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Educational Management: A Comprehensive Effort to Educational Practices

Suneera.A

Assistant Professor (On Contract) Department of Education Aligarh Muslim University Malappuram Centre,
Chelamala Cherukara- Post, Perinthalmanna Malappuram –Dist, Kerala, 679340

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*Corresponding Author

Suneera.A

Abstract

The educational management is an important innovation in the 20th century educational system. The purpose of educational management is to bring pupils and teachers under such conditions as will more successfully promote the end of education. When school had only one classroom, it was being led by a teacher. Meanwhile in schools with many classrooms in industrial developed towns and consolidated rural districts, there was necessary work coordination. Thus, then appeared the need for a specialist with full working time a manager responsible for financial, educational, human and physical school potential. Management mostly is connected to the phenomena of organized life as planning, analyzing, organizing, financing, supervision and similarly, while leading is connected to people, their behaviour, work style, communicating, motivating and the like. School management occurs in a specific social, economical and educational context. This paper's objective is to give an overview about educational management. In addition we highlight the role educational management in present school system.

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Introduction

Educational Management

Educational management is the theory and practice of the organization and administration of existing educational establishments and systems. 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.

Educational management is the dynamic side of education. It is a comprehensive effort dealing with the educational practices. It deals with educational institutions right from the schools and colleges to the secretariat. It is concerned with both human and material resources. The human elements include: (i) Children, (ii) parents, (iii) teachers and other employees in General University of Board of Education at local, state and National levels of Governments. On the material side there are (a) finance, (b) buildings and grounds, (c) equipments and instructional supplies. Besides, there are ideas, laws and regulations and so on, having a bearing on the educational process. The blending of these 'parts' into a 'whole' is educational management.

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 their institution.
- It helps in appropriate utilization of its human resources i.e. teaching staff, non teaching staff and students.
- 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 Institutions among the students.
- It helps staff and students to manage, their interpersonal conflicts, stress and time effectively.
- It improves interpersonal communication among members of the schools and colleges.
- It enables the principal to understand his role and carry out his function more effectively.

Need and Significance 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 sustained 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 and 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 to educational systems is necessary for its effective and efficient function and outputs.

• Need to make our system of education is more proactive rather than Creative by using applying principles and techniques of management science.

• Leaders and managers in our educational institutions are selected and promoted from 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 situation where the institution 'loses a very good teacher and receives poor and bad managers.

Scope of Educational Management

Scope is very wide and includes history and theories of management science, roles and responsibilities of educational manager as well as managerial skills.

- Includes a study of educational planning at macro level, its goals principles, approaches and procedures and the micro level institutional planning and educational administration.
- Helps in decision making and solving problems, Communication and managing information and Building effective teams.
- Providing human equipment i.e. supervisor, teachers, non teaching staff, office workers and providing material equipment such as building, furniture, labs, library, museum etc.
- Co-curricular planning, preparing timetable
- Motivating staff and students
- Conducting staff meetings and Managing conflicts and stress
- Developing healthy and conducive school climate

- Organization of counseling and guidance
- Organization of health and physical education, Organization of exhibitions and fairs
- Maintenance of school records, evaluating student's achievements
- Financing and budgeting
- Community service.

Role Educational Management in Present School System

Educational Management plays very important roles to manage the on-going educational changes in schools. Since the present educational system characterized by a variety of changes, school managers are not only expected to understand these changes but also to be able to manage them effectively.

- The management of the academic and administrative affairs of the school effectively manages the school by planning ahead and ensures that there are enough teachers to be assigned for classes, has a hold of the school time tabling of activities, procure teaching materials, and retrain the teachers for the task ahead.
- Educational Management monitors the performance of staff and learners of the school using the National Policy on Education as guideline.
- Educational Management contributes to the evaluation of individual in-service activities and of the overall staff development plan.
- To maintain the assets and other infrastructures of the school.
- The management of the academic and administrative affairs of the school effectively utilizes the funds from the community and alumni body to improve school facilities.
- To provide continuous training and development of the teachers and non-academic staff particularly on ICT usage.
- To ensure that only qualified teachers are assigned to teach in the classrooms.
- To strictly implement the curriculum in line with guidelines of the Ministry of Education purposely to meet specific national goals.

Conclusion

The field of education is expected to provide society with human resources which have specialized knowledge, attitudes, work ethics, social, moral & political values and skills so as to sustain and enhance the expected development of the nation. Thus, Education has to make its curriculum more relevant to life and needs of a changing society in an effective and efficient manner. Education therefore has to be dynamic, so that it can contribute towards accomplishment of national development goals. It must also enable students to bring about desirable social change and at the same time preserve desirable and positive aspects of existing culture. In order to fulfill the above stated role of education, keeping in mind national developmental goals effectively and efficiently, there is a need to manage education professionally and move beyond the traditional role of academics and values only.

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