

## **M.Ed. SEMESTER-IV**

# **Paper; CC14 Education Management, Administration and Leadership**

*Vandana*

*Assistant Professor, Department of Education,*

*N.A.S College, Meerut.*

### **Unit-I, chapter-2(c)**

Dear students,

Our chapter-2 of Unit-I is going on and we have understood **Meaning of Educational Management, Definition of Educational management, Need and Functions of Educational Management** and now we will go through **the Characteristics and Scope of Educational Management**.

## **Characteristics of Educational Management**

### **Science as well as Art**

Management is a science since its principles are of universal application. Management is an art as the result of management depends upon the personal skill of managers. The art of manager is essential to make the best use of management science.

### **Dynamic Function**

As a dynamic function, educational management has to be performed continuously, in an ever changing environment. It is constantly engaged in the moulding of the enterprise. It is also concerned about the alternation of environment itself so as to ensure the success of the enterprise. Thus, it is a never-ending function.

## **Practicability**

The school management must not be a bundle of theoretical principles, but must provide practical measures to achieve the desired objectives. Whatever the objective that is decided must be made achievable and practicable to avoid frustration.

## **Distinct Process**

Management is a distinct process to be performed to determine and accomplish stated objectives by the use of human beings and other resources. Different form of activities, techniques and procedures, the process of management consists of such functions as planning, organizing staffing, directing, coordinating, motivating and controlling.

## **Organization**

As an organization, management is about creating formal structures and an establishment based on a mission (or goals), objectives, targets, functions and tasks. For example, social and welfare organizations in government management can refer to education and health services, whilst public security management services could refer to the police and military .

## **Needed at All Levels of the Organization**

According to the nature of task and the scope of authority, management is needed at all levels of the organization, e.g. top level, middle level and supervisory level. Like the executive, the lowest level supervisor has also to perform the function of decision-making in a way or another.

## **System of Authority**

Authority to get the work accomplished from others is implied in the very concept of management since it is a process of directing men to perform a task. Authority is the power to compel men to work in a certain manner. Management cannot work in the absence of authority since it is a rule-making and rule-enforcing body. There is a chain of authority and responsibility among people working at different levels of the organization. There cannot be an efficient management without well-defined lines of command or superior - subordinate relationships at various levels of decision making.

## **Group Activity**

Management is a group activity. No individual can satisfy all their desires themselves. Hence, they unite with their fellow- beings and works in an organized group to achieve what they cannot achieve individually. Management becomes essential wherever there is an organized group of people working towards a common goal. It makes people realize the objectives of the group. It directs their efforts towards the achievement of the objectives.

## **Discipline**

In this sense, management is a field of study with various subjects and topics. Knowledge, skills and attitudes in management can be acquired through learning, from experience and from certificated courses

## **Universal**

Management is required in all types of organizations. Wherever there is some human activity, there is management. The basic principles of management are universal. These can be applied in all organizations- business, social, religious, cultural, sports, educational, politics or military.

## **Goal-Oriented**

Management aims to achieve some definite goals or objectives. Group efforts are directed towards the achievement of some pre-determined goals. Management is concerned with the establishment and accomplishment of these objectives.

## **Intangible**

Management is intangible. It can be felt in the form of results but not seen. For example, whenever we are not able to produce the desired quantity, we can say it is the result of the poor management.

## **Social Process**

Management consists in getting things done through others. Dealing with people management directs, coordinates and regulates the efforts of the human beings in order to achieve the desired results. It is, in this sense, that management is a social process. It has a social obligation to make optimum use of available resources for the benefit of the community as a whole.

## **Flexibility**

One of the essential characteristics of successful educational management is its flexible character. The management should be dynamic and not static-it should provide enough scope for additions and alterations. The rules and regulations should act as means to an end and not an end in themselves. The framework of management should provide enough scope to the administrator to help the needy students, and the needy teacher, to change the time schedule to suit the weather and to meet any emergency.

## **Efficiency**

Successful management results in maximum efficiency. This would be possible only when human and material resources are properly utilized- right people at the right place, right work at the right time, and every activity and project is well planned and well executed.

## **Professional Approach**

Management is a profession. It has a systematic and specialized body of knowledge consisting of principles, techniques and laws. It can be taught as a separate discipline or subject. With the advent of large- scale businesses, the management is now entrusted in the hands of professional managers.

## **Scope of Educational Management**

By scope, we mean the area within which the functioning of educational management takes place. The scope of educational management today is as vast as that of education itself. Any activity conducive to the, achievement of educational goal is a part of educational management. Such activities could be at the school level, at the college level, at the university level or at the control level. Anything done to improve the quality of education at any stage may be ranging from the supply of material, human and financial resources to the highest cultural or academic needs-comes under the scope of educational management.

Everything concerned with the education of the child through the agency of the school will be included in the scope of educational management.

1. To organize library, museum, hostels, and so on.
2. To maintain the school records.

- 3.** To evaluate pupil achievement.
- 4.** To provide the material equipment, such as building, furniture, farms, laboratories, library, museum and art gallery.
- 5.** To prepare timetable.
- 6.** To maintain discipline.
- 7.** To cooperate with department authorities and implementing the orders of the higher educational authorities.
- 8.** To organize guidance service.
- 9.** To prepare the curriculum for the different classes.
- 10.** To organize a systematic co-curricular programme.
- 11.** To supervise schoolwork.
- 12.** To organize exhibitions and museums.
- 13.** To coordinate the work of home, school and community.
- 14.** To provide various auxiliary services such as mid-day meals, school uniform, text books, etc.
- 15.** To organize the health and physical education.
- 16.** To finance and budget.