

Study on the Role of Headmaster towards Time Management and Leadership of Students

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Abstract – Educational Management is a particular work. The Headmaster ought to principally be an educational master. He ought to have the option to check out crafted by all teachers and have the option to give significant ideas. The Headmaster ought to have characteristics of character like good instinct, restraint, and trustworthiness, general immaculateness of character, immovability, drive, genius and presence of mind. He should be reformist. The Quality of the School reflects and broadcasts the Qualities of the Headmaster. As per Ordway Teed, a pioneer should have" physical and apprehensive energy, a feeling of direction and heading, eagerness, cordiality and warmth, respectability, specialized mastery, definitiveness, knowledge showing skills, and confidence." According to Henry Fayol, the characteristics that a pioneer should have are: (a) Health and actual wellness (b) mental life and energy (c) courage to acknowledge responsibility

Keywords – Personal, Qualities, Management, Functions, Leader

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INTRODUCTION

In quest for a more nuanced comprehension of school leadership practice and the association between leadership practice and school improvement, a few late investigations have zeroed in on how administrators allot their time inside the work day. These examinations feature the enormous and various arrangement of school capacities with which directors draw in consistently, spreading over guidance, work force, planning, understudy administrations, outer relations, and a large group of different regions. The huge arrangement of occupation obligations with which directors are confronted make time a scant asset—and one that is just becoming more difficult to find as government, state, and locale approaches make more thorough teacher perception and assessment frameworks that require significant time speculation from school pioneers. Given this shortage, administrators should settle on choices regarding how to designate their time among contending position requests.

These time use choices are significant for successful leadership, as proven by the connection between chief time use and school results. The association between time use and execution inspires the current review. We continue from the assumption that a few directors have a more prominent limit with respect to contributing their time on useful exercises. This more prominent limit with regards to utilizing time viably is known both informally and in a moderately enormous

writing in brain science and hierarchical conduct as time the executives. That writing proposes that better time the executives abilities—which incorporate the capacity to lay out feasible objectives, distinguish needs, screen one's own advancement, and stay coordinated can prompt more compelling time use and at last more certain results, including diminished work pressure and expanded work execution, in certain settings. Time the executives and its relationship to time use and different results, in any case, have generally been disregarded in school leadership research. We then, at that point, blended administrators' scores on this stock with a few different information sources, remembering managerial information for work force and schools given by the locale, overviews of partner directors (APs) and teachers, and in-person observational information we gathered for a subset of M-DCPS chiefs over entire days, likewise in the spring of 2011.

Role of headmaster in schools:

1. **School Supplies:** This includes arranging. Appraisals are to be arranged with respect to the amount of buys to be made. Detail of everything is to be set down and citations must be welcomed and supported by the Headmaster. Products requested ought to be assessed and minded appearance.

Headmaster will name a choice council for buy and support of types of gear.

2. **School Campus:** School plant ought to offer satisfactory educational types of assistance. Best utilization of the multitude of rooms, laboratories, workshops and the ranch is made. If there should arise an occurrence of congestion students may go to laboratories in groups. School might be utilized for its particular employments. All school structures ought to be prepared for building perils. The ideal up-keep of the school grounds is the post of the Headmaster.

3. **Co-Curricular Activities:** In general management of school co-curricular exercises is the Headmaster's responsibility. Different exercises may of course, be circulated among the staff individuals as per their past foundation, interest and fitness. Satisfactory spending portion ought to be made for these exercises. All wastage and pointless consumption ought to be checked.

4. **Office:** The advanced origination of the Headmaster's office is that, it is a help community. Communication with higher specialists, the parents, general society, the teacher and the students is made by the Headmaster. Among the particular obligation on the Headmaster in regard of proficient working of school office, coming up next are significant:

- i. The office should be situated at a reasonable spot. It should be enough separated and legitimate up-keep guaranteed.
- ii. Office work should be disseminated sufficiently among individuals from the workplace staff. Headmaster should administer their work, check abnormalities, check failure and guarantee customary and brief work.
- iii. Headmaster should conclude time to be committed for office work. (iv) Headmaster should make note of his office obligations.
- iv. Duties of Headmaster endorsed by Education Department and Managing Committee ought to be stringently followed.
- v. The Headmaster ought to rigorously submit to the principles and guidelines by the University or school Board, to which the school is subsidiary.

- vi. Routine obligations of the Headmaster ought to be confirmation, checking class registers, cash book, associate move, participation registers records of different charges and fines.

Techniques of time management:

- Use your opportunity to achieve what you need.
- Improve your usefulness and achieve more with less exertion.
- Make time for the things you need and worth.
- Find more noteworthy equilibrium, satisfaction, and fulfilment.
- Focus your time and energy on what is generally essential to you.
- Set and accomplish your drawn out objectives.
- Reduce burn through so you'll have more useful time every day.
- Get things done while decreasing tension, overpower and stress.
- Become a fantastic time director in all aspects of your life.

Time Usage comes down to decisions. Great decisions lead to better outcomes, while helpless decisions lead to sat around. Nobody can compel you to utilize your time admirably. There's nothing left but to point the way and gives some significant apparatuses to help you succeed. Turning into an astounding time administrator is a lot simpler when you utilize superior time usage decisions. Using time productively is usually characterized as the management of time to make the most out of it. Using time effectively can allude to the entirety of the practices that people follow to utilize their time.

Time usage alludes to standards and frameworks that people use to settle on cognizant decisions about the exercises that possess their time. Time Usage techniques are frequently connected with the proposal to lay out objectives. These objectives are recorded and might be separated into a venture, an activity plan, or a straightforward errand list.

Standard and repeating errands could possibly be incorporated into the time usage plan and, whenever coordinated, the joining can be refined differently.

- **Time pressure:** To save time, one needs to contribute time, and this time ventures might be a reason for concern.
- **Increased effectiveness:** One may want to make additional time to be more compelling in playing out the work and doing obligations.
- **Performance improvement:** Using time effectively is an issue that frequently emerges during execution examinations or survey gatherings.
- **Personal development:** One may see changing the way to deal with using time productively as a self-awareness issue and receive the reward of taking care of time contrastingly grinding away and at home.
- **Increased responsibilities:** An adjustment of time usage approach may get vital because of an advancement or extra obligations. Since there is more work to do and as yet unchanged measure of time to do it, the methodology should change.

Strategies in Time Management

1. Develop squares of study time
2. Schedule week by week surveys and updates.
3. Prioritize tasks.
4. Develop elective investigation place liberated from interruptions.
5. Got "dead time"?
6. Review investigations and perusing not long before class.
7. Review talk material following class.
8. Schedule opportunity to basic course occasions.

OBJECTIVES OF THE STUDY

1. To study on Role of headmaster in schools
2. To study on Functions of a Leader

Effective aids for time management

"To Do" list Record things you need to do, then, at that point choose what to do right now, what to plan for some other time, what to get another person to do, and what to procrastinate on for a later time frame period.

Daily/ Weekly planner: Record arrangements, classes, and gatherings on a chronological log book or graph.

Long term planner: Utilize a month to month graph with the goal that you can prepare.

Problem solving

As indicated by Good's Dictionary of Education, "A way managing what is hazardous a strategy including clean meaning of issue stood up to, development of theoretical arrangement (hunch or idea) purposeful trial of theory until proof warrants its acknowledgment.

Risk says, "Critical thinking might be characterized as arranged assault upon a trouble or perplexity to track down a good arrangement".

Ross Says, "critical thinking is an educational gadget whereby the teacher and the students endeavour in a cognizant, arranged exertion to show up at a clarification or answer for some educationally huge trouble."

The teacher face to face and with the assistance of reasonable writing helps him in taking care of the issue and arriving at the right arrangements. Headmasters in the school setting face different tricky circumstances. To most issues requiring arrangements, there are no rights or wrong answers. Every issue is apparently remarkable to the circumstance. Answers for issues are not absolutes, but rather comparative with the circumstance. Numerous people want basic answer for complex issues. Undoubtedly, chose minor issues are not difficult to tackle. Others require profundity information social event to think of required arrangements. Often, be that as it may, time is fairly restricted to concoct answers to complex issues.

Headmasters should be touchy to distinguish the issues. In school environment issues exist and do should be recognized. Keeping away from the distinguishing proof of issues just adds to irksome circumstances in schools. Fortitude to confront and distinguish issues is huge for school Headmasters. To improve the educational program of a school or school framework, distinguishing proof of risky circumstances is significant. Satisfactory information should be assembled to tackle an issue.

A significant job of school Headmasters underscores training students for bad conduct. The conduct changes might be because of loss of companions to infection or demise of an individual in the home setting, to disregard and maltreatment from the parents, and to sensations of general weakness. An unending number of reasons can be recorded for misconduct in the classroom, including the physical

and emotional wellness of the acting mischievously student.

Problem solving and the headmaster

1. A underscoring quality arrangement in student learning;
2. Stressing a coordinated educational program where attractive and plausible;
3. Advocating scope (breath of topic) which address issues, interests, and motivation behind students;
4. Implementing equilibrium among targets, like psychological, full of feeling and psychomotor objectives. Every one of these goals ought to be reflected inside continuous exercises and units.
5. Favouring concentrated, profundity educating instead of review approaches in the classroom setting;
6. Emphasizing an assortment of assessment procedures to evaluate different aspects of getting, skills, and attitudinal learning's obtained by students.
7. In tackling issues relating to educational program, advancement, every student ought to be helped to accomplish ideally.

The educational plan for students isn't steady not static. A changing educational plan will be in proof. Every classroom of students educated by a teacher is extraordinary, in degree, from last year's roomful of students. Students, separately change truly, socially and inwardly, as they progress through the successive long stretches of schooling. With the numerous progressions happening in school and in the public eye, the educational plan should likewise change. There are various curricular issues for Headmasters and teachers to distinguish and address.

The school Headmaster may direct defective gatherings in controlling teachers to utilize reward frameworks to support student participation. Encounters in the classroom ought to likewise push movement focused methodologies in instructing and picking up, fostering a wall painting or individual pencil outlines relating to content accomplished, just as right different sorts of composition and verse reflecting topic learned.

An expanded utilization of general media helps may additionally build revenue in learning; the pace of non-attendance and lateness may go down, ideally. The Headmaster needs to recognize issues in the space of in help education for school staff.

Personal Qualities in Management (PQM) :

Educational Management is a particular work. The Headmaster ought to principally be an educational master. He ought to have the option to check out crafted by all teachers and have the option to give significant ideas. The Headmaster ought to have characteristics of character like good instinct, restraint, and trustworthiness, general immaculateness of character, immovability, drive, genius and presence of mind. He should be reformist. The Quality of the School reflects and broadcasts the Qualities of the Headmaster.

There are three primary individual Qualities of Headmaster in Educational Management. They are

1. Leadership
2. Confidence
3. Commitment

Leadership

Chester Barnard: Leadership is the "capacity of a better than impact the conduct of his subordinates and convince them to follow a specific course of activity."

Koontz and O'Dannel: "Leadership is the capacity of an administrator to instigate subordinates to work with certainty and enthusiasm".

Leadership might be seen differently as (a) a status group (b) a central individual; (c) a function; and (d) a process:

The significance of leadership in management of any educational organization can never be limited. Accomplishment of organizational objectives especially relies upon how adequately leadership is practiced in the organization. Organizational leaders are the key figures who can so change the work environment that every one of the representatives are spurred to buckle down with the outcome that the objectives are accomplished. Their way of thinking of life, their styles of management, their methods of decision-making and so on, maybe, are not helpful for the successful functioning of the establishment. Start to finish our educational supervisors are enrolled from among the expert, teachers and different generalists.

The accompanying sorts of skills are fundamental for a pioneer or director to be effective

1. Technical skills like capacity to utilize knowledge methods and strategies and hardware,

2. Human skills like capacity and judgment in working with and through individuals,
3. Conceptual expertise, for example, capacities to comprehend the intricacies of the general organization and where one's own activities fit into it.

Functions of a Leader:

As indicated by D.Krech, R. Crutchfield and E. Ballachey, the pioneer plays out an assortment of functions, which might be classified as primary and adornment.

Functions of a Leader

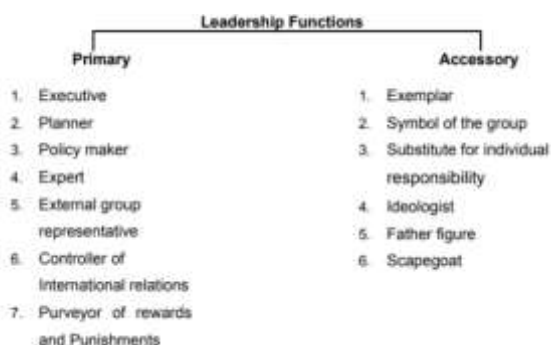


Figure No. - 1

Qualities of Leadership: To have the option to give successful leadership to his subordinates, a pioneer needs to have certain characteristics. As per Ordway Teed, a pioneer should have" physical and apprehensive energy, a feeling of direction and heading, eagerness, cordiality and warmth, respectability, specialized mastery, definitiveness, knowledge showing skills, and confidence."

According to Henry Fayol, the characteristics that a pioneer should have are:

- (a) Health and actual wellness
- (b) Mental life and energy
- (c) Courage to acknowledge responsibility
- (d) Steady, constant, insightful assurance
- (e) Sound general education, and
- (f) Management capacity accepting foreknowledge and the craft of dealing with men.

CONCLUSION

Educational Management is a particular work. The Headmaster ought to principally be an educational

master. He ought to have the option to check out crafted by all teachers and have the option to give significant ideas. The Headmaster ought to have characteristics of character like good instinct, restraint, and trustworthiness, general immaculateness of character, immovability, drive, genius and presence of mind The Headmaster ought to comprehend his obligation as coordinator and chairmen of the School. He ought to consistently attempt to come up to the assumption for all concerned. In the cutting edge vote based set up of life, just a vote based, overseer can succeed. So not the slightest bit, the Headmaster ought to have any kind of intricacy that he is there to the different parts of School life, really at that time he can release his obligations productively. In the third section we will see the survey of related writing. The Headmaster needs to achieve a constant long-range improvement program. A decent Headmaster ought to have a sound way of thinking of life and education. As a committed soul gave to his calling and administration to the humankind, with philanthropic intentions and purposes, with benevolent plans and objectives, he has a place with a higher request of human race.

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