

UEDUVAC04 - Educational Institution Management

Learning Objective (LO)

The student teacher

Acquires the concepts, meaning, need and importance of educational management and administration.

Understands the structure, principles, and various functions of educational management and administration.

Applies the principles and policies of educational management and administration.

Develops professional skills as educational administrators, principals and teachers

Develops managerial skills required to solve the issues and problems in education.

Develops the qualities for educational administration.

Unit I Management

Meaning – Definition – Objectives of Management – Difference between Administration and Management – Functions of Management – PODSCORB – Planning Organization, Direction, Staffing, Co-ordinations, Reporting, Budgeting – Modern Functions: Planning, Organizing, Leading, Controlling Management Skills, Conceptual Skills, Human Skills, Technical Skills.

Unit II Areas of Educational Management

Administration and Management of Education – Maintenance and Developmental Management – Scope Human, Material, Time- Basic concepts of Management at different levels: Institutional Management, Financial Management, Instructional Management, Personal Management, Material Management and Examination Management.

Unit III Educational Planning and Organization

Educational Planning – Perspective, Long term and Short term – Institutional Planning – Academic: Curricular and Co Curricular activities – Time table assignment of work to teachers organization – Principles –

Organizational structures Administrative structure at Central and State levels.

Unit IV Management of Resources

Management of Resources – Human and Material – Head Master and Teacher: duties and responsibilities – Leadership – Meaning – styles – organizational commitments – Academic Freedom – Professional development.

Classroom Management – Management of School building – equipment – Library – records and registers – Hostel.

Unit V Management of Conflicts in Educational Institutions

Meaning and Nature – sources and dynamics of conflicts – Types of Conflicts – Managing conflicts – Role of teachers in conflict management- Supervision and Inspection.

For Fast Track Learners

Prepare the list of skills required to become the Educational Administrator.
Prepare the list of resources required to organise an educational training program.

References:

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- Jagannath Mohanty, “Educational Administration Supervision and School Management” Deep and Deep Publications, New Delhi.
- Prem Latha Sharma, “World Educational Reform”, Swarup and Sons, New Delhi, 2004.
- Shukla, P.D., “Administration of Education in India” Vikas Publishing House Pvt. Ltd., New Delhi, 1986.
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