

Managerial Functions of Headmasters in Educational Management

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Abstract – As a field of training, it shares a few perspectives practically speaking with different fields of management, like Public Administration, Hospital Administration and Business Management. The conventional education process is continuing forever all through the existence where two kinds of educational foundations are set up, they are state funded schools and non public schools. The government funded schools have a set and homogeneous management structure which is trailed by every one of the government funded schools while in private areas there are numerous assortments of school management structures. It is the management of educational foundations to cultivate instructing and learning. As a field of training, it shares a few perspectives practically speaking with different fields of management, like Public Administration, Hospital Administration and Business Management. These constructions assume exceptionally successful part and give result situated education in the current time. But a couple, the elite education or quality education is generally conferred by these private area schools everywhere on the world.

Keywords – Managerial, Functions, Headmasters, Educational, Management

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INTRODUCTION

Educational management:

It is the management of educational foundations to cultivate instructing and learning. As a field of training, it shares a few perspectives practically speaking with different fields of management, like Public Administration, Hospital Administration and Business Management. As a field of study it arose first at the Teacher's Training College of Columbia University and was followed without further ado by graduate program of Stanford University, University of Chicago and different establishments in the U.S.A. For as long as twenty to thirty years accentuation has been given on the improvement of hypothesis and exploration in Educational Administration.

With the start of 1970s another time has arisen in the field of Educational Administration. Changes have been occurring in the entirety of its viewpoints, reasonable just as operational. At the calculated level new terms, builds and approaches are being presented and utilized. Indeed, even the actual terminology of the field is by all accounts evolving. The terms Educational Management and educational organization are regularly being utilized instead of Educational Administration. The expression "educational supervisor" is being utilized for "educational overseer". Terms like administration,

management and organization are utilized freely in the field of Educational Administration. Many use them equivalently, while others notice fine qualification between them.

Education is a deep rooted process and it is gotten by various sources. The conventional education process is continuing forever all through the existence where two kinds of educational foundations are set up, they are state funded schools and non public schools. The government funded schools have a set and homogeneous management structure which is trailed by every one of the government funded schools while in private areas there are numerous assortments of school management structures. These constructions assume exceptionally successful part and give result situated education in the current time. But a couple, the elite education or quality education is generally conferred by these private area schools everywhere on the world.

Being an agricultural nation, it is a goal and earnest need of an opportunity to have a careful and effective management structures which could address the change and difficulties of this century just as contend the world education market. The extraordinary impacts and enduring effect set out by formal education for advancement of things to come overall of the nation, relies upon the

frameworks which exist in that country there are various types of equal streams in school education that have set out lopsidedness and inconsistent open doors for students having a place with various layers of society. The school education is by and large partitioned into public area schools, non-public schools and Madrassah. These streams are additionally classified into tip top and non-tip top schools. The tip top schools oblige the monetarily wealthy individuals. A not many of the schools like Cadet Colleges permit gifted children of the lower working classes. The high friendly layers schools conceal a little minority in extent of all the school going children. Most of lower working class and helpless children have no other decision than to concentrate in these bad quality private and state funded schools.

There are numerous variables behind this social wonder which should be talked about in the accompanying lines.

Above first, all else the instructing and learning process is generally subject to the chairmen, chiefs, headmasters and headmistresses to do a smooth and genial showing learning process on one hand while then again they should give helpful environment and actual offices to eliminate every single obstacle in the method of bestowing education. The administration is effectively available and guardians having absence of time need to meet them according to their helpful. In this manner, they offer inclination to private areas schools.

Concept of educational management:

Education targets making us acculturated people aware of our good and friendly duties which lead to all adjust improvement of the students. Swami Vivekanand said, "Education, can open all entryways for progress." A country propels in relation to education and insight spread among masses. The preeminent component of our educational framework ought to be to prepare youth to see the positive qualities in each person and take out the best of every person. It isn't inculcation of perspectives upon others.

Education ought not be punishment, in light of the fact that the outcomes of curse will be student strike, unsettling, and so on, in grounds. An educational framework must be progressively responsible to the general public, and by its legitimate management we can update the entire arrangement of education, and satisfy its point and country's necessities.

OBJECTIVES OF THE STUDY

1. To study on Managerial Functions Of Headmasters In Educational Management
2. To study on Organisation Structure of the Education System

Managerial Functions Of Headmasters In Educational Management

Headmasters establish and keep an inward environment, ordinarily called the organization, with the goal that others can work proficiently in it. A Headmaster's work comprises of preparation, arranging and co-ordinating. These assets incorporate students, guardians, occupations or positions, innovation, offices and hardware, materials and supplies, data and cash. Headmasters work in a unique environment and should expect and adjust to difficulties.

The work of each Headmaster includes what is known as the functions of Educational Management. Functions of Educational Management incorporates Planning, coordinating, and co-appointment. These functions are objective coordinated, interrelated systematic process for achieving the objectives of the school organizations. It readies the organization for what's to come. Sorting out includes masterminding the process of making structure, setting up connections, and designating assets to achieve the objectives of the school organization. A few specialists underline co-appointment as a different function of management.

Co-appointment can likewise be gotten through appropriate inspiration of the specialists towards coordinated exertion as far as organizational environment through a joining of such targets.

The Functions of Educational Management

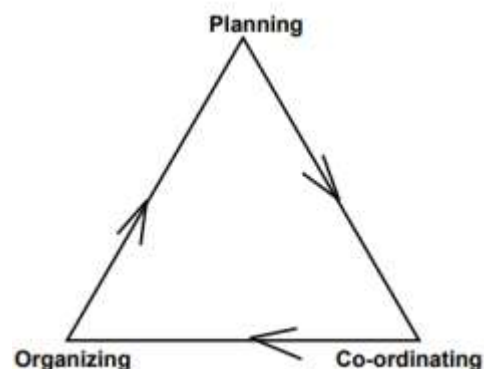


Figure No. 1

1. Planning

This is the time of preparation. Each action of the individual from home to global level happens with satisfactory arranging. For development and advancement, each educational organization, Headmaster needs to design, for arranged and staged improvement and advancement in all viewpoints, curricular and co-curricular exercises and this is called institutional arranging.

The compelling Headmaster's arranging will solution for the ailment of Educational Management backwardness. Overseeing begins with arranging. As indicated by Killen "arranging is the process of choosing ahead of time what can anyone do, who is to do it, how it is to be done and when it is to be finished".

Motto of an Institutional Plan: As indicated by Prof. M. B. Buch (1968), "an institutional arrangement is a program of advancement and improvement arranged by an educational establishment based on its felt needs and the assets accessible or prone to be accessible with a perspective on improving the school projects and school rehearses. It depends on the head of ideal usage of the assets accessible in the school and the local area. The arrangement might be for a more drawn out length or a more limited span". The arrangement should specify: (i) targets ii) present position, (iii) improvement, (iv) assets required, (v) time required, and (vi) program of activity.

Organization: Organization is the mix of vital human exertion, material, and supplies united in a systematic and powerful relationship to achieve the ideal outcomes. In education, we sort out.

1. Human creatures into schools, classes, boards of trustees, groups, school staff, the investigating staff.
2. Materials into structures, furniture and gear, libraries, research centres, workshops, exhibition halls and workmanship displays;
3. Ideas and standards into school frameworks, curricular and co-curricular exercises, time plan, standards of accomplishment, etc.

Organisation Structure of the Education System :

Formal education incorporates pre-school, essential (coordinated primary and lower secondary), upper-secondary and higher education levels. Consummation of these projects is affirmed by the state perceived report on education and expert capability. The sorts of education are:

- General education,
- Vocational education,
- Academic education.

1. **Pre-school Education:** Pre-school education in India is a piece of general education. It is discretionary for children matured 1 to 4 years and obligatory for long term olds. It is feasible to draw out or to lessen the procurement of the program contingent upon the condition of wellbeing and psychological availability as indicated by

guardians' desire and family specialist's decision.

In consistence to the law On Local Governments it is an obligation of each nearby government to guarantee likelihood to procure the pre-school education for the children of the time of 1.5 dwelling in the region of the district. The organizers of pre-school education organizations are neighbourhood governments for public pre-schools or physical or legitimate substances for private pre-schools. Children from age 1.5 to 7 can go to unitary settings.

2. **Basic Education:** Fundamental (coordinated primary and lower secondary) education is mandatory and starts at 7 years old and keeps going 9 years. It comprising of 6 years of the principal phase of (primary education) and 3 years of the second phase of (lower secondary education).

As indicated by the General Education Law children are committed to begin schooling in the schedule year when they achieve 7 years old. It is feasible to begin schooling a year sooner or later in accordance with the finish of the family specialist and if the guardians wish so. In the present circumstance wellbeing and psychological readiness is considered.

3. **Upper-secondary education:** Upper-secondary education is given as a rule and professional branches and on a full-time or low maintenance premise, or distance learning, so students may pick the most reasonable organization for upper secondary schooling. Arrangement of upper-secondary education is directed by the Education Law and the General Education Law. The Regulations on National Standard for General Upper Secondary Education and Standards for Upper Secondary Education Subjects (2008), subject projects and the example plan of schedule decide the educational plan. These reports decide general points of schooling, points of each subject along with the depiction of subject educational program and time portion. Explicit guidelines endorse the request for state test and examination framework toward the finish of upper-secondary schooling.

4. **Higher education:** Higher education framework has effectively accepted the three cycle framework – Bachelor (undergrad), Master (graduate) and Doctoral investigations - as per the Bologna process. In any case, in some investigation fields like medication, drug store, dentistry and veterinary medication,

long examinations including capability or hands on training periods are as yet given.

5. **Home Education:** Home education is approved in India for pre-primary education level, primary education level (grades 1-6) or if a student have some medical issues for a more extended time frame. As indicated by the guideline, pre-primary education and primary education (grades 1-6) can be given at home (in family). At lower-secondary education level it very well may be given at home just to wellbeing reasons. The law as of now expects families to cooperate with a school. Parents should concur about the recurrence of checking and the customary tests suggested by the school. Toward the finish of each school year such an understudy needs to breeze through an assessment to move to the following evaluation. Some extra data about home education in India is accessible on the site of the Home School Legal Defence Association. Organization implies a framework with parts which cooperate, or a framework with parts subject to one another.

COORDINATION:

Coordination of discrete work units and offices inside an organization is significant to accomplishment of organizational objectives. Without Coordination, people and divisions may seek after their partitioned work exercises, unmindful of the significance of their jobs and obligations inside the organization in general. The assignment of management can be summed up in one work, i.e., Coordination.

Coordination has been characterized by Mooney and Reily as "the systematic course of action of group exertion to give solidarity of activity in quest for a typical reason", and by George Terry as "the precise synchronization of endeavours to give the appropriate sum, timing and heading of execution, bringing about agreeable and bound together activities to an expressed goal". As per Ordway Teac, "Coordination is the work to guarantee a smooth transaction of the functions and powers of all the distinctive segment portions of an organization to the end that its motivations will be acknowledged with at least grating and a limit of community viability".

Determinants of Coordination needs : Coordination of various work exercises becomes essential as a result of (a) Interdependence between at least two offices; (b) time direction and (c) objective direction of bury subordinate units. It is a process of fitting in a uniform program of educational assistance of the multitude of components, the people, materials and thoughts, knowledge and standards, thus intertwine them as to accomplish a typical goal to give single impact. To carry on the troublesome errand of Coordination appropriately,

the administration ought to have the regulatory capability to see plainly:

1. The relations among individuals
2. The distribution of assignments and
3. Division of work fundamental for organizational accomplishment.

Theories of Motivation:

The following are the important theories, namely

- 1) The interaction Theory
- 2) The participation Theory,
- 3) The pattern concept, and
- 4) The Achievement- expectation Theory

Commandments of Effective Motivation:

The accompanying ten principles are as rules for getting powerful inspiration:-

- a) Recognize the Individuality of people.
- b) Make your subordinates feel significant
- c) Guide as opposed to arrange
- d) Set a genuine model
- e) Show trust in your subordinates
- f) Listen Attentively
- g) Watch how you impart
- h) Encourage interest
- i) Do not be cryptic
- j) Make your subordinates "need to do" things that you need them to do.

A few methods have been utilized to quantify inspiration. For Headmasters job and execution in Educational Management factor of inspiration, a survey is utilized to discover how much an individual makes the most of his work and is associated with it. This is additionally called work fulfilment and contribution.

CONCLUSION

This examination uncovers that our Elementary and Middle School Headmasters are acceptable concerning Management yet they are not excellent and extraordinary The repercussions of this assessment are that experts should take to

give uncommon planning to all Headmasters in authoritative limits, endeavors, capacities and besides up close and personal qualities so they can reach remarkable. impact of dean leadership style and work motivation with nature of training. This implies that the higher and positive exhibition of leadership style of head administrator and work motivation. Ideas to be submitted are: (1) the head administrator should attempt to work on his/her leadership and urge superintendent and homerooms to further develop work motivation, increment the director capability through close to home, administrative, pioneering, administrative and social aspects.

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