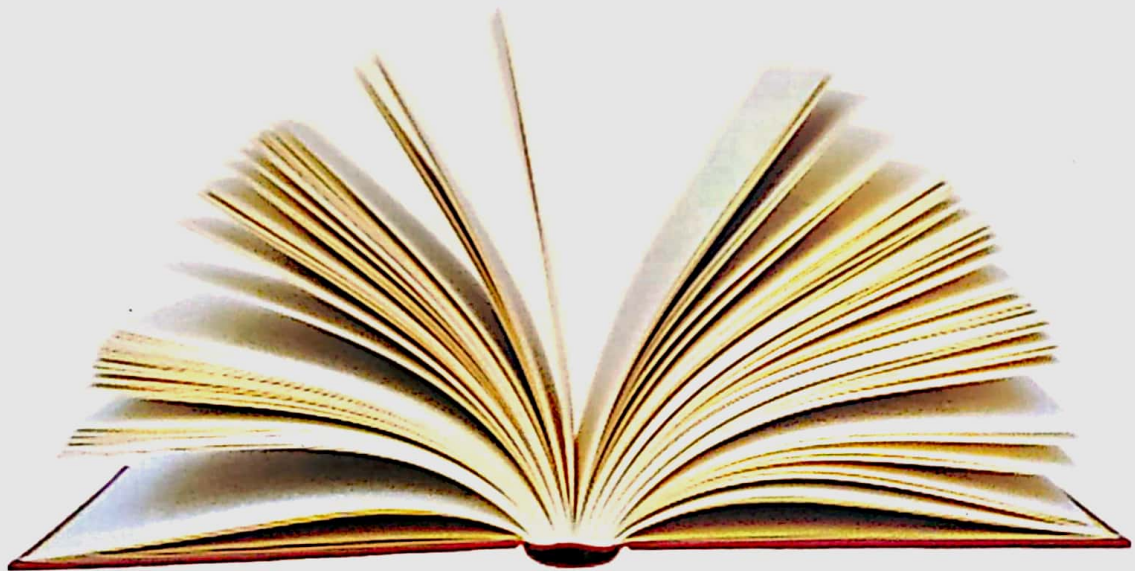


Educational Management

Mr. Janardan Madhukar Mogare
Dr. Rihana Isak Inamdar



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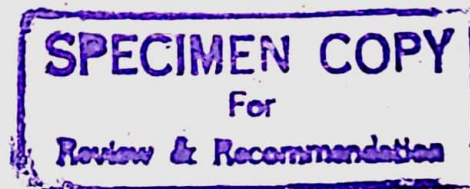
EDUCATIONAL MANAGEMENT

*As per the Revised Syllabus of F.Y.B.Ed., 2017-18,
Semester II, University of Mumbai*

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PREFACE

This book aims at helping students understand the theories and processes of educational administration and management, and thereby become effective leaders and managers of the educational system tomorrow. A comprehensive textbook for students pursuing B.Ed., this book provides the varied perspective of educational administration and explains the concept of educational management in detail which will help the student to understand various educational aspects. It also describes the basic characteristics of educational planning and implementation. It will help students in their study and exam preparations.

The concept of management and its principles are very important to be understood at any level of the administration. To understand the objectives and importance of management is very essential if we are a part administration. The various principles of management help us to understand the application of management in various fields including education field. With this, systems thinking and systems approach is discussed well in Chapters 1, 2 and 3.

Chapter 4 discusses about the concept and difference between organization culture and organizational climate. The functions of management are nothing but the core of any management system. The functions of management and its importance is explained in Chapter 5. Chapter 6 discusses about the Peter Senge's Model of Learning Organization.

Understanding the process and indicators is very essential for organizational management. For effective organizational management, it is very essential to manage the human resources by understanding its need and process. Change is essential for improvement and advancement in every field. To apply the change, understanding the process of change management is very important. These all details are discussed in Chapters 7, 8 and 9.

Chapters 10 and 11 discusses about the leadership and its skills. Different types of leadership styles like Transformational Leadership, Situational Leadership, and Team Leadership are discussed with its characteristics, merits and demerits. The important skills like Grievance Management, Decision Making and Crisis Management are very essential for a leader. These skills are explained in these chapters with its process and need.

For a teacher, manager and an administrator, it is very important to set proper timetable and organize staff meetings. To prepare effective timetable, understanding the types and principles of timetable construction is very important. Chapter 12 discusses about this. Chapter 13 discusses about the need, types and process of staff meeting. The important hurdle for managers and teachers is the absenteeism of staff and students. The causes behind their absenteeism and measures are discussed in Chapter 14. Chapter 15 discusses about the importance and characteristics of Secondary School Code.

Chapters 16, 17 and 18 discusses about the educational administration in India. It discusses about the administrative set-up in India and about the characteristics of state, national and international systems of education – SSC, ICSE, CBSE, IB and IGCSE Boards of Education. It also discusses about the governing bodies in education – NCERT and MSCERT. The functions of both NCERT and MSCERT are also discussed in this chapter.

Mr. Janardan Madhukar Mogare

Dr. Rihana Isak Inamdar

SYLLABUS

Total Credits: 6

Total Marks: 100

Objectives:

- To develop an understanding of the concept of Educational Management
- To develop an understanding of the importance of effective Organizational Management
- To develop an understanding of Systems Approach to Educational Management
- To develop an understanding of the functions of Management
- To understand Quality Management, Human Resource Management and Change Management
- To develop an understanding of the concept of Leadership
- To acquaint students of the various Leadership styles
- To acquaint students of the various Leadership skills
- To develop an understanding about Educational Administration
- To develop an understanding about Educational Administration in India

MODULE 1: FUNDAMENTALS OF EDUCATIONAL MANAGEMENT (2 Credits)

Unit 1: Concept of Educational Management

- (a) Educational Management – Meaning, Objectives and Importance
- (b) Principles of Management by Henry Fayol and its Application to Educational Management
- (c) Concept of Systems Thinking and Systems Approach to Educational Management

Unit 2: Educational Institution – Organizational Perspective

- (a) Concept of Organizational Culture and Organizational Climate and difference between Organizational Culture and Organizational Climate
- (b) Functions of Management – Planning, Organizing, Staffing, Directing and Controlling (with respect to Educational Institution – Meaning and Importance)
- (c) Peter Senge's Model of Learning Organization

Unit 3: Organizational Management

- (a) Quality Management: Concept, Process and Indicators
- (b) Human Resource Management – Meaning, Need and Process
- (c) Change Management – Meaning, Need and Process

MODULE 2: RESOURCE MANAGEMENT AND ADMINISTRATION (2 Credits)

Unit 4: Human Resource Management

- (a) Concept and Functions of Leadership
- (b) Leadership Styles: Transformational Leadership, Situational Leadership and Team Leadership (Meaning, Characteristics, Merits and Demerits)

- (c) Leadership Skills: Grievance Management (Meaning and Need)
 Decision Making (Meaning and Process)
 Crisis Management (Meaning and Need)

Unit 5: Educational Administration

- (a) Timetable: Importance, Types and Principles of Timetable Construction
 (b) Staff: Meeting: Need, Types and Process
 (c) Absenteeism: Causes and Measures (Staff and Students), Secondary School Code – Importance and Characteristics

Unit 6: Educational Administration in India

- (a) Educational Administrative Set-up in India.
 (b) Characteristics of State, National and International Systems of Education – SSC, ICSE, CBSE, IB and IGCSE Boards of Education.
 (c) Different Governing Bodies in Education – Functions of NCERT and MSCERT.

MODULE 3: INTERNAL ASSESSMENT

(2 Credits)

Sr. No.	Particulars	Marks
1	Task/Assignment for each module held in the semester (2 × 10)	20
2	One Periodical Class Test held in the given semester	15
3	One Essay held in the given semester	05
	Total	40

Any two of the following tasks:

- (a) Prepare a report on any school activity, keeping in mind five functions of Management.
 (b) Critically analyze the timetable of your internship school based on the principles of timetable framing.
 (c) Interview two class teachers of your internship school and a supervisor of the school and make a report on the measures taken to handle absenteeism among students.
 (d) Plan a strategy as a teacher, to think of a crisis situation and prepare a plan of action for the same.
 (e) Analyse any one Leadership style and present a report on an eminent personality possessing the leadership style.
 (f) Prepare an action plan as a leadership skill in taking decision to solve a problem.

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ABOUT THE BOOK

This book is prepared for the students pursuing B.Ed. course from various universities in India under NCTE – India. After successful implementation of the B.Ed. course into two years, Educational Management is the subject which is constant and of utmost importance in B.Ed. course. For an educational institution to function effectively, a competent management and administration system needs to be created which ensures the smooth operation of an educational system by managing its day-to-day activities. This book deals with all managerial and administrative activities, functions, skills and styles of leadership, different theories of management, principles of timetable formation, staff meeting and its types, types of leaves, absenteeism, educational administrative set-up in India, state, national and international systems of education, different governing bodies in education, etc.

This book includes the content which is effectively organized by considering the B.Ed. syllabus. This book tries to satisfy the needs of student in education. This book is prepared from the point of view of the students. Students will not require additional reading or references after going through this book.

ABOUT THE AUTHORS



Mr. Janardan M. Mogare is an Assistant Professor and an emerging Educational Activist. With more than 10 years of experience in the field of Education, he is contributing in the subjects like Psychology, Management, Assessment, Inclusive Education, English Pedagogy and ICT. He has a unique way to present his content in front of the target readers.

He is M.A. (English), M.Ed., M.Phil. NET (Education) qualified and pursuing his Ph.D. from Department of Education, University of Mumbai. He has also completed the Diploma in School Management from YCMOU. His area of interest is English Language Acquisition

Skills and Constructivism, Organizational Management, Job Satisfaction, Leadership Skills and ICT in Education. He has also published his papers with ISBN and ISSN titles.

He has experience of handling various administrative responsibilities which helps him to boost his experience in the field of administration and management. He has served in different institutions and is known for his efficiency.



Dr. Rihana Isak Inamdar holds M.Sc. (Physics), M.Ed., SET and Ph.D. (Education) from Department of Education, Shivaji University, Kolhapur. At present, she is working as Principal and possesses more than 16 years' teaching experience in the field of Teacher Education. She has extensively contributed in the subject such as Assessment, ICT, Management, Psychology and Science/Maths Pedagogy. She was a short-term visiting fellow at Homi Bhabha Center for Science Education (TIFR), Mumbai and contributed in School Science Research Program (SSRD) and in the development of OER in School Science. She

has presented more than 35 articles in International, National and State level conferences and seminars. She has organised number of National and International Conferences as the Director. In recognition of her contribution to the field of education, she has been conferred with the coveted 'Vidya Bhushan Award' by INSA.

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