to do and seeing that they do it to the best of their ability.”
• Meaning Directing mean instructing, guiding and inspiring people in the organization to achieve its goals. It also means moving into action or activating individuals towards attaining the objectives of the business. It is also called an heart of management in action. It is also motivating and influencing the subordinates.

Importance of directing
• Direction initiates action
• Motivating employees
• Integrating employees efforts
• Brings stability and balance
• Facilitates change
Definition of controlling

- Henry Fayol defines "Control consist in verifying whether everything occurs in conformity with the plans adopted, the instructions issued and principles established. It has for its object to point out weaknesses and errors in order to rectify them and prevent recurrence."

Importance of controlling

- Importance of controlling
- Controlling helps in achieving Goals and Objectives
- Resources are used efficiently
- Control helps in decentralization.
- High Morals of Employees
- Applied to all Managerial Functions
- Helps in large scale organizations

Evaluating

- Evaluating includes the process of monitoring the teaching-learning process and providing feedback. The principal of the school is accountable to the parents, teachers, local community, government departments as well as the management or the managing committee of the institution. Evaluation of curricular process and outcomes is a very important function at all levels of education in view of the accountability of the institution to satisfy the expectations and demands of the various stakeholders.

- The feedback mechanisms used in the evaluation process are simple and routine in nature such as regular attendance and health checks, assessing and correcting homework, results of units tests and end of the term examinations, monthly records and so on. This kind of formative and summative evaluation decreases administrative hassles and encourages a 'learning approach' to circumstances and situations.

SYSTEMS APPROACH TO SCHOOL MANAGEMENT

- Owes its origin to the GENERAL SYSTEMS THEORY developed by Ludwig von Bertalanffy.
- Chester Barnard was one who applied systems approach to management. He perceived executive as a part of formal organization and the organization as a part of whole cooperative system with physical, biological, social and psychological elements.

A system is:

- A set of interrelated parts which though separate have a common purpose towards which they tend to work in an integrated fashion and are very much interdependent.

CHARACTERISTICS OF A SYSTEM

- Every system is a part of a larger system called as SUPRA SYSTEM.
- There is resource exchange between the institutional and environment. (e.g. school, secondary boards, state, nation).
- A system is separated by boundaries from its environment. System absorbs members from the external environment.
- Members of an institution possess multiple memberships.
- The whole system is greater than its parts.
- In order to achieve dynamic equilibrium, a system must have feedback (informational input) to indicate that it is at least going steady and not in the danger of gradual destruction.
- The output of one system becomes input for the other system and the chain continues. (e.g. primary to secondary to higher secondary education and so on)

TYPES OF SYSTEM

Techniques for Revealing the Unconscious

- Free Association
- Dream Analysis
- Projective Techniques
- Recovered Memories