

Paper CC14: Education Management, Administration and Leadership.

Unit - I      Educational Management - Concept and Meaning.

a) Management - Concept, need, and characteristics.

There are several types of organizations around us, such as formal, informal, social, economic, vocational, administrative, political and educational. An organization is a group of individuals which has its definite objectives to be achieved by the joint efforts. There is a need of management to integrate and to administer. An appropriate use of means and resources is termed as management.

Meaning of Management

— the process of dealing with or controlling things or people.

In more elaborate way - Management is a process of planning, decisionmaking, organizing, leading, motivation and controlling the human resources, financial, physical and information resources of an organization to reach its goals.

in an efficient and effective manner.

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The term "management" in education is related to the following components.

1. Educational administration
2. Educational organization
3. Educational planning
4. Educational Supervision.

The main techniques used in management are -

1. establishing integration between means and resources.
2. classifying activities and processes.
3. determining hierarchy between rights and duties.

### Definition of Management

Management is an art of knowing exactly what you want to do and then seeing that they do it in the best and economical way.

— F.W Taylor

Management is principally an art of planning, organising, co-ordinating, motivating the tactics and efforts of other persons to realise a specific objective.

— James Lundy.

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Management is an art of getting things done through the people formally organised as a group.

— Harold Keentz

Management involves the formulation of objectives, the process of planning, organising, staffing, executing co-ordinating, evaluating, controlling motivating with view to attain the objectives and final involving to improve the functioning for future.

— R. S. Daral

Management is the work of creating and maintaining environments in which people can achieve their goals efficiently.

— Robert Albance.

From the above definitions we can conclude following characteristics of Management.

### Characteristics of Management

1. Management is associated with Group Efforts

The group emphasis of management is universal it is now well established that goals are achieved more readily by a group than by any one person alone.

2. Management is Purposeful

wherever there is management, there is a purpose. Management, in fact deals with the achievement of something definite, expressed as a goal or objective.

3. Management is accomplished through the efforts of others

Management is something defined as "getting things done through others' efforts". In other words we can say that Management is the art and science of getting work done by other peoples.

4. Management is Goal-Oriented

Managers focus their attention and efforts on bringing about successful action. They know when and where to start, what to do, which keep things moving and how to follow a goal oriented approach.

5. Management is Indispensable

Management can neither be replaced nor substituted by anything else. Even computer which is an extremely powerful tool for management, can widen a manager's vision and sharpen his insight by supplying more and faster information for making key decisions, but can't replace him.

Management is Intangible

Management is often called the unseen force its presence is evidenced by the results of its efforts, motivation among employees, disciplines in the group, high productivity, adequate surplus etc.

Management can Ensure Better Life

Management can do much to improve the work environment, stimulate people to perform better, achieve progress, bring hope, and accomplish better things in life.

Management involves the following process

- a) Planning b, formulating objectives c) Organization of tasks d) Appointing workers e) Executing or implementing f) Motivating and encouraging workers and g) Evaluating and controlling.

"Maximum results with the minimum of efforts" — is the motto of Management of any organization.