

EDUCATIONAL MANAGEMENT

Malcolm Firdosh Homavazir



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E-mail: info@booksarcade.co.in, booksarcade.pub@gmail.com

Website: www.booksarcade.co.in

Edition: 2024

ISBN: 978-81-19923-78-6



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CHAPTER 1

A BRIEF INTRODUCTION ABOUT THE EDUCATION MANAGEMENT

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ABSTRACT:

The concept of management has been around for a long time, even though its definition has only been made recently. The word 'management' means doing a bunch of things to finish a job. In other words, management is about making sure things get finished. It means the way to reach a goal or complete a task. It is often called an art and a science for a good reason. Every group, whether it's political, cultural, social or business, does well because of how they are led and organized. This book will talk about how to manage a business and how people behave at work. This part will talk about what management is, why it's important, and what its scope is. It will also teach you about how management and administration are connected. You can decide if management is a science or an art. You will also learn about the different levels of management and how they work in detail.

KEYWORDS:

Administration, Management, Organization, Work.

INTRODUCTION

Management is important in our lives and necessary whenever people work together to reach goals. The same basic ingredients are always used in managing our lives or our business. Let's see how a housewife uses management skills to run the household. First, she looks at her home and figures out what it needs. She plans what the household will need for the next week, month, or even longer. She looks at what she has and any limits on them. She plans and arranges her things to get the most out of them. She keeps track and manages the money used for the house and other things. In a big family, she gives everyone jobs to do and makes sure they all work together. She helps and inspires them to do their best in finishing their tasks. She is focused on making goals better and finding ways to achieve them using available resources. These jobs are the most important tasks of a manager. Management is important in society and in our lives. It helps to keep things organized and running smoothly[1]. Living life is like running a company. This style of managing has been around for a very long time.

Just like a well-organized life is better and more successful, good management of an organization can make the difference between success and failure. He once said, "My experience in government has taught me one important principle: the necessity of having officials in key positions who are genuinely interested in and enthusiastic about good management. This statement emphasizes the significance of having passionate and dedicated individuals in leadership roles who are committed to efficient and effective management practices. Kennedy said that it's really important for leaders to help society move forward. This shows that we need to make living better for everyone by using resources well. A manager is very important for a company to be successful. The more complicated the company is, the more important the manager's job becomes[2]. A good manager gets things done. Many people who think about how to run a business have their own ideas about what management means. For instance, Van Fleet and Peterson say that management is when people do things to use resources well and reach their goals. Megginson, Mosley, and Pietri

say that management means using people, money, and things to reach the goals of a company by planning, organizing, leading, and controlling[3], [4].

Some important parts of this definition can be pulled out and explained briefly: 1. Solving problems is a big part of a manager's job. They need to make decisions and find solutions. Management has to deal with many problems like economic changes, new rules from the government, not enough resources and tough competition for those resources, employee requests, and problems with technology. There are some common problems that can be solved with methods that have been used before. Making sure the production is good can be done by watching it carefully. The second paragraph is a little difficult to understand. Every organization has a main purpose for existing, and they also have specific goals and targets to accomplish. Goals are big and general plans, while objectives are more detailed, measurable, and specific. The college's mission is to provide great education. Its goal is to help the local community, and its objective is to get ten percent more new students in the next two years. Most organizations want to help people by offering a service[5], [6]. Of course, the organization needs to make money from the service, because that's how a capitalist economy works. So, the managers need to plan their activities in this way. In addition, it is also the manager's job to make sure the employees' personal goals fit with the company's goals. Employees may want to earn more money, have more difficult work, take on more responsibilities, and have a say in company decisions.

Efficiency is how well an organization does its work. It's important for measuring how well the organization is doing. Efficiency means doing things right. A good manager can produce more with the same time, skills and money, without wasting anything. Similarly, being effective means doing the correct things in the correct way at the correct time. This means choosing the right things to do and using the right methods to do them. Successful managers are not only effective in this way, but they also use resources fully and don't waste anything. People, time, money, and materials are all limited and not plentiful. They are all rare and cannot be replaced in nature. Also, many people are competing to get these resources. Management is like taking care of things for others. They need to work hard to use resources in the best way possible. The environment is changing because a lot of things have changed in recent years. The use of computers and phones has changed how we assess the environment to make decisions. So, the bosses need to be ready to guess what changes might happen and come up with better ways to deal with the new challenges.

Management, as a subject, has made a lot of progress in recent years. It has become very popular everywhere in the world. Management is something that happens everywhere people are doing things, either by themselves or together. Management is something we see in all areas of life. The way in which management is done is the same for all different kinds of groups, like families, clubs, businesses, and governments. Different organizations may have slightly different ways of doing things, but overall, management is the same no matter where you go. Management is a part of the things that are used to make goods and services. It is seen as an important part of production. Just like how we need land, workers, and money to make things and sell them, we also need good management skills to do this well. In today's factories and businesses, it's important to have good managers who are skilled and capable. This is because a lot of money is invested in these businesses, and the way things are made requires a lot of money too[6], [7]. So, having the right managers is really important if the businesses want to do well. Actually, in this situation, the role of management would be more important.

Management is focused on reaching goals. The main goal of management is to achieve a company's objectives. Management at different levels tries to achieve different goals that

relate to money, society, and people. They do this in different ways. However, management always has specific goals to work towards and uses all available resources such as employees, money, materials, machines, and methods to achieve these goals. Management is very important in thinking and doing things. When a company decides on its goals, it shows how smart and creative its management team is. The goals should not be too hard to reach or too easy that workers don't feel accomplished. Just deciding on goals is not enough. You need to take strong action to reach them. Managers create achievable goals and then plan actions to make them happen. Managers are special because they know what needs to be done and have the ability and bravery to take on the challenges. Working together is important in a business. If only a few people or departments are good at their jobs, the whole company will struggle to succeed[8], [9]. Each person and department must work well in order to make a project successful. A marketing manager sells more stuff for a company.

A human resources manager hires new people and makes rules for the employees. Management is an active part of a group effort that is always working to shape and reshape the business in a changing world. This can change the business environment by starting new things. If a company has what it needs to deal with changes in the business world caused by things like the economy, society, politics, technology, or people, it can quickly adjust to the new situation or come up with new ideas to fit in with it. Management is a way of getting things done with a group of people who have different skills and abilities. This means working with people who all have different feelings, knowledge, and energy levels. Actually, there are no specific rules for how people behave. These rules are different for each person and for each situation. Certainly, a manager can look for advice from proven principles and rules, but he cannot rely solely on them to make decisions. Management is very important in society. Management is closely connected to society. Society affects how managers behave, and managers also affect society. Management of big companies can change how people behave in society in terms of their money, relationships, beliefs, ethics, and organizations. This affects how businesses should behave and do what's right, and we can't ignore it.

Management is when someone is in charge and makes decisions. Their job is to make sure everything works well together in a project. In reality, management needs to be organized in making plans and procedures and then follow them regularly and systematically. To do this, the people in charge need to use their power in the right way. This means that there needs to be clear lines of who is in charge and who is responsible for making decisions at all levels. Management is a job where people use all the resources they have to achieve specific goals. Managers need to have the right knowledge and training to do their job well. Additionally, they have to follow rules and be aware of their responsibilities towards society and other people. In addition, they have a lot of respect in society. Management is a process that involves specific activities called the management process[10]. This process is mainly about reaching important goals. Every business needs all its employees to work together and follow directions from a central agency in order to be successful. In business, this main agency that coordinates everything is called 'Management'. The way of getting things done is called the 'management process'. The process is a set of actions done to achieve a goal.

DISCUSSION

Importance and Need of Management

Management is very important in all social groups and can be seen everywhere as a separate and important task. Management is really, really important. Management is really important because. Dealing with change is hard nowadays. It's a big problem that we really need to solve. Only using scientific methods can solve the complicated problems of modern

businesses. The second sentence is considered as complex for rewriting in simple words without the actual content provided. In business, we use the seven Ms to help us succeed: men, materials, money, machines, methods, markets, and management. Management is the most important of all these things. It decides and manages everything else in business. Using good management to get good business by making strong and energetic things in the organization. Management leads the organization just like the brain leads and controls the body to achieve its goals. Different groups compete to get the most of the total output[11]. Management handles these competing demands and brings together the different needs. Management brings new and creative ideas to the organization to help it work better and improve its performance. Management makes sure everyone works together and feels like part of a team. They make sure all the different parts of the company work well together. Management is important for getting things done and for making people better at what they do. Management helps make people better and tries to help them work better.

Management and Administration

According to Dalton E McFarland, who follows the old-fashioned way, administration in business organizations is about making decisions about company rules and goals. First-line supervisors are not often seen as administrators in this way. They are thought to be in charge. But in places like hospitals and some other places where people go for help, they take care of long-term illnesses and also do things like giving out vaccines. Administration means leading and controlling a group of people to reach their goals. The words administration and management are often used together as administrative management. Administrative Management is not the same as 'operative management'. Operative management deals with the day-to-day operations of a business. Some experts, like Oliver and Sheldon, said that administration and management are different. They made their own definitions of these terms. Administration is the job of running an organization[12]. It involves making decisions about rules, managing money, overseeing the work that is done, and supervising the people in charge. On the other hand, management is about carrying out the plans within certain limits set by the leaders and using the employees to achieve the organization's goals.

Essence of Administration

In his book, *The Art of Administration*, Ordway Tead says that administration is made up of different parts. These include setting goals for an organization, making rules for the organization, getting the organization to work well, checking how well the organization is doing, and making plans for the future. Management actions are focused on reaching goals and objectives set by the administration. So, it's obvious that running things is more important at the top of the company and organizing things is more important lower down. Administration is a high-level job and management is a lower-level job. The main difference between these two things is that the first one is about making plans and goals for the organization, while the second one is about making sure the organization's day-to-day activities are helping to meet those goals. Management covers more things than administration[13]. It's true that making plans is more important and covers more things when you're in charge of a big group. However, every level of management in an organization must do some planning and policymaking, regardless of their rank. So, management involves running the office and directing the work.

Management is an art, science, or profession

The core concept of both scientific management and management science is that decision making should be founded on factual information and scientific methodologies, as opposed to speculation or intuition. They both aim to replace guesswork with precise knowledge and

make decisions based on data and logic. Is management a precise science with the same rules always working. No, because managing people is complex and unpredictable due to their emotions and behaviors. Also, the business surroundings can change a lot and very quickly. So, the rules might not always work because the situations are always different. Managing a business might not be a precise science, but using scientific methods to solve problems in management has been shown to work well. We have goals, make guesses, gather information, study it, understand the results, try out our ideas, and put them into action. Mathematical techniques have been used to solve problems with keeping track of items, managing services, deciding which jobs go to which machines for the best results, and finding the best way to share limited resources among different projects[14]. What's more important than following the steps of the scientific process is having a manager with a mindset and attitude that values science.

The scientific mind is always ready for challenges, always explores and finds facts. The scientific attitude is about being picky, fair, and smart, and it also involves being creative. People still argue about whether management is more like an art or a science, or a mix of both. Another question that's still not settled is whether management can be considered a job like being a doctor or lawyer. What is a profession. A profession is a job where someone has specialized knowledge to guide or advise others. Does management fit this definition. Is a manager in the same category as a doctor, lawyer, or engineer. Mary Parker Follet shared her thoughts about management as a profession. What does this mean for the profession of business management. It means that people should take preparing for this profession as seriously as they would for any other. They need to understand that as professionals, they have important responsibilities.

They will have a significant role in society, and only educated and disciplined men will be able to do this successfully in the future. The most important thing in the definition of management is having special knowledge that you learn through education. You need this education to become a doctor. An engineer or accountant have to do the same thing. Does the manager have to get this education. Is having knowledge about management considered a 'specialized knowledge'. In many cases, successful managers and entrepreneurs didn't go to college or even high school. So, how can we balance this experience with the learning and training needed for a job. Maybe management is not yet fully developed as a job. Hodge and Johnson say that management is not a profession right now. But in the last ten years, management has become more specialized. This means that managers now need formal education and training to be successful. The level of how professional someone is in management can be determined by looking at certain characteristics that are important for being professional.

Management: Functions And Operative

The controlling role includes coordination, reporting, and budgeting. As a result, this function may be further separated into three distinct functions: coordination, reporting, and budgeting. Luther Gulick invented the term POSDCORB, which stands for the initials of these seven functions. All of the key roles are outlined and explored as follows. Planning is future-focused and sets an organization's path. It is a methodical and systematic approach to making choices that influence the company's future. It combines ordered foresight and corrected retrospect. It entails forecasting the future as well as seeking to influence events. It entails predicting the long-term consequences of present activities. Example Business planning, project management, strategic planning (vision, mission), communication plans, research design planning, and so on.

Organizing necessitates a formal structure of authority, as well as the direction and flow of such authority, through which work sub-divisions are established, ordered, and coordinated so that each component interacts with the other in a cohesive and coherent way in order to achieve the specified goals. Thus, the role of organizing entails identifying the tasks that must be completed in order to achieve the company's objectives, allocating these duties to the appropriate persons, and giving the necessary authority to carry out these actions in a coordinated and cohesive way. As a result, the organizational function is worried. When a new project starts, the manager determines which groups are most prepared to handle it. He then divides the activity into smaller segments and allocates it to the person most suited to do it. He informs these 'leaders' that they are accountable for completing these duties and grants them the power to do whatever is required to fulfill the assignment. He sets them deadlines and seeks an update from these 'leaders' every morning to obtain a sense of the status of the project.

Staffing is the process of recruiting and keeping an appropriate staff for the organization, both at the management and non-managerial levels. It includes the recruitment, training, development, compensation, and evaluation of workers, as well as the retention of this workforce via appropriate incentives and motivations. The human aspect is the most significant part in the management process, hence it is critical to hire the proper people. This function is much more vital since people's intellect, knowledge, skills, experience, physical condition, age, and attitude vary, complicating the function. As a result, in addition to technical and operational expertise, managers must comprehend the workforce's sociological and psychological makeup. The directing role is responsible for leadership, communication, motivation, and supervision to ensure that personnel accomplish their tasks as efficiently as possible in order to achieve the intended results. The leadership part include delivering orders and advising subordinates on processes and approaches.

Communication must be two-way so that information can be shared with subordinates and feedback can be obtained from them. Motivation is critical, since highly driven workers perform well with little instruction from superiors. Supervising subordinates would provide frequent progress updates and ensure superiors that the directives were being followed out correctly. The controlling function comprises of the operations carried out to guarantee that occurrences do not depart from the predetermined plans. The tasks include setting standards for job performance, monitoring and comparing performance to these standards, and taking corrective steps as required to address any differences. All five managerial functions are intertwined. However, in the workplace, these duties are almost indistinguishable. However, it is vital to concentrate on and address each function individually.

Education Administration Vs Education Management

When we look at how schools are run, we see that educational management includes more things than educational administration and organization. Management includes everything needed to maintain and run a system and build a successful organization. Running a school or organization involves things like handling people and resources, keeping track of money and costs, following laws and being fair, knowing what skills the staff have and helping them improve, and making sure everyone feels important and helps the group. Good management makes people and things work better by organizing and guiding them towards different goals. Educational management means managing the operations of schools and other educational institutions. The meaning of educational management can't be clearly stated because it depends on different subjects like economics, political science, and sociology[15], [16]. Most of the definitions of educational management are not complete because they only focus on the ideas of their authors. Educational management is the study and regular way of running and

organizing schools. Management is a careful way of making plans. It tells us what to do, how to do it and how we know it's done. Management is not mysterious. It is a way to do something. Educational management should aim to connect education with society in a well-organized manner.

Organization system

An organization is a whole system. As we talked about before, the parts of a photocopier that do the actual work, like taking paper and making copies, are examples of administration. The whole system that is looked after is an example of management. Simply put, an organization is like a system. For the system to work better, it's best to have a clear plan and way of doing things for managing and running it. Let's use a school as an example to understand it better. No organization can work on its own. It needs management and good administration to work well. Good administration helps the organization to be productive and efficient. The institute is a place where people learn, and management is how it's run, like by the government or a private business. No matter who runs it, there is always a need for administration. Administration in a school refers to the people who run the school, such as the principal, headmaster, office staff, teachers, and other leaders in the school. All three ideas are connected to each other. Without one part, the system can't work. The system works better when it has good leaders and administrators. Good administration depends on who is in charge, like the government or a private company, and how they plan to make the whole system better. Finally, the school or college makes plans and follows procedures to work better and make good quality things. A school is a place where people learn. In the same way, a school is a type of organization. The word "organization" comes from "organ," which refers to living things. All body parts have specific jobs to do. A healthy body is one where all the organs are working well. A strong and healthy society has all its groups working well together. Communities create groups to do certain jobs. So, an organization happens when people work together and are given specific tasks and authority to achieve certain goals.

CONCLUSION

Introduction to education means making sure that all students do well in their school work. It also helps students feel good about themselves by teaching them lots of different ways to learn. Education sector management means running the education system. The main aim is to make sure that schools and other educational places create and keep up good environments for teaching and learning. This is because managing schools is essential for making sure everything runs smoothly. So, we can say that the main parts of managing make up what education management is. The idea of managing education is complicated because it includes important ideas like ethics, culture, and diversity in different school systems. The main goal of educational management is to create good environments in schools that help students learn well. But how this is done can vary a lot between different types of schools and different countries. Educational managers work hard to reach the goals set by political leaders. They use management principles to use the resources available in society to achieve these goals. Different societies have different educational goals, and these goals can change as society changes. Educational managers need to be able to adapt to these changes, especially with the rise of digital technology.

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CHAPTER 2

EDUCATION PLANNING: UNDERSTANDING TARGETS, ASSETS, AND NOVEL STRATEGIES TO EDUCATIONAL SUCCESS

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ABSTRACT:

Education is very important in the world today. Since the 1950s, there has been a lot of economic activity all around the world. The new countries had to deal with the job of building their nation and fixing their economy. All big countries believed that they could only rebuild their nation if they made a lot of money. As more money was being put into education, a new idea called 'educational planning' came up. This means finding the right balance between the things we need for education, like buildings and teachers, and what students need to learn. This way, we can reach the goals we set for education in our country or community. We needed to plan education because there weren't enough resources, like money and teachers. Before 1950, not many people knew the term in most places in the world. However, many more people have started to like it a lot since then. Many important questions about planning for education are being asked in different places and by all kinds of people. Planning for education in the future is important because we can learn from what has happened before. It helps us make choices and do things in the future, but it's not just a plan. In this section, we will talk about what educational planning is, why it's important, and the different kinds of educational planning. We'll also cover the steps in the planning process, as well as MBO and decision-making in education.

KEYWORDS:

Educational Planning, Educational System, People, Plan, School.

INTRODUCTION

Educational planning is when students think about what they like to do, what they are good at, and what they want to do for a job. They use this information to choose classes and make choices about their future. Planning for education involves many important tasks that include setting goals for the short and long-term. Specific requirements need to be met for an educational plan to be most helpful. Students must personally commit and be involved in creating a plan. If they start the plan and it's important to them, it will be a guide for a big time in their lives and it will strongly affect their future. They will also make sure to handle what happens as a result. Students should understand that it's important to be flexible when doing any plan. Things can change, so we may need to change our plans if new information or events show that it's a good idea or necessary. Students should be able to explain why they are in college and how their degree will help them in their future job and life. Advisors can help students make a plan for school and keep track of their progress [1], [2].

The advisor and student need to talk about their responsibilities early on in their relationship. Advisors mostly feel like their main job is to give information. The student needs and is expected to do much more. Advisors can give helpful opinions based on their experience and maturity in planning. Advisors can also listen to and give feedback on the student's ideas as they work through each part of the project. Advisors can make a comfortable and welcoming environment for students to feel comfortable talking about their ideas and dreams. Students need to know that someone cares about their problems now and in the future. The student needs to make their own decisions so they feel like the plan is really theirs. Sometimes

students need to be told that they have to stick to the plan and be ready to change it when necessary[3], [4]. They will know that there are helpful people to talk to, ask questions, give suggestions, and praise them for their good work.

Marx and Musaaazi say planning is the smart way to make decisions for the future. It helps us reach our goals by choosing the best way to do things. Planning needs to have clear goals and objectives, it can't happen without them. Planning is not just about goals, it's also about how to reach those goals. Therefore, planning is all about putting these goals into action. Researchers said that planning is about choosing things to help make the future happen the way we want. It seems easy, but many people still don't understand educational planning. Furthermore, many different kinds of experts are interested in the modern way of planning education. Each person has a different view of planning. Here are some common definitions of educational planning that many people agree with. Researchers described educational planning as the process of making decisions about what to do in the future for education. Researchers said that educational planning is just figuring out what you want to do in education and deciding how you're going to do it ahead of time.

It also helps make sure that important long-term goals, like making sure every child goes to primary school, are reached in a fair way. It gives honest evaluations of the country's resources (like materials, people, and institutions), which is important for the plan to work. Planning is the process of making and carrying out plans. Planning involves thinking about what you will need in the future and figuring out what things to use to reach your goals. In simple words, educational planning means using careful thinking and analysis to make education better for students and society. It helps to make education work well for everyone. Educational planning means thinking about unexpected problems and figuring out how to solve them. This means that we need to keep checking and changing our education plans until we reach our goals. Usually, educational planning is all about figuring out what students and society want and need, and what they can achieve in the future. Educational planning is when a person in charge of education thinks about important things like people, money, and materials for the school[5], [6]. In simple words, educational planning is a bunch of activities that have specific goals for improving education in a certain amount of time. These activities happen when we are planning how everything will be developed. We consider what is possible based on money, people, and other factors.

Planning is when people and groups make choices about what they want to do in the future. Planning means setting goals and objectives, choosing the right strategies and plans to achieve those goals, deciding on the resources needed, and making sure everyone knows the plans. Plans are a list of things to do and when to do them in order to reach a goal. Every plan starts by making sure that every child has their basic needs taken care of at home, school, and in their community. If a student's needs are taken care of, they will be in the right place to learn at every stage of school. The plan should make sure that what you learn in school can help you keep learning for your whole life. This kind of learning helps kids solve different problems in life and make a better future for themselves and others. We can only create this kind of education system if we focus on the kids. They need to build good relationships with their family, teachers, other kids, their community, and work hard towards their education and future.

Strategic plans are made for the whole company and start with its mission. The highest leaders of the organization will create and carry out important plans to show what they want the organization to be like in the future. Basically, strategic plans think about where the company wants to be in the future, like in three, five, or even ten years. High-level managers make plans that guide lower-level managers in their own planning. Next, let's learn about

tactical planning, which is the next step after organizational planning. Tactical plans help to put strategic plans into action by creating detailed plans that are specific to a certain part of the organization. Tactical plans are about how lower-level departments will do their jobs to make sure the overall plan is successful. Operational plans are made by managers who work directly with the employees. These plans are at the bottom of the hierarchy[7], [8]. All the plans for how to do our work focus on the specific steps and ways things are done in the different parts of the company. Managers need to carefully plan all the daily tasks of the department.

Operational plans can be plans that are used only once or plans that continue for a long time. Single-use plans are plans that are only meant to be used one time. These are activities that you do only once and they usually have a time limit. Macro planning is about big things like how much money a whole country makes, how much people spend, how many people live there, and other big averages and totals like that. So, macro-planning is about big plans without thinking about the details of skills or how the plan will actually be carried out at the base level. In education, micro-planning starts at the basic level. For example, the person in charge of a school has to figure out the best way to get all the kids to school in their area. Planning needs to be done in the village. How can we make sure all children go to and stay in school. How can we make schools in every area. Are students getting their scholarships when they should. Decentralized planning means giving some power and control to local people, instead of having it all controlled from one central place. Decentralized planning gives local communities the power to make their own development plans. The 73rd and 74th changes to the constitution now put the local village councils in charge of primary education.

Under the decentralized planning model, each local group makes plans by talking to the people and looking at the good and bad things about the area. These community plans are put together to make one big plan for the whole area, considering what resources are available. In India, the government has given the leaders of schools and colleges the authority to manage money and make decisions. They are also given a budget to spend as they see fit. You can find these financial permissions in the general Financial Rules. The state Education Code in each state decides who has the authority to make decisions. Decentralization is often thought of as the opposite of centralization. In socialist countries, the government made all the plans instead of letting different people or companies do it. These plans were given to the regular people to carry out. A Rolling Plan is a long-term plan that gets changed often. Each time it changes, the new plan is projected forward for the same amount of time as the original plan. So, a plan that covers three years might be changed each year[9], [10]. At the end of the first year, the plan is revised and new predictions are made for the end of the fourth year.

Contingency Planning is when people or groups make a plan for what to do if something unexpected happens. It helps them figure out what actions to take in certain situations. Manpower planning is a way to figure out how many people will be needed for a job in the future and where they will work. It also helps to figure out what skills these people will need to have. Planning for how many people will work has been an important part of how socialist countries make decisions.

The Indian government has set up a special institute to plan for and manage the country's workforce. Figuring out how to make a product or part by looking at the drawings and deciding the order of steps, what machines or tools to use, where to do the different steps, who will do them, and what tools to use. In education, this means how to accomplish learning goals from making the course outline to improving student's scores. Simple Planning is when people agree on goals and targets instead of being forced to follow certain rules. It is also called Participative Planning.

DISCUSSION

Perspective vs Institutional Planning

Educational planning means making decisions about what to do next in order to reach specific goals using the resources available. "Perspective planning and institutional planning are both important parts of planning for education. " Perspective planning is a plan for the next fifteen years, taking into account what is happening now and what could happen in the future for all the different areas of development and change. Planning in an institution is focused on that institution and its goals. It is a plan made by ordinary people in the community. It makes sure that the institution uses its resources better and gets more done. The institution understands its needs, requirements, and problems the most and knows how to solve them. So, it is the organization's planning that can make the best plans for the well-being and growth of a school or other institute. A perspective plan is a written document with pictures that shows the general plans, policies, and strategies made by the government. This plan is for a long time and it provides a framework for making more plans in the future. It helps the government to make a plan for the future. This plan is made to use our resources in the best way to improve people's lives and help the country grow. The best way to use resources well is to make sure we have the right infrastructure in place[11], [12]. So, the whole exercise of making a plan is focused on creating long-term strategies that help allocate resources and provide the necessary infrastructure for future development in the best way. These plans try to include all the different parts of a community in a systematic way.

The goal of a perspective plan is to show people how to be successful and live a better life. This planning project will try to create a long-term and effective plan for making the right decisions and setting priorities for using resources to reach our goals. Making a plan for the future shows that the country is feeling more sure about what's to come. The plan is not just an idea for the distant future; it is a practical statement of the goals we want to reach. It helps guide the current policies for society and the economy. A perspective plan sets goals to make people's lives better in a country by using resources and energy. It is important to review and rethink our goals every once in a while because people's priorities may change as society changes over time. Sometimes, even if our long-term goals stay the same, we might need to change our ideas about how to reach those goals as we learn more along the way. Also, because we can't be sure about what will happen in the future and things can change quickly, it's obvious that a long-term plan won't stay useful for more than five years. We will need to create a new plan every five years.

Objectives of Perspective Planning

Educational aims or goals are based on national objectives. Perspective planning in education is a planning process in which the first stage is to define educational goals. Long-term perspective plans for educational growth should be developed at several levels, including district, state, and national, based on various future scenarios. These plans serve as a framework for short- and mid-term goals.

The Perspective Plan's educational goals are based not just on the belief that improving the education system benefits society as a whole, but also on their economic effect.

The resource resources, both human and financial, are accessible and may be used for a longer length of time to attain the intended goals via perspective planning. Efforts should be made to increase resources throughout the course of the prospective plan. If, owing to different restrictions, efforts fail to move up the desired resources, the goals should be revised.

Institutional Planning

tant for schools to have a plan to make them better. He said, "Every school or organization will need to figure out the best way to grow while following the country's education rules. " In November 1968, a seminar on institutional planning was held in Bhopal. Professor MB can be written as "Merry Bright" or "Mountain Biking. " It depends on the context in which it is used. Buch said that institutional planning is when a school decides what it needs to improve and makes a plan to do it using the resources it has. This plan is meant to make the school better. The idea is to use the school and community resources in the best way possible. The plan might last a long time or a short time. When an organization makes a plan to reach its goals and improve, it's called Institutional Planning. It involves creating a plan for the organization and using its resources in the best way to reach its goals. The goal is to improve the organization and achieve the best results possible. Planning by schools has given a big, long-term view of education based on understanding what is happening now[13], [14]. This perspective is good for leaders, whether in big organizations or small groups, to make decisions about how to use resources to reach their goals.

Need and Importance of Institutional Planning

Institutional planning is very important in education. The Education Commission says that all educational institutions, their teachers, students, and the local community need to be involved in planning for educational development. Everyone should be motivated to do their best. This is the importance of institutional planning. Every institution has its own plans for improvement. All teachers and school principals make plans for what they will do. Actually, every principal and teacher makes plans, but sometimes their plans may not be organized enough and clear enough to reach their goals. Planning is mostly about making a plan for what to teach, when to teach it, and how to test students' understanding. It includes deciding what to teach, when to teach it, and how to test students' learning. It can be said or done over and over again without much thought and may not be the same each time. To help schools and colleges be better, we need good plans. These plans should show where we want to go and help us get there. Today, planning usually starts from top bosses and goes down to the employees.

Planning in schools helps to figure out who needs to do what, like the leaders, teachers, parents, students, education experts, and people who want to make changes in society, when it comes to deciding how to educate the country. To use resources in the best way: Our country doesn't have enough resources for all the things people need. Planning by the organization helps using resources in the best way. So, we need to use our limited resources as best as we can. The fourth paragraph needs to be rewritten into simpler words. To help a country grow, we need to plan how to educate people in a way that matches the country's overall plan for development. So, it is important because it requires everyone to work together. BD can be written in simpler words as "birth date. " Nag Chaudhari says that putting plans into action is just as important as making the plans in the first place. "Planning in organizations has a important role in helping the country develop. " To support teachers to come up with their own ideas: The school's plan lets teachers think of new ideas on their own, and this helps them be better

Approaches To Education Planning

In good environments, there are usually enough resources, but there are hardly ever extra. In a country like India, there are not enough resources for all the people who live there. Educational planning helps figure out how to best use limited resources for education, based on the priorities for different stages or sectors of education and the needs of the economy.

However, other ideas from important people in the field have been suggested and will be mentioned briefly later in this section. In the beginning, it is important to know that this approach may not work for every situation. The approach would be useful depending on the situation and needs. Education is seen as something people should be able to get quickly and all should have access to it. This method relies on how many students choose a specific type of education or what parents want for their children's education. This means figuring out how much it will cost to keep the school running the way it is, including how many teachers and resources are needed, and what the students will achieve by the end of a certain period. Additionally, it also involves figuring out what would happen and what would be needed if different social requests were accepted. The calculations help us figure out how the system can be changed for the better, especially in terms of size. In simpler terms, when the people making plans for education think about what society needs in the short or long term, it's called a social demand approach to educational planning. Politicians and teachers usually like this approach. When making education plans, the planners can't ignore what people want because it should be the most important thing when deciding how to use limited resources. However, sometimes people may expect too much from each other. In this situation, if the planners do what people want, it could result in bad quality and wasted money.

The Manpower Approach or Human Resource Development Approach

The manpower approach focuses on improving the skills and abilities of the people who work for a company. So, the main goal is to predict how many workers will be needed in a country's economy, or in the world, depending on the situation. This approach thinks that the number of people working can change and can be changed because of technology, money, and how society is growing. The teachers and staff are the most important part of any school. In simpler terms, this approach believes that the main purpose of the education system is to provide the economy with skilled workers needed at every level. This approach focuses on improving education by making it more practical. It includes offering different kinds of courses and teaching skills that are needed for jobs in the country. This method figures out the types of education needed to fill the job needs of the country.

Rate of Return Approach

This is also called Cost-Benefit Analysis or Cost-Effectiveness. The Rate of Return Approach says that the decision to invest in education should consider the expected benefits from that investment. The Cost-Benefit Approach sees education as an investment in people. It aims to make the economy better by getting a good return on this investment. This method is preferred by a bunch of economists. Maureen Macdhall, who studies how money is used, says Cost-Benefit Analysis is when we compare how much something costs with how much it is worth. Cost benefit analysis helps us decide if the benefits we will get in the future are worth the costs we have to pay now. The person who supports this idea believes that spending money on education is like investing in our country. They think that this investment will pay off in the future by making educated people more productive and helping them earn more money.

So, education is linked to how the economy grows. The approach tries to find a balance, where planning focuses on making changes to the education system so that it benefits both the people and the country. **Benefits of Using Rate of Return Approach** We can figure out how much more money an educated person can make by using this method. We do this by looking at how much money they can earn at different ages. It explains how getting more education can lead to earning more money. The analysis can suggest ways for the education system to grow in order to help people earn more money.

Intra-Educational Extrapolation Approach

This method involves evaluating the quantitative consequences for the system as a whole. It entails establishing objectives for a certain attribute, feature, or facet of the educational system. Thus, if the goal was to achieve universal primary education up to a certain grade level by a specific year, education planners would 'extrapolate' from the data to determine how to supply teachers, build new buildings, and produce new textbooks to ensure that the goal was met. This kind of study necessitates the use of different flow statistics as a key instrument. For example, the Indian Constitution guarantees free and compulsory education to children aged six to fourteen. The SarvShikshaAbhiyan was initiated in order to implement this modification in a timely way, i.e., to accomplish Universalization of Elementary Education (UEE). Through this initiative, the government hopes to build new schools in underserved communities while also strengthening current school infrastructure by providing extra classrooms, toilets, drinking water, maintenance grants, and school renovation awards. The educational planners projected how these essential educational infrastructure and amenities should be given to meet that goal.

Demographic Projection Model

Even the simplest estimate of how many students there will be in the future depends on knowing the rough number of people and their ages in the population. But now, predicting population changes is an important part of planning. Demographic projection models show how the population will change over time. The projection process involves making, selling, and sharing something. So, in all types of planning, population predictions are used to get important information about the people the planning is for. They give the main information for figuring out how many people the future school system will serve. Predicting how many students will be in a certain grade in the future helps schools plan ahead for how many teachers and resources they will need. In many societies, we know how many kids will be in each age group at least five or six years before they start school, and even longer before they go to high school or college. The biggest problems in this way of planning education come from parts of the school system where students can choose between different types of schooling, like vocational or academic.

Social Justice Approach

This way of doing things is also called social planning or planning for social growth. The education system of a country affects its goals for society or the nation. A country's rules and plan for how it is run and how people live together, describe its goals for growth and how society will improve. Many of the things we want to achieve depend on education. Therefore, it is important for the educational system to help reach these goals. So, when planning for education, it is important to think about the goals of making society better and how education can help achieve these goals. To make society better, we need to make sure everyone is treated fairly. Planning for this goal would contribute to the fair treatment of all people in education. Social justice is when everyone in a country has the same chances to succeed and access to the same resources. For instance, in the Indian constitution, Article 45 says that the government should make sure all kids up to age 14 can go to school for free. Similarly, making special rules for educating kids from poor and disadvantaged communities would be a way to treat them fairly. Using the Social Justice Approach means taking it into account when making education plans.

Felix M. Lopez describes a choice as "a judgement, a final resolution of a conflict of needs, means, or goals; and a commitment to action made in the face of uncertainty and complexity." Decisions are often characterized and understood as aware intentional decisions

made by a person at the conclusion of a process that is traditionally thought to be logical in nature. However, this premise of reason and deliberation does not apply universally. In a hierarchical structure, the kind of choices to be made varies depending on the position. The broader the scope of the choice to be taken, the higher the obligation of decision makers. There are choices about objectives and tactics for achieving them, as well as decisions on how to execute the program to accomplish the goals. Then there are choices on the organization's day-to-day activity. This section discusses the many types of decisions made in an organization. Strategic choices are those that have a long-term influence on the company, such as deciding which strategy to pursue. People in high positions in a company will be engaged in making such vital choices. Tactical choices: As the name implies, tactical choices deal with decisions that must be taken during implementation. Making such judgments falls within the purview of middle management. These may include the kind of resource, its quality and quantity, offering incentives to personnel, and so on. Operational choices are those that serve to ensure the seamless operation of operations to accomplish the strategies on a daily basis.

There are simple routine choices where the decision maker is aware of both the answer and the consequence, such as purchasing textbooks, selecting which reference books to use, determining an employee's yearly increase, and so on. These are referred to as programmed choices. They are developed within the context of organizational policies and norms. On the other hand, choices must be taken in circumstances when neither the answer nor the consequence are known. Such judgments are referred to as non-programmed decisions. They are useful in tackling unique and odd challenges. For example, an institution's response to a calamity is not a scheduled choice. This sort of circumstance includes canceling an examination owing to question-paper leaks, postponing an entrance test due to a sudden flood, and other similar situations. Every human being makes decisions on a daily basis. There is no exception to that. When it comes to educational institutions, making decisions is both a habit and an ongoing process. Decision-making processes include a succession of complicated interplay of events.

Decision-making occurs in complex and contingent social systems, ranging from ordinary administrative tasks to value-laden problems, is subject to multiple and competing demands, and is labor-intensive. As a result, the decision-making process involves several interactions. Let's go over these interactions and their many phases in depth. A skilled administrator evaluates his surroundings to discover issues and potential solutions. He also needs to review his employees on an ongoing basis. He must be constantly informed of the state of circumstances at his school. As a result, he must be well informed about the actions of the teachers, the issues of the students, and the opinions of the parents about the school. It is critical that he has particular information on student achievement, the availability of teaching aids, school discipline, teacher performance, school food services, and school community relations. To identify issues and make sound judgments, the administrator must be well-versed in the school's current position. The decision-making process begins only when the issue is recognized. Only when a problem has been recognized can efforts to solve it begin. A skilled administrator is always on the lookout for acts inside the company that are detrimental to its proper operation. As a result, he must remain awake at all times in order to anticipate prospective difficulties and respond appropriately to avoid future problems. Thus, successful decision-making requires the identification and assessment of difficulties. The administrator should tackle indiscipline with a thorough awareness of the issue.

Examine the precise structure of the issue in the current situation: In this step, the administrator must classify the issue. He must determine the nature of the issue, whether it is

exceptional or tough by nature. Sometimes the institution develops a process to deal with issues that arise while using current school rules. The administrator must have thorough understanding of the problem's jurisdiction. For example, if a kid is expelled from school, would the administration take responsibility for the decision? If the choice is not within the administrator's authority, it is best to refrain from it. Determine the criteria for fixing the issue. After the process of issue definition, analysis, and specification is done, decision-makers must choose an acceptable solution to the problem. There are a few doubts about the appropriateness of the solution. On what elements or variables should the choice be made? What are the acceptable criteria for the decision? Are the variables acceptable to the staff members? What are the minimal goals that should be met? Decision-makers or administrators are urged to rate their criteria and prospective outcomes on a scale from least to maximum satisfaction. The criteria for assessing judgments must be consistent with the corporate objectives, or in this example, school laws.

CONCLUSION

The Intra-Educational Extrapolation approach involves figuring out how something will affect the entire system. Setting goals for a specific part of the education system. The Social Justice approach is alternatively known as social planning or planning for social betterment. The way a country's education system works can affect its social or national aims. A country's rules and laws tell us what it wants to achieve and how it wants society to improve. Decision-making is simply the process of choosing what to do from different options. Every decision ends with a final choice, which can be something you do or something you think. So, decision-making is when we make choices based on reasons, some of which we might not even realize we have. These choices can be logical or not, and can be based on things we know we're assuming or things we don't even realize we're assuming. Decision-making involves a lot of things happening at the same time. Decision making happens in complicated social systems. It includes everyday tasks as well as difficult choices that involve people with different opinions.

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CHAPTER 3

EDUCATIONAL ADMINISTRATION AT THE CENTRAL AND STATE LEVEL: THEIR ROLES AND FUNCTIONS

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ABSTRACT:

Organizing is the second thing managers do. It means planning activities and putting the right workers on those activities to make sure they get done well, quickly, and with good results. "The organization has clear goals, and it does things to reach those goals. Well-planned and coordinated activities help use resources efficiently and reduce wasted time for machines and workers. There is a clear line of authority from the top to the bottom or it is given to lower level managers. The way a company is set up also decides how many levels of managers there are. Today, many companies are moving towards having fewer levels of managers, and these are called lean organizations. The word organization is used a lot in our everyday lives. Psychologists, sociologists, and management theorists have described it in different ways. Chester Barnard, who was a famous management expert, suggested a definition of organization almost sixty years ago that is still used by organization and management theorists today. He believes that an organization is when two or more people work together on purpose.

KEYWORDS:

Company, Organization, Education, Strategic Alliances, Work.

INTRODUCTION

A formal organization is when people come together and agree to work together for a common goal. It is important to remember that the most important part of this simple definition is being aware and working together. It means that people plan things formally, divide up tasks, have leaders, and so on. For instance, if two people decide to help push a car out of a ditch just once, they wouldn't be seen as a group. But if these two people start a business helping cars stuck in ditches, they would make a company. Bedeian and Zamnuto recently said that organizations are social groups with goals, structured activities, and flexible boundaries. This definition has four important parts[1], [2]. People coming together in a group is called a social entity. This is different from plants, machines, and buildings, even though those things are still important for the group to exist.

Organizations cannot survive without people to run them, even if everything else stays the same. For instance, if everyone quits a company and no one else is hired, then it's no longer a company, even though the company's stuff is still there until it's sold or gotten rid of. On the other hand, there are groups like neighborhood associations that are made up of only people and don't have any buildings or things. So, the people and what they do are the most important parts of a company. Focused on a goal: An organization puts all its efforts towards achieving the same goal. Having a shared goal or purpose gives members of an organization something to focus on together. For instance, Ross Perot, the boss of Electronic Data Systems (EDS), suggested that when he started working at General Motors, GM should try to be the best car maker in the world. All GM employees had the same goal. Every business wants to make money for its owners, but it also has other goals that are important to its employees. For example, General Motors wants to sell more cars, help reduce air pollution, and help its employees earn money and succeed. Carefully organized activities: When an organization

breaks down big tasks into smaller jobs and separates different types of work into different departments, it can use its resources better. Breaking down tasks into smaller parts makes work more efficient[3], [4]. The way organizations are set up helps different groups and departments work together to reach the same goal. A permeable boundary is like a line that separates one organization from another. These boundaries decide who and what is part of the organization and who or what is not.

Often, these limits are strongly defended. But the way the world is changing has made these boundaries not as strict and easier to pass through when it comes to sharing information and technology for everyone's benefit. For instance, IBM teamed up with Motorola and Apple Computers in 1993 to release a new Power PC chip. Organizational structure is how a company sets up its activities and assigns people to those activities to reach its goals in the best way. It's a way of connecting different parts of a company to work together well. It shows how people are related in the company and how different jobs in the company relate to each other. Having a good plan for how a company is organized helps to use resources better. In simple terms, "organizational structure" is how people and groups are organized to do their jobs, and "organizational design" is how to arrange them in the best way. A good way to organize things is necessary so that Every person in the group has a job, duty and permission to do their work. Every person doing an activity should know what they need to do, their role and how they work with others. He needs to do his job well and has the power to do it. Everyone's work is organized and put together to reach the company's goals[5], [6]. Organization is important for bringing different activities together in a way that makes sense.

Furthermore, the SarvaShikshaAbhiyan understands how important it is to take care of and educate young children. They see the ages 0-14 as a continuous period of time. The Ministry of Women and Child Development is working to help young kids learn at preschools in certain areas. They are trying to support learning in ICDS and non-ICDS areas. The focus is on getting kids who are not in school to go to school, using different ways to do it. Also, making sure all kids between 6 and 14 years old get eight years of schooling. The focus is on closing the gaps between boys and girls and different social groups, and making sure that all children stay in school. In this plan, the education system should be made to fit the needs of children and parents. It should be interesting and helpful for them based on their surroundings and community. Making sure that girls from certain backgrounds, like scheduled castes, scheduled tribes, and minorities, get a good education is very important in SarvaShikshaAbhiyan[7], [8]. We also want to make sure that children from different backgrounds and with special needs are included in the education. The Department of School Education and Literacy oversees organizations that help with high school education.

The National Council of Educational Research and Training (NCERT) is a main organization that gives advice to the government on school-related academic issues. It helps schools improve by giving them help with teaching and technical stuff. The National Institute of Education in New Delhi, the Central Institute of Educational Technology in New Delhi, the PanditSunderlal Sharma Central Institute of Vocational Education in Bhopal, and the Regional Institutes of Education in Ajmer, Bhopal, Bhubaneshwar, Mysore, and Shillong. The CBSE is a group that works independently under the MHRD. It is the second oldest board in the country. It was started in 1929. To connect with institutions in and outside the country. To give tests at the end of 10th and 12th grade every year. To make changes and create courses. KendriyaVidyalayaSanghatana (KVS) TheKendriyaVidyalaya program was started by the Indian government in November 1962. It gives consistent education to the children of central government workers who often have to move from place to place.

Navodaya Vidyalaya Samiti (NVS) runs Navodaya Vidyalayas, which are autonomous schools. Navodaya Vidyalayas are schools where students live and study together. They offer education up to the high school level and both boys and girls can study there. Students in Navodaya Vidyalayas are provided with a place to stay and meals, as well as all the books and clothes they need for school. All the things are available for students without paying any money. The program began with two test schools in 1985-1986 and has now grown to 540 schools in 34 States and Union Territories, with over 176,000 students. Over 30,000 new students join every year. Children who have finished class V in a recognized school in the district can take a test to get into Junior Navodaya Vidyalayas for class VI. The CBSE makes and runs the test. The National Institute of Open Schooling (NIOS) was created by the Government of India in 1989 to offer education to people who can't go to regular schools.

They use a method called Open and Distance Learning (ODL). Since it started, NIOS has been in charge of making sure that all kids can study in school even if they can't go to a regular school. It has played an important role in setting standards for open schooling, trying out new ideas, helping state organizations with expert support and sharing new ideas, curriculum, and materials. The National Foundation for Teachers' Welfare (NFTW) was started in 1962 to help teachers. It was established under the Charitable Endowments Act of 1890. The foundation's main goal is to help teachers who need money. The foundation is running various programs to help teachers all over India. Money is given to help build Shiksha Sadans. We help pay for the schooling of teachers' kids. Teachers who are very sick can get help paying for their medical expenses. Teachers can get money to help with their school work. The foundation's savings include money given by member States, Union Territories, and the Central Government. Adult education and literacy are important to the Prime Minister Dr. Manmohan Singh started Saakshar Bharat, a program funded by the government of India, to help people learn to read and write. He did this on September 8, 2009, which is International Literacy Day. To help women and adults who missed out on formal education and are now too old for it, by offering them different kinds of learning opportunities like literacy, basic education, vocational education, physical and emotional development, practical arts, applied science, sports, and recreation.

DISCUSSION

In 1961, India had over 1652 different languages from five language families. Education policy says it's important to promote and develop Hindi, 22 other languages, Sanskrit, Urdu, English, and foreign languages. The Department of Higher Education is paying attention to this. India's language policy allows for the use of multiple languages in government, schools, courts, parliament, and media. It focuses on helping you learn and use language better. The rules are flexible and changing and are managed by the Language Bureau of the Ministry of Human Resource Development, Government of India. These organizations, like the Central Hindi Directorate and others, help promote and develop languages like Hindi, Urdu, and English. Education for SCs/STs and minorities: The Indian Constitution promises that all citizens should be treated equally. The Government of India's Directive Principles of the Constitution focus on helping the weaker sections of society, especially the SCs/STs and minorities, by promoting their education and economic development [9], [10]. Article 46 of the Constitution says that the government must take extra care to help those who are not as strong as others, especially the Scheduled Castes and Scheduled Tribes, with their education and money. It also says the government should make sure they are not treated unfairly or taken advantage of.

Similarly, Article 30 (1) gives minorities the right to set up and run their own schools. The Department of Higher Education has special rules for SCs/STs and minorities. Plan for lower

caste people, plan for tribal people, committee for monitoring education of minorities, commission for educational institutions of minorities. Distance learning is a type of education in India that includes open universities at both the national and state levels. This type of learning also includes correspondence courses at traditional universities that offer both in-person and online classes. This way of learning is important for people who are already working and want to improve their skills. It's also important for people who live in places where it's hard to get a good education. The Indian Government's Department of Education manages many different educational organizations, from elementary schools to colleges, as well as independent groups and smaller offices. To teach people between 15 to 35 years old how to read and write quickly. The National Literacy Mission (NLM) started in 1988 to help more people learn how to read and write[11], [12]. Even though the Mission has achieved a lot, there is still a big problem with illiteracy in the country. There are still big differences in literacy between men and women, between different social groups, and between different regions.

Adult education is really important because it helps people become better at reading and writing, even after they finish school. It's a big help in making sure everyone can read and write well. At the same time, the Government said that teaching people how to read and write would be its main focus to help women gain freedom and power. The government is trying to improve schools, healthcare, nutrition, job training, and women's rights, but it's hard because many women can't read. However, this is only the practical value of women being able to read and write. It helps Indian women become more aware and take control of their lives, especially when they face challenges because of their social class, caste, and gender. So, Saakshar Bharat was created as a new version of National Literacy Mission. Saakshar Bharat aims to help adults who are 15 years and older, with special attention to women. Basic literacy, post literacy, and continuing education programs are all connected instead of being separate. In addition to the volunteer-based campaign, there are other methods for teaching adults. Jan ShikshaKendras, also known as Adult Education Centres or AECs, have been created to organize and run all programs in their area. The State Governments, Panchayati Raj institutions, and communities are all important stakeholders. We set up strong systems to watch and check things carefully.

The financial aid has been increased a lot. Saakshar Bharat started on October 1, 2009. Saakshar Bharat started and the National Literacy Mission and all its plans and actions ended on September 30, 2009. India is a country with its own government. People vote for their leaders in elections. In 1976, the 42nd Amendment of the constitution made education a topic that both the national and state governments can make laws about. This amendment says that both the Central and State governments work together to make education rules. But the state has a lot of control over school education. The state's educational system is managed by the Department of Education, which is led by a minister appointed by the Chief Minister and is accountable to the legislature. In certain states, he gets help from a Minister of state or a Deputy Minister. The minister uses his power with the help of department officers, universities, and other agencies. He also gets help from the Education Secretary and Director of Education.

The manager has to give some of his work to his team. This process keeps going until all tasks are given to people who will do them. Tips for Delegating Delegating authority should work well and have good outcomes. Some important rules for giving tasks to others are as follows: Make sure everyone knows what needs to be done, how to do it and what the outcome should be. The authority given must be enough to make sure that these tasks are done well. "Matching authority with responsibility means that authority and responsibility are

closely connected. " If a marketing manager needs to sell more, he should have control over the money for ads and hiring better salespeople. Authority should be enough and should match both the tasks and the abilities of the person doing the work. Unity of command means that a person should only report to one boss who has given them the power to do their job. In this way, we can find out who is responsible for mistakes or successes, and there is less chance of disagreements or confusion. Communication rule: It can be very dangerous if someone doesn't understand their responsibility. A person with power can be used in the wrong way.

So, people need to know exactly what they are responsible for and have the power to do, and this needs to be clearly communicated to everyone. We need to always keep the lines of communication open to give directions and get feedback. The principle of management by exception means that managers should give their employees the power to make everyday decisions, but they should only keep the tasks that require their unique abilities. However, the employees should make their own decisions and take action when they can. They should only ask their bosses about things that are really unique and outside their control. This practice saves top managers' time so they can focus on important policy matters. In addition, when subordinates try to solve problems on their own, they get ready for bigger challenges and more duties. The first thing to do is figure out exactly what the subordinates should be doing. First, we need to think about what skills and abilities the people working for us have, and then give them tasks that suit them. The work should be divided fairly so no one has too much to do, and everyone can do their job well. The whole task can be split into smaller parts so the manager can do some parts and ask others to help with the rest.

This will make it easier to coordinate and supervise. The next thing to do is to let employees make decisions about getting things they need and overseeing the work they are supposed to do. This rule must be clearly said, and if possible, written down, so there is no confusion about making important choices. The person in charge should also be connected to the jobs they are responsible for. If the jobs change, the person in charge should also change. Any issues or choices that are not within your power to decide must be brought to your boss. The third step is when the subordinates are told they have to do their jobs well. The person who was given the job needs to do their best because they agreed to do the job. Responsibility is when you care about doing a task. Even if the person in a lower position gets help from others to finish a task, they still have to be responsible for finishing the task on time and making sure the work is done well.

Creating accountability means being responsible for your actions and being willing to accept the results, whether they are positive or negative. Newman, Summer, and Warren say that when someone agrees to do a task, they are promising to do their best to get it done. Once he starts a job, he must finish it because it's the right thing to do. He can be responsible for the outcomes. **Benefits of Delegation** When delegation is done correctly, it gives important advantages by giving authority to others. When someone gives the authority to make decisions, those decisions can be made quickly at the place where the work is done if something goes wrong or there's an urgent situation. This will save a lot of time by not having to ask higher-ups for help and explain the situation to them while waiting for their decisions. It allows bosses to have more time to plan and make important decisions for the company. Central management doesn't make everyday decisions, so it can focus on meeting special needs. Delegation is when someone with authority gives some of that authority to someone else. Managers give power to their employees to help them finish the job. As the organization gets bigger, it's important to give others the power to make decisions. The boss can't do all the things that need to be done. Furthermore, because the top bosses might not

know enough about the technical stuff, it's better for the lower level employees to make those decisions. It helps things get done better and faster.

Upper-level managers are really good at planning and have more time to use their skills. It helps to keep us motivated. Employees usually react positively to given responsibilities and power. They start taking their job more seriously and feel honored to have more responsibility. This makes them feel better about themselves. However, if lower level managers can't make decisions even if they are capable, they may feel unsure of themselves and inadequate. It can help people learn how to be good leaders. When employees are in charge of solving problems, they can figure out what's going on and make choices. This continuous participation helps them get ready to solve problems when they become high-level managers. This process will also remove executives who have not done well solving problems at lower levels. Delegation can cause problems because the people in charge are far away from where the work is done. This makes it hard to find and solve big problems because the decisions are made by others. The second issue might have to do with coordination.

If the many people working together don't communicate well, things can get confusing and it might be hard to keep everything running smoothly. In conclusion, it might be hard to find a task that perfectly fits what the person can do. Personal reasons can stop a person from giving authority to others. Some managers don't like to give authority, and some workers don't want to take on authority or responsibility. Even though giving authority has benefits, some people still struggle to do it. People don't want to do something because they have certain beliefs and attitudes. These beliefs and attitudes are about personal behavior. Eugene Raudsepp has given some reasons why managers don't like to give tasks to others. The boss thinks they can do a better job than their employees. He may think that his team members are not good enough. Giving tasks to others takes a lot of time because the manager has to explain and supervise. The manager might not want to take the time to do this. For instance, lots of teachers write their own technical papers and tests instead of having the secretary do it.

The secretary might not understand the technical stuff and it would take a long time to explain it to her. A boss might not believe in or trust the people who work under him. The manager has to be in charge of the people who work for him. He might not want to let them do risky things because he's responsible if it goes wrong. Some bosses can't tell their employees what to do. They might not be good at planning what to do or helping their team finish tasks after they give them work to do. Some managers are afraid to give others power, especially when they think the person can do the job better. The boss might be scared of losing control and having to compete with the person below them. A boss might worry that people will think he's lazy if he gives away most of his work to others. Because everyone wants to appear busy, it will be hard for managers to do their job if they don't have much work to do because they have given it to someone else. Managers might not want to make people think that. A boss might not want to give tasks to someone else if he thinks the system for checking on things isn't good enough to spot problems early. This could mean fixing issues takes longer.

Strategic alliances are when two or more parties work together to achieve specific goals or meet important business needs, while still keeping their independence. Partner companies work together to share important things like products, distribution channels, funding, knowledge, and more. These partnerships are mainly about working together to create something that benefits the members more than if they worked alone. Strategic alliances are partnerships where companies share technology, information, and money to help each other grow. Various terms describe different ways that businesses team up, like "international

coalitions," "strategic networks," and "strategic alliances. " The meaning can change depending on the company's situation. Creating a plan: This part of making a plan involves studying the alliance's goals and reasons, and identifying the main problems and challenges. This also includes coming up with plans for using resources like materials, tools, and people. This means combining the alliance's goals with the overall strategy of the organization.

This involves looking at what they are good at and what they need to work on, so that we can come up with good ways to work well together even if our management styles are different. In this stage, we also work on making sure we have the right criteria for choosing partners and understanding why they want to work together with us. We also look at what resources our partners have and what they might be missing. Negotiating a contract: This step is about figuring out if the parties have realistic goals. So, competitive negotiation groups are made to figure out what each partner gives and to protect any secret information, deal with ending the agreement, decide on consequences for not doing well, and focus on the steps for resolving disputes. Alliance operation: This step is about making sure managers are committed, using resources effectively, aligning budgets and goals, measuring and rewarding good alliance work, and evaluating how well the alliance is doing. Ending a partnership: When an alliance ends, it means the partnership is coming to an end. There are four kinds of strategic partnerships: joint venture, equity partnership or minority investment partnership, non-equity partnership or direct cooperation partnerships, and global partnerships.

A joint venture is when two or more companies work together to create a new company, so they can share their skills and resources and become more competitive. Joint ventures are the most complicated type of partnership because they involve creating a new legal entity with the partners. The partners in the alliance share ownership and control of the new entity. Alliance partners are different from other kinds of alliances because they are made for a specific goal. Joint venture companies are usually found in the manufacturing industry, where having one big factory is cheaper, but there are many customers who need the product from different sellers. As a result, competitors decide to work together and create a new company owned and controlled by both of them, to make goods. The products are given to the alliance partners who then sell them in the same market either to stores or directly to customers. An equity strategic alliance is when two or more companies come together and each own a different part of the new company they create. This kind of partnership is called an equity alliance and is often used by new, fast-growing companies. The new company gets money from big business investors by giving them a small part of the company.

Minority investment is when a company buys a smaller part of another company. In a joint venture, partners have a specific goal, but in a minority investment, one partner keeps control because they own the majority of the shares. Investors want the company to do well and grow, not just make money. Non-equity strategic alliances are partnerships between businesses where they work together to share their skills and resources to become more competitive. Alliances are usually formed to make things run smoother or to grow into new areas. They are partnerships where there is no equal ownership, and their management is less strict than joint ventures. Working together directly does not mean creating a new company or partners getting ownership. It usually involves making a legal agreement. Global strategic alliances are when companies from different countries and industries work together. Sometimes companies and foreign governments form partnerships, or companies partner with governments. A global strategic alliance is when a company partners with another company in a different country to enter a new market or industry. This can be helpful when the government of that country doesn't want a lot of imports. The reason for the alliance is to jointly own a new business and make the most of their strengths in different areas. The cost

of a global strategic alliance is usually divided fairly between all the parties involved. Core competence comes from having certain skills or ways of making things that customers find really valuable. These skills help a company reach many different markets. Skills and strengths help make important products, which can then be used to create a lot of different products for people to use.

Core skills are learned by getting better at something over time. If a company wants to do well in a new global market, it needs to develop strong skills. We need to combine our best skills and abilities strategically to adapt to changes in the market and new technologies. Management should understand that stakeholders who are connected to the main skills of the company are important and can help improve those skills. Building skills is the outcome of having a good plan, and the boss needs to make sure it's done right so that everyone can do their best work. The management needs to be able to predict industry changes and figure out how to use resources in a way that helps the company reach its goals, even when there are limitations.

Executives need to decide which skills are important for the future in order to make new businesses successful. Forming your own opinions about future opportunities and building the skills to take advantage of them are essential for success in the future industry. Core competences are special skills or abilities that a company has. They are hard to accomplish. It's very important to improve and develop the skills needed for the changes happening in the industry and for what's coming in the future.

CONCLUSION

A formal organization is when people come together and agree to work together towards a common goal. It's important to remember that the most important part of this simple definition is being aware and working together. It means there is a plan, people do different jobs, there is someone in charge, and more. Organizational structure is how a company sets up its work and assigns people to different jobs to reach its goals effectively. It's a way to connect different parts of a company so they work together well. It shows how different levels of authority and different departments in the company are connected. Different organizations have different structures. It depends on the type of organization, like if it's a service or manufacturing organization. But having a good structure is really helpful for an organization.

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CHAPTER 4

EDUCATIONAL LEADERSHIP: MEANING, SCOPE, IMPORTANCE AND STYLES

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ABSTRACT:

Direction is about guiding people to reach the organization's goals. The success of these efforts to guide the organization will determine whether its performance is good or not. So, the directing function is the action that will test how well the manager can run the organization. The workers' performance depends on how well the management leads them, but mostly on the work environment. If the work environment is not good, the manager alone cannot make things work well. So, good things need to be in place for everyone to work together happily to reach their own and group goals. In this section, you will learn about different ways of giving direction and why it's important. You will also talk about the rules and qualities of leading.

KEYWORDS:

Goals, Good, Leadership, Leader, Work.

INTRODUCTION

Managing people is a big part of a manager's job. It helps make sure the organization runs smoothly and meets its goals. It gets people focused and headed in the right way, so directing is like the spark that keeps an educational institution going. Before you can do the work, you need to plan, organize, and find the right people to help. It is about getting everyone in the organization to work together to achieve educational goals. It is a way to encourage teachers to work well with others and help the school or organization reach its goals. In schools, guiding people is a delicate and sensitive job that managers must do carefully. Directing is a very important part of managing things. It is the process of managing all the activities to reach the goals. Key factors include the current situation, employees, tools, money, and other things that are important. The most important thing is how much the administrator knows and how good they are at their job. Administrators need to make sure all these parts work together[1], [2]. Good direction means doing the best work possible by using all the people and resources you have. Leadership is about motivating and inspiring people to work together towards a common goal. We need to show the way and help to finish the job. Leadership directs people and gives them the motivation and guidance they need to complete tasks and achieve goals.

It involves making decisions, giving instructions, and motivating people to work with enthusiasm and confidence. Directing involves being able to use power wisely, understanding people's motivations, inspiring others to do their best, creating a positive environment, and having good communication skills. Being a good leader depends on having the right materials and money, as well as knowing what to do and working well with others. Directing is when managers make decisions quickly based on what is needed in a specific situation. It is a crucial part of the management process. It helps to get things started by telling employees what to do and giving them guidance. It also helps to make sure employees work together towards their goals. Directing helps employees reach their full potential and do their best work. It helps the organization adapt to changes from outside and inside, and it lets employees do their best to reach the organization's goals. Giving instructions is important to

reach goals and objectives[3]. In a school or college, good teaching and learning, making a curriculum, using new ways of teaching, using teaching tools, and managing the class well can only happen if the leaders guide the process well.

Supervision is one of the things that leaders do to guide and manage their team, along with motivating them, leading them, and communicating with them. It is done by all managers to help workers and resources reach the goals. Supervisors make sure that the people they manage are doing well and getting their work done at the organization. Supervision means helping to manage things like making decisions, solving problems, planning, giving out tasks and running meetings. The supervisor has two important jobs. First, they communicate with both the employees and the management. They tell the employees about the plans and decisions of the management, and they tell the management about any problems or ideas from the employees[4], [5]. The guide role is to help and support people when they are unsure or facing problems in their work. "A supervisor has important tasks to do.

One of their main jobs is to make sure that they tell all the workers what to do. " The highest and middle managers make plans, but only the supervisors give the instructions. Discipline means that the boss watches over and guides the workers to help them behave better and work more carefully. The workers follow a schedule and directions from their supervisor to get the job done. Helps with control: When the workers are always being watched and if they are not following the plan, the supervisor gives them instructions right away. The supervision function keeps a close eye on what subordinates are doing to make sure they are following the rules. Using resources the best way possible: When workers are always watched, they use resources carefully to avoid wasting them. If workers aren't watched, they might waste resources. Improves communication: Managers give clear instructions to all workers to make sure everyone understands.

Educational leadership is when teachers, students, and parents work together to use their skills and abilities to make things better. The aim of educational leadership is to make education better and improve the education system. The main goal of educational leadership is to make sure that students do well in school by making things better, like how things are done, what is used, and how teachers are taught. This is mostly done by working together with different people like teachers, parents, students, government officials, and the public. From a business point of view, educational leadership means managing and making sure the quality of education is good. Educational leadership focuses on a few key ideas. First, it makes a plan for all students to do well in school. This is important because there has always been a difference in opportunities for students from different backgrounds and different levels of achievement. Secondly, educational leaders want to make sure that the school is a safe and welcoming place for learning. A healthy school environment is important for having happy, organized, and well-behaved classrooms. Third, in education, leaders give tasks to other people[6], [7]. This means that teachers, parents, and even students can take charge and be responsible for their actions.

Fourth, we need to keep getting better at how we teach and what we teach. Fifth, the education field should use and change modern ways to manage things. Teachers play a big role in leading education. The Association for Supervision and Curriculum Development (ASCD) says that teachers are the base of educational leadership. They not only take care of students, but they also lead their coworkers. Teachers help students and other teachers find things they need online and in their community. They give good ideas about how to control a class and how to teach to other teachers. They also give helpful advice to teachers and school leaders to make the school lessons better. To become a leader in education, there are job opportunities at every level of school. For instance, this includes leaders of small

kindergarten programs, head of public schools and leaders of universities. To become an educational leader, you should have taught before and have a bachelor's degree. You can get a master's degree in educational leadership as a Master of Arts, Master of Science, or Master of Education. The coursework will have classes about law, finance, becoming better at your job, and making plans for the future. In simple words, educational leadership is about helping students do well in school by managing and improving educational programs. Teachers help students of all ages succeed in school. We need skilled and committed people to lead schools and provide a great education. Leaders and how well they lead are very important for making an organization grow. Leadership is when someone helps others to work together towards a goal by influencing how they act and think. A leader needs to be good at getting along with the people who work for them and encouraging them to help the organization reach its goals.

DISCUSSION

Leadership means being able to get other people in a group to work together towards the same goal. It's about getting everyone to cooperate with each other and do their best. Communication between a leader and their followers. The way the leader and followers get along affects how well the organization can reach its goals. Leadership is essential for facilitating teamwork towards common goals in a company. The leader helps people work together to reach shared goals. Leadership is always happening. A leader needs to help and watch over their employees to make sure they're all working towards the same goals and not getting off track. Working in a group: It means that two or more people are working together and talking to each other. A leader needs people to follow them. It all depends on how we handle the situations that come up. So, there isn't one style of leadership that is better than all the others. Leadership is important because it is the first step in getting things done[8], [9]. It starts before the work begins. A leader is someone who tells the team what to do and how to do it.

A leader encourages the workers by giving them rewards and other things that make them happy, so they can do their work well. Motivation is what makes a person keep going. A leader watches over the workers and helps them with their tasks. He tells his employees how to do their work well so they don't waste time. A leader recognizes the hard work of the employees, tells them what they need to do, and helps them reach their targets. He also listens to and solves the employees' complaints and problems, which makes them feel more confident in the organization. Creating a good work environment. A good leader should talk to and listen to their employees, and help them solve their problems. He always hears what the employees have to say and if they don't agree, he convinces them by explaining things clearly. If there are problems, he deals with them calmly and makes sure they don't hurt the organization. A good and productive work environment helps the organization to grow steadily. In a team, the leader makes sure that everyone's individual goals work together with the team's goals. A boss teaches their followers how to take over their job in the future[10], [11]. This makes it easier for the boss to leave and the followers to take over. He makes more people become leaders.

A leader convinces, explains, and motivates employees to agree to changes in the organization without causing a lot of resistance and unhappiness. He ensures that employees feel secure even when there are changes happening. The leaders of a company are often praised for its success, but it's important to remember that the followers play a big role in making the leader successful by following their lead. So, leaders and followers need to work together to make leadership successful. A friendly and likeable person always draws people in. A leader should be friendly and kind, but also firm, so that they can motivate people to work hard like they do. A subordinate follows and listens to their leader for advice and

guidance. A good leader should know a lot and be good at their job so they can influence their team. Honesty and integrity are important qualities for a leader to have. He needs to be open-minded and make decisions based on the facts and logic. He needs to be fair and not have any preferences or opinions. Leaders should take the first step to seize opportunities and use them to help the organization. A leader must be able to talk to people in a clear way, so they can understand his ideas and what he wants to do. He should be good at speaking. He should also be good at listening and giving advice. He should also be good at convincing people. Leaders should know how to motivate others by understanding what they need and helping them to feel fulfilled. Belief in yourself and determination are important for a leader. They should never lose confidence, even when things are tough, or their team won't trust them. Being smart is important for a leader[12]. They need to think about the good and bad parts of a situation and then make a choice. He also needs to have a clear idea of what he wants and be able to see how his decisions will affect the future. Being a good leader means making decisions and sticking to them. Being a good leader means being able to understand and care about other people's feelings. He should also be a kind person who helps others with their personal problems. He also needs to be responsible and reliable because when you have a lot of power, you have a lot of things to be responsible for.

Leadership style is the way a person leads and helps others to make decisions and get things done. In 1939, Kurt Lewin and a group of researchers studied different ways that people lead others. In this part, you will learn about the various ways to lead a group. An autocratic leadership style involves the leader having complete control over decision-making. The autocratic leadership style gives the leader full power and control. In this style, the leader decides everything without asking for input from their team. He decides what needs to be done and tells the team, who have to start working right away. Simply put, the leader makes all the decisions in an autocratic leadership style. Democratic leadership is when the leader asks for the opinions of the team before making a decision. In democratic leadership, the leader includes team members in important decisions, unlike the other leadership style. It is good for a company with skilled and experienced team members. This leadership style has good communication from top to bottom. Also known as participative leadership, this style requires the leader to be smart, inventive, thoughtful, and skilled.

Most people in a job setting appreciate a leader who is democratic in their approach. Many people argued for a long time about whether coaching could be considered a leadership style or not. However, it is a very effective way of leading where the leader doesn't give direct orders, but instead influences others indirectly. In this leadership style, leaders are more like coaches or teachers who help and guide team members. It's a newer way of leading that many companies are using more and more. It has many good things like making employees more motivated, better at their job, and encouraging their team members. Strategic leadership means the leader can show the organization's long-term goals and get others to work towards them with the right plans and tools. This leadership style helps you build a team of members who are well-prepared and able to handle unexpected risks and dangers. Strategic leadership makes more leaders and that's what leadership is all about.

Transformational leadership is a great style because it creates a positive work environment through good communication in a team. However, it takes a clear plan and mental challenge to start making changes in yourself and others at a company. Transformational leadership is about setting difficult goals with clear deadlines and working together to achieve them on time. Transformational leaders set high goals for themselves and their team to achieve great results, while laissez-faire leaders believe in letting people do things on their own without much interference. In this type of leadership, leaders give their team members responsibilities

and let them work on their own without too much interference. Laissez-faire leadership lets people be very creative and flexible.

Creative teams thrive when composed of motivated and experienced individuals capable of working independently. Charismatic leaders attract a lot of people with their charm and charisma. They are motivated, passionate, and sure of themselves. This type of leadership can help someone become well-respected in the business world and gain a lot of followers because of their confidence. However, being a charismatic leader is not always seen as a good thing because if the leader fails, it can have a big impact on the whole group. It seems like one person is doing most of the work instead of the team working together. Leadership is really important whether you are in charge of a kitchen, a team, or a whole country. Having leadership roles means you have to handle different tasks and problems because everyone leads and manages things in their own way. It's hard to know what kind of leadership to use and when to use it. If you understand your personality and know what type of leadership suits you best, it will be easier. There are many ways to lead, but we picked the ones that are most relatable and important for today's situations.

According to Zeeck, "Leadership is about making sure that the organization is doing the right things, and being effective. " Leaders make the plan and set the big goals. Leaders show the way for the organization. Leading in education means guiding the people who are teaching and shaping minds to help them reach specific goals they have set for themselves. Bartky thinks an educational leader is someone who keeps trying to get others to agree with his decisions and goals. Like all leaders, his talent also depends on his ability to make big choices and convince others to agree with them. A good educational leader should be caring about others, helpful, easy to talk to, dependable, and nice. He needs to stick to his beliefs and be nice to others and their rights and dignity. He needs to be trustworthy, giving, open-minded, humble, honest, humble and fair when dealing with others. He needs to believe in himself and get along well with his co-workers. He should focus on getting better with the team, while also being able to do the work quickly and cheaply. He needs to know not to be greedy, jealous or envious, and is willing to take responsibility for his mistakes. He needs to be strong in his opinions but not too proud or unwilling to change his mind when making decisions.

CONCLUSION

Directing is a big part of managing a company and it makes sure that the organization works well to reach its goals. It encourages the right people to do the right things, so directing is seen as the essential part of a school. Directing means getting people to work together willingly and with confidence. It also means giving clear instructions, motivating people to reach their goals, and being a leader. Being able to lead a group of people depends on having the right tools and money, knowing what to do, and being good at working together. The way we make decisions depends on the situation and what we need. Making quick and specific decisions is important for directing. Directing is a very important part of the manager's job. It helps to start things by telling employees what to do and giving them directions. It also brings all employees together and helps them work toward the goals. Directing helps people do their best at work by showing them how to use their skills and abilities. It helps the organization adjust to changes in the environment and within the company. It also allows employees to do their best to help the organization reach its goals. The main goal of educational leadership is to make sure students do well in school by making things better, like the way things are done, the things used, and the training teachers get. This is mostly done by working together with different people like teachers, parents, students, government officials and the public. From a business point of view, educational leadership means managing and making sure that the

quality of education is good. Educational leadership is about helping students do well in school by running and making school programs better. Teachers help students of all ages with their school goals. Overall, we need skilled and committed professionals to lead schools in the country and provide a great education for students.

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CHAPTER 5

IMPACT OF MOTIVATION ON EDUCATIONAL MANAGEMENT: MOTIVATING THE EMPLOYEES

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ABSTRACT:

People are different from each other, not just in their skills but also in their motivation to do something. People who are determined but not as skilled can do better than people who are skilled but not determined. Working really hard is really important in order to be successful and accomplish things. Albert Einstein said that being a genius is mostly about working hard, not just being smart. This determination to work hard is called motivation. In this lesson, you will find out what motivation means, the different kinds of motivation, and the theories that explain it. You will also learn how motivation affects how schools are run, and how to keep the staff at schools motivated.

KEYWORDS:

Feel, Goal, Motivation, People, Work.

INTRODUCTION

Motivation is connected to why people do what they do and how they work to reach their goals. Motivation means different things to different people. It can be the reasons to work, the drive to reach goals, the want for something helpful, or the push to do really well. The word 'Movere' in Latin is where motivation comes from. The word 'movere' means to move. Motivation is what inspires people to do something, like when they hear a message or appeal that encourages them. Since everyone is different and has their own level of understanding and energy, different things motivate people in different ways. People feel like doing things because of certain situations and actions. Some things are more exciting and can make us feel more inspired than others. We use them to help motivate ourselves. In a company, how a job is set up, how managers work with their employees, how they are rewarded, how their performance is evaluated, and how they interact with their colleagues are all important for keeping them motivated. Motivation can come from a person's own traits, their supervisor, their workplace, or outside influences. Different experts have defined motivation in different ways[1], [2]. A motive is a feeling inside a person that gives them energy to work towards their goals. This shows that motivation is a feeling inside people that makes them want to work hard. Motivation makes people want to do things.

Motivation is important to encourage employees to reach their goals in the right way. The managers watch how employees stay motivated and focused on their work to help them reach their goals. SP Robbins says that motivation is when people are willing to work hard to reach the goals of the organization. This happens when their effort can satisfy their own needs. Motivation is important for both employees and the organization to achieve their goals. Workers want to be happy and the company wants to reach its goals. Motivation at work is about making employees happy by giving them what they want and need, and helping them achieve the company's goals. It happens in a group of people who share the same beliefs and values, shows how a company acts, and needs good communication. Motivation is a way to encourage and inspire people. It needs to know what motivates and what employees need, and see if it matches with the goals of the company. Motivation always aims to do a good job.

Good jobs and doing good work can motivate employees[3], [4]. Employers look at how well employees do their job and how qualified they are.

Motivation comes from wanting something because you feel like you're missing it. When you want something or feel like something is missing, it makes you feel tense and encourages you to do something about it. These drives make us search for ways to fulfill our needs. It will try to reach the targets. Fulfilled needs make us feel less stressed and happy. Need is when you feel like you don't have something you want or require. It makes people's bodies and minds out of balance and makes them feel stressed. The employee is motivated and excited to achieve their goals and find satisfaction in their work. Drives are strong desires to achieve specific goals when we feel like we are lacking something. They motivate people to take action and give them the energy they need to accomplish their goals. Looking for the right thing to do to make ourselves happy. Reaching your goals helps you feel less stressed. It helps the body and mind to feel balanced and healthy again. Motivation is when we recognize our needs and want to do something. Wanting something makes you feel off-balance. Behavior can help decrease tension. A person will look for the right way to behave to be happy. He will choose the right plans if he has the right skills.

Motivation depends on a person's abilities, experiences, education, background, and skills. The things that make you feel good can be either getting money or not getting money, and also getting punished. The more motivated you are, the more satisfied you will be. If your needs aren't met, you'll keep trying until they are. When employees are not happy, they may cause problems. These problems need to be fixed right away to make the employees happy. Otherwise, it will result in a pattern of problems that can negatively impact employee motivation. Motivation comes from the things that make us want to do something, and it's influenced by the culture in which we live. The culture and motivation at work can change how employees feel about their jobs and how they deal with challenges. Apart from a country's characteristics, the desire to succeed also affects how motivated people are. Motivation can look different depending on the situation, like where you are, what opportunities are available, and what your goals and skills are[5], [6]. These things that make people want to do things can be put into two groups: main reasons and extra reasons.

Often, people are motivated by things they don't even realize or understand. Because these drives and reasons are connected to people's bodies, they are called primary motivations. These motives are natural, and the word "primary" doesn't mean they are more important than other motives. People do things primarily to experience happiness and fulfillment within themselves. The main reasons for doing something are natural and not learned, and have to do with the body's needs. The primary motivation comes from natural feelings that a person has. They are the reasons why people want to do well, learn new things, and show love. These basic desires make people do things in order to feel happy. Satisfaction means having all the things that make you happy and comfortable. Desire to be good at something: Our natural motivation can be influenced by things we don't fully understand, like how good we are at something and how curious we are. Several writers have tried to understand how skill and other things affect what makes people want to do something. For instance, people and other living things can respond to their environment[7], [8].

They have the ability to understand the situation and how to work with it in different ways. Robert W called the ability to deal with the world around us "competence motives." White said that doing things well makes us feel good. They control, choose, and stay with the surroundings. Being able to do things and deal with the world around us is the main reason we want to do things. People want to have power over their surroundings and take care of the environment around them. Competence motives change with how old people are, their

gender, and how much schooling they have. Being good at something helps kids to learn things without needing much help, for example: riding a bike, walking across the street, enjoying books, learning the language of your family, and understanding their customs and traditions. Children learn and keep their natural abilities throughout their lives. How much a child wants to do things well affects how motivated they are as an adult. Based on what they are good at, some workers like hard physical jobs, some like working with complex machines, and some prefer desk jobs. When creating and giving people their jobs, we think about their skills and abilities so that they feel really motivated to reach their targets. One reason for curiosity is the natural urge to explore and figure things out. Curiosity can inspire people to try new and important things. If you're not curious, you won't want to learn or know what to do.

Often, students want to try doing something new. Because they were curious, they learned a lot of new things. Workers are eager to learn and improve, so they feel motivated. Without curiosity, employees become uninterested and inactive, and they won't be interested in the activities of the organization. Reasons for affection: The main reason is to show affection to others. Love and affection are things that people like and want to feel. Employees also want to feel love and affection. People have jobs to help their families. If their family gets what they need, they want to work hard. Love and care is now the main reason why people do things. Human needs are things that people want or require. The main reason people do things is to fulfill these needs. People work to meet their and their family's basic needs like food, clothes, shelter, and education. People who work need to meet the needs of today and tomorrow. Nobody wants to work if their basic needs are not met. Social and psychological needs are part of what makes us want to do something. Basic needs like food, water, air, comfortable shelter, and safety are the most important things that motivate us. These are the things that people need to be happy and productive. Secondary motivation is something we learn, while primary drives are natural, like feeling thirsty or hungry. Other reasons are learned and understood as we grow up.

As people grow and learn, they find new ways to feel happy and comfortable. As a result, other reasons for doing things become important in a society that values knowledge and culture. Other reasons become more important in a successful organization and are needed for educated people to be productive. They help people become better, because it is normal to have these needs. Many writers have pointed out that it's important to keep secondary reasons for doing something separate from the main reasons, so that each remains clear. Secondary reasons are things we learn over time. They are the desire to succeed, the desire to have friends, and the desire to have control or influence. People like to accomplish things. A study showed that lots of workers want to feel happy and fulfilled when they're working for a company. Learning new things and gaining knowledge helps people to be more motivated to achieve their goals. Several tests have shown how motivated people are to achieve their goals. McClelland has created ways to figure out how much people want to achieve things[9], [10]. He has shown the characteristics of people who do really well and people who don't do as well. Successful people don't always take big risks. They are careful and pay attention to details.

They are in charge. People who want to do very well want to know how they're doing right away. They feel good when they accomplish something. High achievers are not focused on getting things like money or prizes. They only focus on doing the work and don't worry much about the outcomes or getting rewarded. They are focused on their work until they finish it. They always finish their work. However, people who do very well are separated and live by themselves. They enjoy quiet and being alone. They are practical, want to do their best, and

behave well. People who don't care about achieving things don't think about goals. They enjoy working for rewards and seeing good outcomes, not just for personal satisfaction from the job. They have a negative outlook. They are against the idea of their employees benefiting from their efforts. They don't care about the people and getting work done. Successful people are valuable to the company because they take ownership of their work and make sure it gets done well.

DISCUSSION

Theories of Motivation

Two main types of theories explain how motivation works. These are ideas about why people like to work. Certain concepts focus on the motivations and desires behind people's actions, whereas others analyze the factors that influence their willingness to act and how they are interconnected. These ideas are described in more detail. The content theories were created to show why people are motivated by studying the different needs they have. They want to figure out why someone acts a certain way or stops doing certain things. According to these theories, individuals have physical and mental needs that drive them to take actions in order to fulfill these needs. What motivates you to pursue a goal is determined by the things you need in order to meet those needs.

Maslow's Need Hierarchy

Maslow's theory is a very popular way of thinking about why people do things at work. Abraham Maslow believed that people have many strong needs, and the way they act is usually based on their strongest need at the time. In 1943, he came up with a theory about why people do things, based on his own experiences with patients. He asked himself why people behave the way they do, and made a list of possible reasons. This helped him come up with a pattern for understanding human motivation. His idea is based on two guesses. Humans have lots of different needs. Some are basic, like needing food and water to survive. Others are more complex, like the need for love and belonging. The needs come in a specific order, where the lower level needs have to be met before higher level needs can be important. Mahatma Gandhi, who was a leader in India, said that a hungry person only thinks about food, even God can't talk to them about anything else.

Similarly, the Holy Guru Granth Sahib, a holy book for Sikhs in India, includes a quote from a holy man asking God to take away their rosary beads. This means that if people's basic physical needs are not met, they will only focus on those needs and won't be able to talk about anything else. This model of needs explains how people act in a more realistic way. It focuses on what people feel inside as a reason for why they do things, and it doesn't think that the environment is very important. Maslow says there are five basic needs in a certain order. These needs keep changing, which leads to changing goals and activities. These five needs are put in the order shown. The first three tiers of needs at the base are known as "deprivation" needs. These needs have to be met to make sure the person stays alive, feels safe, and is comfortable. The first two sets of needs are called "growth" needs because they are about getting better as a person and reaching your full potential[11], [12].

Basic physical needs are at the bottom of the hierarchy and are the most powerful when it comes to motivating people. These needs are about things our bodies need to stay alive, like food, water, a place to live, and sex. Sexual want and longing is different from the third level. Once you have what you need to feel good and stay healthy, then you can focus on other things that are important and can make you want to do stuff. Once we have enough food, water, and rest, we start to focus on feeling safe and secure. These needs are for keeping

ourselves safe, not just for staying alive. These needs include feeling safe, having a regular routine, not worrying too much, and living in a place that's organized and predictable. These safety and security needs are ways to make sure we don't lose the things that keep us healthy and safe. It also means feeling safe from threats and not worrying about losing your job in the future. In our society, people are usually safe from violence, bad weather, and other dangers. This means they can focus on things like having a stable job, health insurance, and other things that keep them safe and healthy in the future. Once people have their basic needs met, they want to feel like they belong and are accepted by others. This is important for motivating their actions.

These needs include wanting love, friendship, affection, and being around other people. We want to be in a place where people understand, respect, and want us. This is one reason people with the same background and beliefs tend to stick together. "Be kind to your neighbor" might mean something very important. Desire for Respect and Recognition. When people feel respected by others, it makes them feel good and more sure of themselves. It is the desire to be successful, respected, and have influence and control. Self-respect means feeling good about yourself on the inside. Respect from others means they recognize and appreciate your unique qualities and what you bring to the table. This would make you feel good about yourself and able to do things on your own. It would also give you a good reputation and make others look up to you. People would start to feel like they are helpful and have a good impact on their surroundings. Meeting your full potential is the final goal. It means growing and using all of your abilities as much as possible.

This is the most important need in Maslow's hierarchy and becomes a motivation when all other needs are met. At this stage, the person wants to do challenging tasks that let them be creative and grow personally and move up in their career. This is about finding oneself and looking inside. A person who is self-actualized is creative, independent, happy, and spontaneous. They see things clearly and are in touch with reality. He is always trying to be the best he can be. So, a man should strive to be all that he can be. Maslow's model shows that our different needs are connected in some way. Wants and needs don't always come in a specific order. The order of needs can be flexible. The importance of different needs changes all the time. For instance, a self-actualized person might start caring more about being around other people and feeling loved, instead of wanting to be important and have a high social status, if they suddenly lose someone they care about. In the same way, someone might not focus on their higher needs even if their lower needs are met. It's possible that someone who is well-trained and successful might choose to live in a community that focuses on love and care instead of pursuing a high-powered career.

Herzberg's Two-Factor Theory

Fredrick Herzberg and his team came up with the two-factor theory in the late 1950s and early 1960s. : In a study focusing on job satisfaction, Herzberg and his colleagues interviewed over 200 engineers and accountants in Pittsburgh. The researchers believed that how a person feels about their job is really important and it affects how they behave at work. The people were asked to explain what work environment made them feel really happy and what environment made them feel unhappy at work. It makes sense to think that people who like their jobs will work harder and do better than those who don't like their jobs. If it makes sense, it would be helpful to find out what makes people happy or unhappy in their jobs. Based on the answers, it was found that certain things are often connected to being happy at work, and other things are often connected to being unhappy. Herzberg called the things that make people happy at work "motivational factors" and the things that make them unhappy

"hygiene factors. " He said the motivational factors come from inside the person and the hygiene factors come from outside the person. These things are explained in detail like this.

Hygiene Factors

Hygiene factors don't make people want to work harder. They just stop people from getting upset and keep things the way they are. They don't make things bigger, but they stop things from getting smaller. Not having these things makes people unhappy with their job. Getting rid of unhappiness doesn't necessarily make us happy, and these things just keep us from feeling motivated. For instance, if someone said they were unhappy because they don't get paid much, it doesn't mean they would be happy just because they get paid a lot. All the things that keep things clean and safe are made to prevent problems with how well things work or how people feel, but they are not meant to make things better. Hygiene comes from medicine, and it means doing things to keep yourself healthy, but not to make yourself healthier. For instance, when you brush your teeth, it keeps cavities away but doesn't make your teeth better. Similarly, the things that keep us healthy and safe in this theory of motivation stop things from getting worse, but don't help us to improve. The Hawthorne experiments showed that making working conditions better or giving people more money doesn't necessarily make them work harder[13], [14]. New or improved buildings at a workplace usually don't make employees happy if they don't like their job. Buildings can't replace the feeling of being appreciated and doing a good job.

Vroom's Expectancy Model

The expectancy model says that people are motivated by the rewards they expect to receive from doing a good job. The basic idea is that people are logical and will try to get the most out of the rewards they receive. He will pick the option that helps him the most. People are more likely to do something if they think it will lead to a specific result and they really want that result. The model has 3 important parts. This means how likely a person thinks something will happen because of the way they act or behave. This chance is based on probabilities and shows how an action is related to its result. For instance, if a student studies a lot during the semester, they will probably do well on the final test. There is no guarantee that he will do well in the exam. There is a chance that this might happen. Likewise, when someone puts in a lot of effort, they can expect to do better and get more work done. For instance, a worker who works really hard and is completely confident that they can make an average of 15 units a day.

They are 60% sure that they can produce a high of 20 units a day. This expectation of result is called the 'first level' outcome. Instrumentality is about whether a person believes their efforts will result in a specific reward. It measures how much the end result of a project is connected to the final reward. For instance, if you work hard, you may do better at your job. This could lead to getting more money or a promotion. If someone thinks that working really well won't get them any recognition or rewards, they won't feel like working hard to do their best. Similarly, a teacher may put effort into getting better at teaching and communicating with students to get a promotion and job security. So, instrumentality is how well you do and what you get as a result. Valence: Valence is how much someone likes a reward. If he doesn't get the reward he wants, he may not want to work hard to do better.

What matters is how much the worker values the reward, not its actual worth. Someone might want to work hard because they want to be recognized and have a high standing in their job, not just for more money. Another person might care more about keeping their job than having a high position.

McGregor's Theory X and Theory Y

Douglas McGregor was a professor at MIT for a long time. He taught about managing businesses. He suggested that a manager's beliefs about employees affect how they treat them. He thinks that the traditional way of organizing work, with specific jobs, decisions made at the top, and communication flowing down from there, was not just about being efficient, but also showed what managers believed about how people are. These assumptions were given the name Theory X by McGregor. He chose them without much reason. Theory X was a management approach from the late 1800s and early 1900s that assuming all employees act based on what makes the most economic sense. This is based on the idea that people do things because they will get money or other rewards, and they will carefully think about ways to make the most money. Classical thinkers believed that giving workers well-designed jobs, organizing the workplace for efficiency, and offering them money would motivate them to work harder. This method worked well because it was suitable for the time it was used in. In the late 1800s and early 1900s, new technology came along slowly and was easy to predict. There were lots of workers, and companies were familiar with each other.

Lower level needs in Maslow's model are already met by the business, societal and legal systems. So, they don't motivate people as much anymore. Research by psychologist David McClelland from Harvard found that in organizations, the most important needs are the desire to achieve and to connect with others. The primary motivation is to excel and thrive in competitive environments by meeting high standards of performance. Individuals who possess a high drive for success excel in difficult endeavors that require originality, resourcefulness, and determination. They always want to get better and try to find ways to be successful so they can take credit for their hard work. They take some risks and like to get quick and clear feedback on how they are doing. They decided to aim for harder goals that they can still reach because it feels better to achieve something hard than something easy. They want more fun and satisfaction from solving a difficult problem than from getting money or being praised. Wanting control and influence over others and the environment is called the "need for power" (N-Pow). When people use their power for good, they become successful managers and leaders who like to involve others in decision-making. When people are driven by power, it can make them act like they are better than others and they might not listen to other people's opinions.

Workers in educational leadership exhibit similar characteristics to workers in other organizations. In simple terms, schools and colleges are like other businesses. This means that the people who work there, like teachers and other staff, also have similar worries about staying motivated. School leaders may find it important to motivate their staff by considering their professionalism, giving them more challenging tasks, creating a positive work environment, being flexible with their schedules, setting goals, sharing information, and offering rewards and incentives. Here are some ways to make people who work at schools and colleges feel more motivated: treat them as partners, don't use fear or punishment to make them work, let them be creative and share their new ideas, make sure they're in the right jobs, listen to what they have to say, use rewards carefully, and keep your best workers happy. This will help them work better and make the workplace a nicer place. It is important to remember that what motivates employees and how to help them will be different at each school or college.

CONCLUSION

Motivation is about what makes people want to do something and work hard to reach their goals. Different people see motivation in different ways. It can be what makes them work,

what drives them to achieve their goals, or the desire to have something useful. It can also be what pushes them to do their best. The word 'movere' in Latin is where motivation comes from. Movere means to go or change position. Motivation is the energy that makes people feel inspired by something, like a message or request. Motivation comes in different ways and can depend on where you are, what chances you have, your goals, your skills, and other things. Motivation can be split into two types: main motivation and extra motivation. The content theories of work motivation explain what makes people motivated by looking at what things they need. People are motivated to do things because they have basic needs like food, water and also needs like feeling appreciated. They do things to meet these needs. Another theory about what makes people want to do things is called the equity theory. This theory says that employees will want to work hard if they feel the management treats them fairly. This means that workers care not just about what they get paid, but also about how it compares to what others get paid. And they decide if it's fair or not. Staff working in educational management are similar to staff working in other organizations. In other words, schools are similar to other businesses, so the people who work there have the same worries about staying motivated.

The people in charge of schools and colleges can find it important to encourage their staff for these reasons: recognizing their skills, making their jobs more interesting, creating a positive work environment, giving them flexible work hours, setting goals for them, sharing information, giving them rewards, and offering both money and other perks to motivate them.

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CHAPTER 6

EDUCATIONAL ORGANIZATIONS: DEFINATION, TYPES AND CHARACTERISTICS OF EDUCATIONAL SYSTEM

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ABSTRACT:

In today's time, with more freedom for businesses and trading globally, there has been a big increase in every area. Society has created many groups and places to help plan and do different things. Every organization needs buildings, equipment, and people to work. Because there are a lot of buildings and people, it's been hard to control everything so that it works as well as possible. This is true for everything in life, for example, Government, the buying and selling of goods, businesses, schools, and other things. Every field needs to be managed well, so the concept of management is important in every area. Education is really important for a country to grow in the right way. Educational places like schools, colleges, and universities need good management to meet their goals. Running a school or college well is really important nowadays. In this section, we will talk about how schools are run and the people who make decisions. We will also look at how management has changed over time, focusing on the ideas of Taylor and Fayol. This unit will also explain what educational organizations are, the different types of them, and their characteristics.

KEYWORDS:

Education System, Educational Organization, School Education, Work.

INTRODUCTION

Depending on the area and context, educational organization may take on a variety of meanings. In educational psychology, an educational organization is one that operates within the context of education. It discusses organizational theory in relation to human mind education. In school reform, educational organization refers to how an educational system runs. Educational organizations may also refer to non-profit organizations that provide educational services. You learned about numerous organizations for education administration in Unit 3, and in this unit, you will study about the many educational organizations in the Indian school education system. There are many kinds of pre-primary schools in India, and more children are now attending preschool (NIPCCD, 2006), showing a surge in demand for education at this level. One of Education For All's six aims is to provide early childhood care and education, particularly for the most vulnerable and underprivileged children[1], [2]. In India, preschool education is given by both private schools and government ICDS (Anganwadi) centers. In addition, several ECCE (Early Childhood Care and Education) centers are managed under the SarvaShikshaAbhiyan. The Seventh All India Education Survey estimates that there are 493,700 pre-primary institutions in India.

Primary education in India: Primary schooling begins when the kid is roughly 5-6 years old and lasts around 4-5 years. Primary school education provides children with a solid foundation in reading, writing, and arithmetic, as well as an introduction to the social sciences. Upper Primary Schooling System in India: Upper primary education lasts three years and begins when pupils are aged between ten and eleven. It normally lasts up to 13-14 years. At this stage, education comprises of the fundamental programs of elementary school, however instruction is more subject-specific. Secondary education system in India. Secondary education consists of two years of lower secondary and two years of upper

secondary education. Lower secondary pupils range in age from 14 to 16 years. Admission requires completion of upper primary school education. Instruction is better arranged around certain topics. Higher secondary education system in India: Senior secondary education consists of two years of upper secondary school that begin at the age of 16 and conclude in the child's seventeenth year[3], [4]. At the senior secondary level, students may choose specific subjects/vocations while keeping educational board requirements and preferences in mind). B. Educational institution ownership segmentation. In India, schools are owned by either the government or the private sector.

These are operated by the Central or State Governments, public sector enterprises, or autonomous groups, and are entirely funded by the government. These schools include state government schools, Kendriya Vidyalayas, Ashrams, Navodaya Vidyalayas, Sainik Schools, Military Schools, Air Force Schools, and Naval Schools. Local body institutions are managed by municipal committees, corporations, NACs, Zilla Parishads, Panchayat Samitis, Cantonment Boards, and so on. Examples of these schools include those operated by the NDMC (New Delhi Municipality Council), the Delhi Cantonment Board, and others. Private-aided institutions: These are privately run but receive regular maintenance grants from the government, a municipal body, or another public entity. The laws and regulations observed here are the same as those in public schools. The curriculum, study materials, syllabus, tests, and so on for each level of education are implemented in accordance with government guidelines. The final tests for high school courses will be the same as those in public schools. All pupils who are admitted to these institutions will get an education[4], [5].

The fee structure, PTA fund, and other expenses will be collected from students in accordance with the guidelines established by the government for each school. Even the appointment of faculty would be based on government school regulations. There will be no explicit entrance criterion for students at these institutions. Private, unassisted institutions: These are operated by individuals or private organizations and do not receive any maintenance grants from the government, municipal bodies, or other public authorities. The fee structure for students may differ significantly from that of government schools. Students are accepted to these schools based on certain criteria (admission tests, interviews, etc.), and everything is completely under the supervision of private administration. These schools often develop their own curricula and conduct exams to assess student ability.

DISCUSSION

In India, NCERT holds the authority for education. This organization is called the Government of India Resource Center. It helps the government with academic issues in schools. It is located in New Delhi. The NCERT helps and gives advice to schools in India and makes sure that education policies are followed. NCERT helps the Ministry of Education make and carry out plans for schools. It does research, teaches, and shares information with other people. The NCERT makes and suggests school books for different subjects for students from Class 1 to 12, with input from experts in those subjects. In India, there are different organizations that control the school education system. One of them is the CBSE, which was formed in 1962 under the MHRD. It gives approval to both public and private schools. Right now, there are about 15,167 schools that are part of CBSE. The board gives final exams called All India Senior School Certificate Examination (AISSCE) for students in 10th and 12th grade. Every year, it holds AIEEE and AIPMT exams for students to get into engineering or medical colleges all over India. CBSE is approved by the Indian government and most colleges and universities in India. CISCE is a group in India that helps with education[6], [7].

It holds tests for class X and class XII in India. Approximately 1,900 schools are connected with the CISCE board. In 1956, the Inter-State Board for Anglo-Indian Education decided to create an Indian Council to manage the University of Cambridge Local Examinations in India. The Delhi Education Act of 1973 made it official that this organization was responsible for giving tests in India. These educational boards are overseen by the top state organization for high school education. Part of the lessons are all about teaching about the state. Most Indian schools are connected to the state government boards. The oldest state board is called the U. P. The High School & Intermediate Education Board was created in 1922 as an independent group within the Education Department. Uttar Pradesh has the most State board schools, and then Madhya Pradesh, Rajasthan, Andhra Pradesh, and Maharashtra also have a lot. NIOS is a school board that helps students learn from far away. It is run by the Indian government.

The Government of India's Ministry of Human Resource Development created it in 1989, called the National Open School back then, to give affordable education to faraway places. It offers a variety of job training, personal growth, and community-focused classes in addition to regular high school and college courses. Right now, NIOS has 3,827 academic centers, 1,830 vocational centers, and 690 accredited agencies. The International Baccalaureate Organization (IBO) was started in 1968. It's a group that's not part of any government and is based in Geneva, Switzerland. They work to improve education worldwide. IB World Schools in India have three different programs for students. These are called the primary years program (PYP), middle years program (MYP), and IB Diploma program (IBDP). In India, 109 schools offer the IB programmes. 50 schools teach PYP, 11 schools teach MYP, and 96 schools teach IBDP. IB is accepted by the 'Association of Indian Universities' as a qualification to get into all universities, just like the +2 qualification from an Indian Board[8], [9].

You already learned about educational management before. Now you will learn why it is important. Our country's main goals include making life better for people, making more money, and preserving our traditions. We can only do this by making changes in how we live and work together. Teaching and learning. We all know that education leads to new knowledge and advancements. Education is really important because it helps people learn and be better at their jobs. This helps the country to have a good workforce. Education helps people become experts in different fields and good members of society. Education helps to make a country strong and is especially important for a country like India that is still growing. In order to meet the changing needs of society, the curriculum should follow the national policy. Education should help the country reach its development goals. Education should help our students become useful for our country and make good changes in society without hurting our culture. In summary, if we want to reach our education goals as a country, we need to make sure our education system is managed well. This is very important for the success of all the education goals in our national policy. We all know that to do well in any school or college, it's important to use resources well. This means managing things like money and time.

Good management helps the school or college do its best. "Studying how to manage schools is important for students, teachers, teacher trainers, and administrators because it involves running all aspects of an educational institution. " It explains ideas and theories for running a school or college smoothly. We can use management rules according to the situation's needs. It's important to learn about the different jobs of a manager and administrators at a school. This helps develop the skills needed to do a good job and produce high-quality work. Educational management helps with planning. The Kothari Commission says that to improve

education, it's important to involve everyone in schools - teachers, students, and the local community. They also need to be motivated to do their best. Studying how to plan education on a big scale and a small scale will help managers make good decisions and solve problems in education. Educational management is helpful for managers because it helps them build a strong team to carry out the policies, rules, and regulations effectively. In school, there are lots of things to do, like classes and other activities. The administration of education aids in effectively organizing and executing these activities. The school keeps track of the academic schedule, class schedule, school records, and other important documents. Educational management helps with all these tasks. Managing the money for a school is an important part of running the school.

The act of controlling and organizing tasks has been around since people started living together. In fact, a lot of the progress made by people over the years is because we have been good at using and taking care of the things we need. Using resources well means things like using water for farming, having things like electricity and gas for everyone, and building big things like the Taj Mahal and Egyptian pyramids a long time ago. These examples show how people used to manage things in the past. The old civilizations of Mesopotamia, Greece, Rome and Indus valley showed the amazing outcomes of good ways of running things. However, people have only started studying management as a separate subject recently. That's why people say management is the oldest art and the newest science. Thus, managing things is not a new thing. People have been using management for a long time. The scientific part of it, which is the organized body of knowledge, is definitely new in this century. Traditional ways of managing things didn't change much until the Industrial Revolution started in the 18th century.

The industrial revolution changed the way things were made by using machines instead of people, thanks to new inventions. In the next few decades, the way industries looked changed a lot. People wanted to find better ways of doing things and started using science and technology to make goods and services. This led to the creation of different management theories. Taylor began working as a machinist in 1875. He went to night school to study engineering and became the top engineer at his company. He created new metal cutting tools that work really fast and spent a lot of time giving advice as an engineer. Taylor is known as the person who started scientific management. Starting from the lowest level of the organization, he was able to see and understand the problems that the workers face firsthand [10], [11]. Taylor wanted to make production better and faster so that it would cost less and make more money. He also wanted workers to be paid more because they were working better. Taylor believed that working more efficiently would lead to both higher pay for workers and more profit for businesses. He thought that using science instead of tradition and guesswork could make things more efficient without having to work harder.

Scientific management means a big change in the way workers think and work in a company or industry. This significant shift in mindset pertains to the organization's treatment of their work, their peers, and their staff. This also requires a significant shift in mindset for those in positions of authority, such as the foreman, superintendent, owner, and board of directors. In scientific management, both sides of the company focus on making more money instead of arguing about how to split the money they already have. This makes the company more successful. They realize that when they work together and push in the same direction, they can create a lot more extra stuff. When people work together and help each other instead of fighting, they can make a lot more money. This means there can be more money for workers and also for the company. He focused on studying how long it takes to do things and other ways to measure how much work gets done. Also, in Taylor's work, there is a strong focus on

humanity. He thought that workers, managers, and owners should all get along and work together. Henry Fayol is known as the "father" of modern management. He was a man from France. He was born in 1841 and he worked as an engineer for a mining company. He made the company much better, changing it from almost broke to very successful. He learned some methods from his real-life experience. He shared some important ideas that he believed could be applied to any management situation, no matter the organization. He wrote a book called *General and Industrial Management* in French, and it was later translated into English. It is now seen as a really good book on how to manage things [12], [13]. The book talks about how management doesn't change much and is often the same, and how we can learn it in school or at work. He also established the basic rules for running a business that he thought were important for any company.

This means focusing on specific tasks, which economists say is important for making work more efficient. Authority and responsibility: In this principle, Fayol sees authority as a mix of official power from a manager's position and personal influence, which comes from their intelligence, experience, morals, and past work. Discipline means following rules and agreements to be obedient, hardworking, and show respect. It needs good leaders, fair agreements, and using penalties wisely. Fayol believes that discipline is important for a successful organization. Chain of Command: This is the rule that says an employee should only take orders from one boss. Having one leader and one plan for each group of activities with the same goals is called unity of direction, according to Fayol. Fayol sees unity of direction as different from unity of command and related to how personnel work together. Putting the needs of the group before your own needs is important. When you are part of a group, you should think about what is best for everyone, not just yourself. When people want different things, it's the manager's job to make them agree. Paying employees: Fayol believes that how much and how employees are paid should be fair and make both the employees and the employer happy.

Even though Fayol doesn't say "centralization of authority," his principle is about how much authority is in one place or spread out in a business. Different situations decide how much centralization will produce the best results overall. Scalar Chain: Fayol sees the scalar chain as a line of bosses, from the top to the bottom ranks, who have authority over others. And, if a lower-ranked person leaves the chain of command without a good reason, it should be stopped. Fayol believed in organizing things and people in a simple and proper way, both in the physical and social aspects. This organization is the main idea behind how things and people are arranged in a group. Fairness: Fayol believes that managers should be fair and kind when working with their employees to gain their loyalty and dedication. Keeping the same employees for a long time is important. Fayol says that if employees keep leaving and new ones keep coming in, it causes problems. This can cost the company a lot of money and cause more problems with management. Initiative means coming up with a plan and making it happen. Fayol urges managers to let their employees use their intelligence by sacrificing their own ego. Intelligent people need to let others show their intelligence [14]. This idea means that when everyone works together, they are stronger. It is also linked to the idea that everyone follows one leader. Fayol stresses the importance of working together as a team and the need for good communication to achieve teamwork. These management principles help run schools or other educational institutions. Just like in businesses, the staff in schools work together to achieve the school's goals.

CONCLUSION

Educational organization can mean different things depending on where and how it's used. Educational organization refers to the way elements are structured within the field of

educational psychology. It is about how to organize education for the human mind. In school reform, educational organization means how a school system runs. Educational organizations can mean non-profit groups that help with education. Education is really important because it helps make people smart and skilled, which is good for the country. Education teaches people about different subjects and helps them become good members of society. In simple words, education helps make a country strong, and it's especially important for a developing country like India. We all know that if we don't manage our resources well, we can't get the best results. So, managing resources is really important for schools to perform well. Studying educational management is important for students, teachers, teacher educators, and administrators because it covers all the tasks of running a school. It shows ideas and theories for running a school well. In school, there are usually lots of classes and fun extra activities are planned. Educational management helps to plan and run school events well. The school keeps track of the academic calendar, class schedules, and other important records. Educational management helps to organize and manage all of these things. Managing the money for a school is an important part of running the school. Frederic Winslow Taylor began working as a machinist in 1875. He went to school at night to learn about engineering and became the top engineer at his company. He made fast metal cutting tools and worked as an engineer for most of his life.

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CHAPTER 7

EXPLORING VARIOUS ASPECTS OF EDUCATIONAL MANAGEMENT

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ABSTRACT:

Leading a group of people in an organization or being able to do this is called leadership. Leadership is really important for any group or organization. Leadership means having a vision and telling it to the people in the group so they want to follow the leader and make the organization's vision and goals happen. One of the main jobs of the leader is to give information and come up with ways to make the vision a reality. They also have to make sure that the employees and shareholders both get what they want, even if their interests don't always match. Leadership cannot be learned just by reading about it. We learn by doing and get better with practice and good teaching. A leader who doesn't have new ideas and goals will not be able to inspire and guide their employees to do their best. The organization can't grow and reach higher levels. In this section, we will talk about what leadership is and its different theories.

KEYWORDS:

Management, Planning, People, Supervision.

INTRODUCTION

Management involves five main things: planning, organizing, leading, controlling, and staffing. A manager uses these functions to reach the goals of the organization. These functions are connected to each other in this way. Planning is a key part of managing a company. It helps set goals and assess how well the company is doing. Planning helps managers figure out what the organization wants to achieve and make sure that the rules, responsibilities, performance, structure, products, and expenses are all in line with the goals. Planning is a smart way to think about what might happen to a company and get ready for it by deciding what to do in the future. Planning helps bosses to handle the goals of a company in a better way. A list of things we want to do in the future and how we plan to do them. It is like a plan for what to do. Many people have different ideas of what planning means. Fayol says that a plan includes what you want to achieve, how you will achieve it, the steps you will take, and the ways you will do it. It's like a picture of the future where upcoming events are clearly outlined[1], [2]. Management planning means making predictions, setting goals, creating rules, making plans, setting schedules, and managing money. We need to make the content easier to understand.

When a manager plans, he creates a plan for the future to achieve specific results. Planning involves thinking and making decisions based on goals and careful thinking. Planning is making decisions about what you want to achieve and figuring out what you need to do to make it happen. We can understand these definitions by looking at it this way: Planning is choosing goals and making a plan before starting a business. In other words, planning is picking a mission and objectives and figuring out the strategies, policies, programs and steps to achieve them. Planning is when you make decisions ahead of time. It's like picking the best option before making a choice. Different kinds of planning make some managers fail because they don't know how to recognize them. A good manager is someone who uses the right plan for the needs of the company. If a manager can't make a good plan, it will be hard to make it

work well. Plans are separated into three categories Purpose, missions, and objectives. The mission is about what an educational institution needs to do, while an objective is the result of an activity like planning, organizing, leading, staffing, and controlling. Objectives are a list of specific and basic goals arranged in order of importance[3]. Planning can also be based on strategies and policies that set the guidelines for all future actions. Both are strongly connected and show the way. The word 'strategy' comes from a Greek word STRATEGOS, which means 'general'. Strategies are the big plans that a company decides to focus on for the future.

It includes the actions and resources needed to achieve these goals. Policies are important ideas or thoughts that help managers make decisions. Procedures are plans that tell us how to do things in the future. Simply put, procedures tell us what to do. Rules are things you have to do or not do without any choice. Rules are like simple plans. Programmes are a set of aims, plans, tasks, and resources needed to do something. They are usually supported by money for both starting and ongoing costs. A budget is a plan that shows what a person or company expects to spend and make in numbers. The budget of a company is the amount of money it brings in and spends, and whether it makes a profit or has extra money left over. Educational planning is becoming its own field with unique characteristics and its own identity. It is different from general management planning. In India, people don't always make a careful plan. Usually, decisions are made on the spot during all the processes. The most important parts of making a plan for education are: making good decisions and changes to improve the quality of education[4], [5]. A lot of top managers are taking part in the process. Some people believe that only one person should be in charge of making plans. However, in reality, it takes a team of people working together to plan.

Everyone involved is responsible. In a country that is growing like India, the plans must match the goals of a society that believes in democracy. This means that it's important to take care of everyone in society, not just specific groups. Educational planning should be based on what the community and students will need in the future. Today's educational planning comes from working together with many different parts of society to make decisions. This includes getting input from people in different sectors. Planning is very important in modern education. Modern education planning looks at what might happen in the future and what changes will be necessary. This is done ahead of time to make sure we have everything we need to make the planned changes. It also finds issues in education and gives good ways to fix them. Instead of coming up with quick fixes for problems, modern educational planning carefully gathers information, looks at how things are connected, and figures out the best way to solve problems for the long term. Planning happens before something else happens[6], [7]. Choices about how and what to do are made before the task is finished.

Planning is very important in any managing job. You need to make a good plan before making and carrying out decisions. In a school or college, planning involves setting goals for education, creating programs to reach those goals, finding the resources needed for the programs. To plan these activities, we need a group of people to work together. This committee needs to make a plan for the money, the things students learn, the buildings and supplies at the school, the things the school needs, and how to check if the school is doing a good job. This committee needs to have experts from all these areas. All schools and colleges must plan their activities according to the plans made by the planning committee. The committee keeps working even after the educational programs are put into place. The school's programs should be based on the results of the planning. The planning staff's job is to come up with ideas to change and improve the program and to see if it's working well. The school system needs to be able to make plans on its own and hire experts to help its own staff.

DISCUSSION

The new way of planning requires educational administrators to be better at coming up with ideas, understanding them, and finding solutions that they can agree on. It will give you a chance to help, make a difference, and be part of the growth. How well you do something decides how successful you are. Being organized helps you do better. Planning is an important part of being a manager. It involves figuring out what needs to be done in the future and making a plan to achieve specific goals. Another common definition is 'Planning is making decisions beforehand about what to do, when to do it, and how to do it.' "It connects where we are now to where we want to go." Planning is deciding what to do to reach our goals. This means that planning is when we carefully think about how to reach our goals before we start. It's important to use people and things effectively. It's everywhere, it's a mental skill, and it's useful for preventing problems and mistakes. To make sure that schools, colleges, and other educational places run well, they use different management functions. The main jobs are planning, arranging, leading and monitoring[8].

Planning for education is the foundation for everything else that needs to be done. Good planning is needed to make sure that schools and colleges in India are good and getting better. Making sure the country grows well and in an organized way is really important. The main questions for planning are 'how' and 'what'. When we ask these questions about schools and colleges, the planning is called 'Educational Planning'. All the actions and plans made in a school should follow a set pattern to reach the educational goals and make changes that align with national policies. Education is how teachers help students learn by using different ways and tools to make sure they learn as much as possible. To reach this goal, each part of a school needs to work together. For example, the teachers and staff all need to work together. Everyone in the school, from the teacher to the school leaders, needs to know what level of work students should be able to do. This is really important for the school to do well. Organizing is the way to plan and arrange everything needed to achieve goals. It's important to do it well so that everything runs smoothly.

Organizing is how we make our plans happen, and organization is the structure that helps us do that. Companies are made to reach society's goals and to help do a good job. Education has many goals that focus on achieving a specific outcome. In our society, we believe in following certain rules and values that focus on how things are done. A democratic society has two main goals for organizations. Each student is different from the others. When making plans, it's important to consider that everyone is different. Learning how to learn is just as important as the actual learning. Decentralization is when decision-making power is spread out in an organized way within an organization. Decisions need to be carefully chosen in the way the organization is set up. Decentralization means bringing together different resources and people, and making sure they work well together to achieve the goals of the organization. Creating a business involves figuring out what people and things the business needs to work properly. Directing is an important part of managing a company. It helps make sure the company runs well and meets its goals[9].

It helps people go in the right direction, so directing is very important for a school. Before getting the work done, it's important to plan, organize and make sure there are enough staff. It involves getting people to work together with the organization to reach educational goals. The main jobs of management include keeping an eye on and checking different tasks or activities. Many people think that control is a bossy term. In simpler terms, it means giving orders to a lot of people. This concept is explained in a bad way. If we think about control in a good way, we will see it in a new and better light. Controlling means to watch over everything that happens to make sure the organization meets its goals. Every person involved

must follow the education plan and make sure to control and keep track of their actions in order to succeed. Not following the rules set by the organization makes it harder to succeed. We can say that when the process doesn't move in the right direction, it causes problems in reaching the organization's goals. The discussion above helps us understand why control is important, what it means, the different types and how it works. It also shows us the steps we can take to make sure control is effective. Control is needed in all parts of running things to make sure they get better in both how much and how good they are, and to reach the goals.

Controlling how things work in industries is not the same as controlling things in education. Schools and colleges are different from other places because they focus on teaching people. In a democratic system, no one wants to be told what to do by other people. A school leader has to work with different people and organize their work to get the best results with the least amount of effort. We often think of control as telling employees what to do and setting rules, which seems bad. Good management needs clear goals, plans, and strategies to be successful. When a school leader is given a task, the first thing to do is to figure out what they want to achieve with the task. The next step is to make plans to come up with a plan to achieve the goals. Third, is putting the plans into action. This process of reaching our goals includes keeping an eye on things and making sure they go the way we want. Therefore, controlling is making sure that the work is being done as planned[10]. If the rules are not followed, the manager or the people in charge have to fix the problem. The evaluation, information, and feedback help to control the process.

It can also be said that controlling is closely connected to planning and is an important part of managing to make sure things are done well and on time. Control has many jobs. It looks at how people in developing countries are getting trained, it checks the information from feedback, and it fixes things if needed. The control process helps educational managers keep track of changes in the school, make things happen faster, identify problems and make things better, use resources efficiently, and work together with others without wasting anything. It's important for managers to be able to control things as part of their job. A good plan is one that has the necessary rules in place. In addition, we keep an eye on and check everything in all parts of the business, such as making things, selling them, handling money, making sure things are good quality, and managing our employees. In school management, having control is very important for all activities.

It is the control of expected system issues or deviations prior to the commencement of task activity. This kind of control is a fundamental component of all types of planning. Managers use this control mechanism to detect difficulties and develop future action plans to address predicted problems. For instance, suppose you are the principal of a school. You should know which month of the year has the most student admissions and which month has the most evaluations so that you may design a good method to address any potential concerns. Preliminary control serves as an early warning system for educational management regarding potential roadblocks to meeting established objectives. It is a kind of control that is employed while the job being done. Steering control guarantees that work is completed in accordance with a predetermined plan and that required corrective action is taken before any severe issue arises as a result of breaches of the pre-planned programme. For example, every day, a principal monitors all activities to ensure that students learn as much as possible. She/he supervises all activities to guarantee quality and takes appropriate action as necessary. To ensure the success of concurrent control, an educational management must acquire timely and reliable information. Concurrent control is one of the most popular and commonly utilized control methods because it allows for remedial action to be taken throughout the process. As the name implies, post action control is utilized after the completion of a job. It is a kind of

critical assessment that determines whether or not the expected outcome was met. It indicates whether or not an organization's aims have been met. This kind of feedback control may be utilized to determine the future action plan of an educational institution. It is critical to understand that all of these forms of control are complimentary to one another. This category is based on control at various levels, and a competent manager employs all or any of these controls as necessary.

Educational supervision means giving help to students and training teachers to help children learn better. Supervision means having a clear goal and a plan to achieve it. Looking at things in a new way and thinking about all aspects of education is the most important part of supervision. Woods agreed to provide money to supervise activities. Zakir Hussain changed supervision from focusing on finding faults to focusing on the positive aspects. Now, supervision is focused on improving the teaching and learning process. Educational supervision is about making sure that technology and knowledge can be used safely and that everyone can access them. It has changed over time because of things like more people in the world, globalization, and the need for social and educational changes. Supervision is based on the idea that giving and receiving instructions and advice is a professional and ongoing process. This progress includes everything at a school and helps teachers become more independent by giving them guidance and support in their work. The goal of supervising a situation is to make teaching and learning better. Supervision is about helping people in social, philosophical, psychological, and educational way.

This is a positive, imaginative, fair, based on science, done by experts, and has to do with the mind and feelings. Supervision helps teachers do their job better by giving them support and help. In today's teaching, it is important to create social situations that help teachers develop skills to improve how they teach and students learn. The importance of supervision can mean different things to different people. When a teacher's performance is being watched, some may see it as a challenge to their skills, while others see it as a chance to be recognized. For a principal, supervision might mean an official inquiry into their management abilities. Supervising teachers should help improve how students learn by working with them. It should help teachers improve and use new teaching materials to make the curriculum better and help students learn more. In summary, supervision means to watch over and manage the different activities happening in schools.

It shows how a team works together to do better. Supervision is a type of help that is meant to assist people with their personal growth and development. Supervision is mainly about providing scientific support and studying how to help people learn and grow in their environment. This is about teachers and students, as well as the things they use to learn like books and supplies, and the places where they go to learn. Monitoring activities helps to assess the goals, objectives, and methods to make performance better overall. Supervision doesn't mean asking questions or pointing out mistakes in how someone is doing. It is a way to help and share ideas with everyone involved in teaching and learning. This also means to give resources, inspire thinking of new ideas, and support always getting better in a good learning environment. Supervision helps teachers and students build their skills and do their best work.

Supervision is about the beliefs we have about education. It focuses on what education should achieve and how it should relate to the community. Good supervision is based on these beliefs and takes into account the goals, values and policies of education. Supervision is fair: Supervision means that everyone works together for the good of everyone. It is a way to help people become better and make sure society stays fair and stable. Supervision respects everyone and allows them to be free, but also gives advice and guidance. Supervision helps to

come up with new ideas and ways to make things better in education. It supports finding different methods to improve teaching and learning. Supervision that is democratic allows people to have a lot of chances to talk, make decisions together, and create plans and rules as a group.

This helps everyone to share their ideas and be creative. Right now, it's very important for education to have creative supervision to grow and succeed. The way supervision works is based on science and is influenced by the science and technology in education. A plan for overseeing must be carefully created and put into action step by step. It has changed from the old way of doing things to a more organized and scientific way. To be scientific, supervision means looking at everything happening in the school and gathering all the knowledge about teaching and learning to help improve how students do. Supervision is when someone helps you become better at your job. They guide you so that you can become more professional. A special type of knowledge is needed to get good results. The need for supervisors with this knowledge is increasing quickly, along with the use of scientific and fair methods. Supervision helps teachers to do their best: It helps teachers to use all their abilities and skills. It also helps students to grow and improve. It encourages qualities like being creative, honest, and sincere. This helps to make the community better.

To bring everyone together and work as a team, the supervisor needs to coordinate and combine all the resources and materials that are available. This includes making sure everyone on the team is working together towards the same goal. To help teachers get better at what they do, the planning for supervision focuses on their work, beliefs, and methods. Teachers need to work together in groups to get a lot of school work done well. One of the main goals of supervision is to help teachers get better at working together. Updating school practices with new ideas and methods can help improve how instructions are given and understood. This will help the school keep up with the latest trends in education. The supervisor needs to help teachers learn about new ways of teaching and use them in the classroom. The main goal of supervision is to assess and improve how teaching and learning happen. The goal of democratic supervision is to assist teachers in assessing their own performance with the guidance of the supervisor. The main parts of teaching and learning are the students, teachers, what is being taught, the classroom, and the environment. Supervision helps make teaching and learning better by working with everyone involved. To make sure supervision works well, we need to check and improve all the activities. Building strong relationships: To be fully effective, supervision relies on the connection between teachers and supervisors. Teachers need to work together and have a good relationship with their supervisor in order to get things done in school. One of the goals of supervision is to improve how people get along with each other. To be a good supervisor, it's important to have good relationships with the people you supervise, like teachers and administrators.

A skill is something someone learns to do well because they like it. Skills improve with practice and learning, and they can be different for different tasks. Leaders cannot be trained to develop a natural talent, but they can be trained to learn new leadership skills. A leader can be trained in different skills, such as organizing work and making good decisions. The leaders in any company are focused on the big ideas, goals and strategies. Having good administrative skills helps people deal with things well in organizations. Being able to talk to people in a good way is important for being a leader. Leaders who are good at talking to people can easily connect with their team. With this skill of talking to others, they can also convince and have an impact on their employees in a good way. A good leader should be able to talk effectively and also be able to get and give feedback. This helps him to form a good relationship with his employees and gives him an opportunity to understand them better.

These are also known as social skills and include knowledge about how people behave in groups, the ability to understand how others are feeling and what they are thinking, and being able to communicate clearly and convincingly. It's important to have good people skills like understanding others, being friendly, being good at working with people, being tactful, and being able to persuade others in order to maintain good relationships in organizations. They are also important for convincing people.

They need to care about and value people's feelings. A leader who is good at connecting with others is usually liked and supported by the people they lead when they try to accomplish the task goals. Conceptual skills are about being able to think logically and solve problems. This includes being able to reason and analyze things. They are important for making plans, arranging things, and solving problems. A leader needs to pay attention to what's happening inside and outside the organization, so they can understand how it affects the organization. Leaders can use their thinking skills to change the way they see how organizations should work in difficult situations. In modern organizations, we use new technology and management systems instead of people, but we still need people to do a good job. The organization's success in meeting its goals and providing excellent service depends on the skills of its people, especially the leader. Strong leaders need to have a lot of skills. When companies work on making their employees better leaders, they show they care. We want to hire you and use your skills and passion. As we help employees become better leaders, we need to keep reminding them of five important principles.

These principles apply to all employees, including supervisors, managers, and executives. When developing employees, it's important to focus on the situation or behavior, not the person. Criticizing someone personally can make them defensive and emotional. To prevent such reactions, think about how the situation is affecting things instead of blaming the person. When it comes to how people communicate with each other, it's better to focus on the topic of discussion instead of getting caught up in personal differences. Encourage others to feel good about themselves: It's important for people to feel appreciated and respected for who they are. When people feel like they don't matter or they're not needed, they stop wanting to work. They give up and do not do as well. Doing things that make people feel good about themselves, like praising them or giving them rewards, makes them feel more confident and strong at work. Keep a good relationship: This means to treat your relationships as valuable and important. Just like you would with an investment. Try to build trust because it makes relationships work better. Take the lead in making things better. This means that each person should take responsibility for their work and try to solve problems before they happen instead of waiting to fix them later. Set a good example: Every person in a group has someone they serve, and so does every leader. They may also inspire others to become leaders too. Behavior spreads easily. So, it's important to be careful of the behavior you adopt from others. People naturally adjust their own behavior, beliefs, and mindset to match those of the people around them.

The participative style is focused on a set of values that encourage open communication and full commitment. It also believes in agreeing on things together instead of using force or making deals to handle and deal with disagreements. It also allows people to show their feelings and have a good attitude towards work. It's said that as people grow up, they become more independent, have more skills, and can look into the future. Rules are made so that you can control yourself, review your own work, make changes as needed, and join in on setting goals. It is said that this helps people work better and feel more positive. The human resource model believes that organizations have lots of extra resources that aren't being used, including physical skills, creative ability, and the ability to behave responsibly and control

themselves. It also shows that when the tasks are given to the right people and people are involved in making decisions, the company can get better. It's important to gradually let people make their own choices and control themselves as they grow and gain more skills and experience.

Today, workers need to feel valued or they won't do their best work. Other countries with higher wages and workers who share big goals and dreams compete against us. Today, the problem at work is that leaders can't just tell people what to do, they have to show they deserve their support. The leader needs to act like a coach and help his team do better at their work. Leaders who coach others should remember that they may spend a lot of time focusing on the people who do the best and worst work, instead of giving attention to everyone. The people who are in the middle are the ones who always help the organization with its daily problems. They are usually overlooked, not valued, and not given any rewards. Coaching leadership can also help make performance evaluations better. When bosses get better at coaching and leading, people do a better job. There is no replacement for the everyday skills of setting goals for how well someone should do their work, seeing when someone does a good job, making plans for what to do next and checking to make sure the plans are being followed, and giving a lot of helpful feedback.

When the boss and employees trust and respect each other, coaching leadership helps them work better. However, if the relationship is not good or strong for some reason, coaching doesn't seem to help much. The organization can improve its performance by clearly explaining its vision and values, which shape its behavior and performance culture. This shows another kind of leadership, the cultural one, which is important because it lays the foundation for other skills. Without effective cultural leadership skills at every level of the organization, efforts to develop leaders will not succeed. All groups have a way of doing things, even if it's not the way they want it to be. Some people are powerful because they have strong ideas, abilities and beliefs. A leader needs to have a long-term plan to create the culture of the organization. Culture changes slowly over time. A leader needs to choose if he is running a company or if he is leading a group of people. Leaders who want to change their team or the organization's culture need to start specific activities in order to create a culture focused on high performance.

The good values in a person's life always guide them in the right direction. If you don't understand them, you will get confused and misled by different opinions and rules. Ideologies are ideas and beliefs that influence and motivate people. Principle-centered leadership means that people and organizations are better when they are guided by important principles. Many people live their lives by following the expectations of the roles they have, such as being a spouse, parent, child, business executive, or leader in a community. Every job has different things it's supposed to do. This causes problems because they all try to meet everyone's expectations, but it turns out bad. When your own beliefs match with the right ideas, you break free from old ways of thinking. If there is a mistake, we can fix it right away. This belief in fixed rules makes people feel more secure and strong in their lives.

CONCLUSION

The process of managing things involves five important tasks: planning, organizing, directing, controlling, and staffing. Planning is when you make decisions ahead of time by choosing different options and making a choice. Planning for education is becoming a special area with its own unique qualities and features. It's different from planning in the area of general management. In India, people don't usually plan properly or think things through carefully. In any managing job, planning is very important. Making a good plan is necessary

before you make decisions and take action. Planning for education can be very helpful if done correctly, but it can cause problems if not done well. Directing is an important part of managing a business. It helps make sure that the organization works well and meets its goals. The main jobs of management are to watch and manage the different things that need to be done. Most people think that control is a term related to autocracy. Educational supervision means giving students what they need to learn and helping teachers improve so that kids can learn better. Supervision means having a clear goal or mission to guide your actions. Supervision is about looking beyond what is already there and thinking about the bigger picture to help education grow. Educational Supervision is guided by these principles: It follows a certain philosophy, it's fair for everyone involved, it encourages new ideas and positive changes, it's based on research and knowledge, it's done by trained experts, and it's always looking for ways to improve. The goals of Educational Supervision are to help teachers learn and grow, keep up with new ideas, make teaching and learning better, and have positive relationships.

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CHAPTER 8

ROLE OF HUMAN RESOURCE MANAGEMENT IN EDUCATIONAL ORGANIZATIONS

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ABSTRACT:

A well-known saying is 'working together makes us stronger', and it's true in all parts of life. As humans, we live together, connect, support each other, and help each other through the good and bad times in life. When we talk about organization, it means how a system works for education or other reasons. In a company, there are many things to think about to make sure everything runs smoothly. An organization is formed for different reasons, like helping people, doing business, teaching, or worshipping. Creating a school or a college and making sure it runs well is a big job for the people in charge. We know that the education system and how it's run is really important for a country and its people to grow. All other progress in the country is based on its education. We need to improve how schools are run in order to have better learning and higher quality education.

KEYWORDS:

Education, Managers, Management, People, Organizations.

INTRODUCTION

Managing people and keeping them motivated are important for running a college or university. The institute won't last long if it doesn't take care of its employees and resources. One of the important pillars in school management is managing higher education institutions. It holds up the whole system. The study of how people interact with each other in organizations is very important in organizational behavior. First, let's talk about the history of the human relations movement before we go into detail about it. The human relation movement began with Elton Mayo in 1927 and was called the "Hawthorne Effect" theory. Many education managers use motivational theories that focus on human relationships. But the theory created by Abraham Maslow in 1951, called the 'Hierarchy of Needs', is the most important. Mayo studied workers at a factory and discovered that their productivity increased a lot when they thought someone was watching them. So, if the manager of the school watches the teachers closely, they may be able to increase how much they get done. Secondly, Maslow's theory of 'Hierarchy of Needs' says that people are motivated to work when they need to take care of themselves[1], [2]. He said there are five levels of needs, from lowest to highest. This theory says that you have to meet the basic needs first before moving on to higher ones. The biggest reason people do things is to meet their basic needs.

In this case, the school should make sure the employees are happy with what they need for their work, or they may not get good results. Now, let's talk about another idea called the ERG theory, made by Alderfer. He thought about Maslow's hierarchy of needs and put them into three main groups. The ERG theory says that people can try to fulfill higher needs even if they haven't met their lower needs. If the workers' important needs are not taken care of, they go back to thinking about their basic needs and get distracted from their tasks. The talk above explains that it's important to meet the needs of both the lower and higher level employees. Does the school manager watch the teachers closely to see what they need and if they are helping the school. The manager should create a loving and united environment with the teachers so that the school can work better. Furthermore, when we look at it closely, we

can see that running a school is very different from running any other kind of organization. A school is like a business in the way that it helps create good and productive citizens, but it is not like a business because it doesn't sell a product for profit.

To do this, we need to focus on building good relationships and sticking to important values in every decision we make to run a school well. We need to pay attention to other important human relationship movements in educational management. Here are the reasons: To find out what employees are good at and what they need to work on. To understand what skills are needed to do a specific job or task. To study the job and the hiring process to continue the work. To involve the employee who has certain skills and abilities to do a certain job. As the boss of the institute, it is important to visit and see how the work is going regularly. We need to have a meeting with staff every weekend or every two weeks to see how things are going with school work and other activities. If you need to meet with a staff member, do it right away[3], [4]. The distance between managers and employees needs to be reduced, but they both need to maintain a professional attitude. We need to celebrate different events to make the institute feel more like home. Workers should get a reward each year for doing great work that helps the company grow.

It's important to understand how people behave because organizations rely on their employees to succeed. It's hard to work in a company if you don't understand how people act. To know why people act the way they do, we should look at how people have been seen differently over the years. All groups are made up of people who have different personalities, beliefs, and abilities. People behave differently because they are all unique. No two people are the same. In the past, theories about how to run a business treated all people the same. They focused on how workers were alike, not how they were different. On the other hand, today's ideas about how people behave are based on how each person is different and how those differences can impact a company. People are different. For example, some workers want to work while others don't. This can happen for many reasons, and you can learn more by reading the unit. Before we learn about how people act, it's important to know what the word 'behavior' means. Behavior is how someone acts or reacts, and it can be seen in different ways. We can see how people react to their work environment by watching them closely. Watching how people behave and listening to what they say can help us understand how they make decisions and what they think. People's actions are hard to guess. In behavior, we can't expect everyone to act in the same way[5]. From these observations, we can see that behavior depends on other things.

By knowing how people act, we can guess, guide, change, and manage how they behave alone or in a group. People are different from each other, and they have feelings and motivations that influence their behavior. Everyone has value and deserves respect. In a workplace, managers need to understand how people behave because they are constantly talking to and working with them. This includes communicating through writing or speaking, and giving out tasks and making sure they get done. It's important to understand how people have acted in the past because it helps us to develop better people skills and can also help us predict how they might act in the future. It helps managers understand how people act similarly in some situations and differently in others. Another thing a good manager or leader should be able to do is to guide, change, and manage people's actions. Managers need to know that each employee is different from the others and they should understand and respect those differences. Each person is different in their own way. First, it's important to realize that each person needs to be looked after in every way by meeting their needs and providing training to keep them updated with their job. In simple words, people need to be treated well to do their best work. With these explanations, you will understand the idea better

DISCUSSION

The way people act is influenced by certain factors and tends to repeat in a certain way. That's why it's hard to predict how people will behave. Studying how people behave is important and beneficial for managing things. It's not sure if the manager can do his job well unless he knows and understands the people he works with. To understand why people act differently in a work setting, we need to know that everyone is unique. Managers spend a lot of time deciding if people are right for the job. They also think about how the job fits with the individual. From this, most people agree that the environment has a bigger effect than we think. The consequences for companies are significant. This means that many parts of how people act and behave can be changed. The way a company is set up and how its employees are trained and learn new things can really change how they act at work. Interpersonal behavior is how people act in their relationships with others. Interpersonal behavior is how people communicate and interact with each other. People's behavior towards each other can involve speaking and also using body language or facial expressions. Talking and interacting with others includes telling jokes, sharing stories, and listening to and following instructions[6], [7]. Having good people skills are really important in a lot of jobs, like in healthcare or sales where you need to talk to and get along with others.

Aggressive behavior is when someone takes a stand for themselves, but in a way that hurts other people's rights. Being aggressive means making someone feel small, or controlling them, instead of sharing your own feelings and thoughts. It is when someone is attacking the person instead of their actions. Being aggressive means often getting very angry and reacting strongly, because of built-up anger from before. Non-assertive behavior is when someone lets someone else violate their rights. This can happen in two ways: first, you don't stand up for yourself when someone tries to take away your rights on purpose. Secondly, the other person doesn't mean to disrespect your rights, but when you don't tell them how you feel, they might accidentally do something that upsets you. A person who is not assertive holds back their true feelings and can feel upset, worried, or upset because of it. This person often thinks about the situation and imagines how they would do things differently if it happened again. Assertive behavior is when a person stands up for their rights without hurting others[8], [9]. It shows that you appreciate how someone is acting. Assertive behavior means being upfront and honest about how you feel and what you think in a respectful way.

Norm means how people usually act or think within a group. It's what is considered normal or average. All communities have rules about how to behave. Although rules affect everything in our lives such as our beliefs, attitudes, and actions, we often don't realize that they are affecting us. Social norms are rules that show how people should behave in a group. These rules are based on how much people in the group actually behave a certain way, and how much they think it's okay to behave that way. Rules and expectations for how to act respectfully in school. Rules on a poster in the classroom or teacher's room won't make a good school culture. They need to be talked about and used every day to help people behave well. Students and teachers need to know and follow the rules, and make sure that they and their classmates follow the rules too. Every day, teachers and students work together to create rules for how they will behave in the classroom by asking a lot of questions. A few simple rules should be easy for kids to understand and should apply to everyone in the classroom. Classroom rules are put up where everyone can see them. They help us talk about how we should behave with each other and with our teachers.

A code of ethics is a set of rules to help people in their job to be honest and do the right thing. A code of ethics, also called an "ethical code," covers things like how to behave in business, how professionals should act, and how employees should conduct themselves. The Code of

Professional Ethics for teachers helps them know how to treat their students, parents, colleagues, and community. It gives them rules to follow. It's important for teachers to know and follow the ethical rules of their job so they can be professional. Many people think that teaching should have a set of professional rules, just like other jobs. These rules are important to make sure that teachers are respected and act with honesty. The law called the Right of Children to Free and Compulsory Education Act, 2009 gives teachers important responsibilities to do their job well. So, it's important for teachers to come up with and agree on a set of rules for how they should behave in their job. This Code applies to all school teachers, whether they work in public or private schools, full-time or part-time, from elementary to high school[10]. It also includes teachers in administrative and supervisory roles. The Code gives teachers guidelines on how to behave ethically towards students, parents, colleagues, and the community. It's important for teachers to know and follow the rules about being fair and right in their job. This helps them act like professionals. The Code of Professional Ethics for school teachers tries to help teachers do a better job and be more professional.

Conflict is a common part of human life because of the way people act. Wherever people communicate, there can be disagreements. Conflict is when people disagree and try to make their own ideas or goals more important than others. Because people have different attitudes, values, and goals, they will always come into conflict with each other. So, the management wants to control and handle conflict at work to help the company and its employees. They know they can't stop all conflicts, but they want to make sure they don't cause too much trouble. Personal conflicts are about emotions like anger, distrust, fear, and resentment. They happen when people clash and have tense or antagonistic feelings towards each other. Organizational conflict happens when people disagree on things like how to use resources, what the goals should be, the rules of the organization, the tasks people have, and how rewards are given out. This problem can cause a lot of stress, make it hard to communicate, stop people from working together, make people not trust each other, and lead to lost friendships and less effective organization. People do not like conflict and should try to avoid it. If conflict happens, it should be fixed quickly[11], [12]. The scientific management and administrative management schools both focused on creating clear rules and structures in organizations to prevent conflicts. If conflicts did arise, the rules and regulations were meant to identify and fix the problem. The Human Relations School believed that conflicts can be prevented by making a friendly and trusting environment. These problems can be between a person and their job goals, between different types of workers, or between a person's skills and their power to make decisions.

Modern managers don't see conflict as a bad thing. It thinks that fights can be good and helpful if they are managed well. In some organizations like research and development firms, advertising agencies, and public policy groups, a little bit of conflict can actually be helpful. Conflict can help us to think more carefully and figure things out. Conflict can make us question our beliefs, opinions, rules, policies, goals, and plans. We need to carefully think about these things to decide if they should stay the same or if we need to make changes. H can be written as H. M is an abbreviation for male. Carlisle said that it's bad for a company to not question bad decisions. This also helps the team work together better. Fighting with other groups makes a team stronger and more connected. It also helps the team feel like they are part of a group and helps them compete with other teams. It helps you stay focused and committed to the goals of the organization. Conflict encourages people to compete and work harder. Some people feel very driven by fighting and intense competition. For instance, if a teacher doesn't get a better job because there's disagreement in the department, he might try even harder to show that he's really good and should get a promotion. This can cause people

to work hard and produce a lot. It helps organizations to grow and get better. Disagreeing with how things are is needed to make changes. Imaginative and original people are always looking for reasons to question the way things are. These problems make people look for new ways of doing things, which causes the organization to change and grow. Conflict, when people talk about it, can help them understand each other and make things better. If you don't talk about your disagreements, it can make you see things in a wrong way, feel frustrated and tense, think too much, and have one-sided opinions. This can make you scared and not trust others. However, when it is talked about, it might make the problem seem small, and people might work together and find a solution.

Besides these conflicts related to what someone values, a person might also have conflicts related to their role. For instance, a phone worker might need to be nice to the customers as told by her boss, who might also say she spends too long with customers. This would make her feel confused about her role. An individual may feel conflicted when they have to choose between two good options or between two bad goals. The company is making changes to work better and make more money. Interpersonal conflict happens when two people have a disagreement. It is very common and easy to recognize. This could mean that two managers are fighting over limited money and people to use in their projects. In the same way, conflicts between people can happen when three professors all deserve a promotion but only one can get it because of money and position limits. This problem gets worse when there are not enough resources to share and people have to find a way to get them. Another kind of conflict between people can happen when they disagree about what the organization should be trying to achieve. For instance, some people on a school board might want to have classes about sex education, but others might think it's wrong. This can cause disagreements. These situations can make the members of the board argue with each other. People can argue not only about what they want to achieve, but also about how to achieve it. For instance, two marketing managers might disagree on which ways of promoting would make more sales. These fights are more noticeable when they are based on what people think, not what is true. Information is usually true and leads to people agreeing. Opinions are based on personal feelings and can differ from person to person. They can be judged and argued about. These fights happen because people don't get along. People who are different from each other have different ideas and goals that may not always match with each other.

As we talked about earlier, both formal and informal groups have rules for how to behave and do things. Everyone in the group is supposed to follow these rules. The person may want to stay with the group for social reasons, but they may not agree with how the group does things. - For example, in specific restaurants, all the servers share the tips equally. A waitress who is very polite and good at her job might think she deserves better treatment, which could make trouble with the group. Similarly, if a group decides to go on strike, some members might not agree with the reasons for the strike or might not be able to afford to participate. This can cause conflict within the group. This problem can also happen between the boss and their employees as a whole group or between the person in charge and the people they are leading. A boss can punish a team member for causing problems, which could make the team work less efficiently. The story of "Mutiny on the Bounty" is about a group of sailors rebelling against their captain because they didn't like how they were being treated. The fighting between the army groups is very serious, and the soldiers have to do what their leader tells them to do, even if they don't think it's right. The text is too short to be rewritten in simpler words. Can you provide a longer text for me to help you with. Inter-group conflict happens when different groups, departments, or teams within an organization don't get along with each other. These disagreements are mostly because of the way the organization is set up, not because of personal issues. For instance, the union and the boss are always fighting.

One of the most common and highlighted problems is between workers and managers. The managers may feel bad about needing their staff to give them information and advice. The staff might feel upset that they can't make their own decisions and suggestions happen right away. This reliance on each other leads to arguments. These problems happen when tasks rely on each other and the relationship between the units needs to be changed when the factors that they rely on change. If not, the problems will get worse. These disagreements between units can happen because they have different ways of rewarding and measuring performance. For instance, salespeople who rely on getting paid based on how much they sell may promise customers a lot of products and fast delivery, even though the company can't actually make and deliver that much. This causes a problem between the sales and manufacturing departments. Various teams within the company may have conflicting opinions due to their differing objectives. Each section of the company operates with its own unique methods, resulting in distinct cultures.

A role is a job or responsibility that comes with a certain position in a group or community. Kahn suggests that unclear explanations of work tasks can lead to employees not meeting expectations because they do not fully understand their responsibilities. This will make people mad, especially the ones who rely on what this person does. A hospital or medical clinic with multiple doctors performing similar tasks may encounter difficulties due to the lack of clarity on their specific roles and responsibilities. We can reduce these conflicts by clearly defining and understanding the roles and how they depend on each other. Besides not being sure about your job responsibilities, there might also be disagreements about what those responsibilities are. Role conflict happens when two or more people want a person to do different things, and they may not agree. For instance, an architect might need to make new and interesting designs, but also have to finish them quickly. These two things can be in conflict with each other. Likewise, a builder might ask a woodworker to do something that doesn't follow the city's building rules. Another kind of role conflict happens when a person has to balance multiple roles at the same time, and these roles clash with each other. For instance, a dad might know his son did something wrong, but doesn't tell the police. Or a cop might go to his brother's wedding and see people using drugs, even though it's against the law. These problems and conflicts are mostly between different groups of people.

They occur due to the inadequate organization of work and lack of coordination for integrating different tasks. Conflict should be resolved when it is harmful, but in some cases it can lead to good things like competition and creativity. In those cases, conflict can be encouraged. But most of the time, conflict should be stopped before it causes harm. The way people get paid should not make them compete against each other or cause problems in the group. It should match how much everyone in the group is working together and show how much they need each other. When people in a group trust each other a lot, they will be able to communicate with each other more honestly and openly. People and teams should talk to each other so they can understand each other, help with problems, and support each other when needed. Coordination means working together. It comes after communication. Working together and planning things properly can help avoid disagreements. If problems are working together, we should set up a special office to help with it.

CONCLUSION

Managing people and keeping them happy and motivated is really important in running a college or university. The institute won't last long if it doesn't handle its staff and resources well. It is important to know how people behave because organizations rely on their employees. It's hard to work in a company if you don't understand how people act. All groups have people with different personalities, attitudes, and skills. The main reason to study

behavior is because people are all unique and act in their own way. No two people act the same. People's behavior is influenced by patterns and causes, making it hard to predict. Studying how people behave is important and helpful for managing things. It's not clear if the manager can do his job well without understanding the people he works with. Interpersonal behavior is how people act and behave in their relationships with each other. The way people talk and interact with each other is called interpersonal behavior. How we interact with others can involve talking and also how we use our body and face to show our feelings. Norm means how most people in a group act and think. All groups of people have rules for how they behave. Even though rules affect everything in our lives, like what we like, our thoughts, and how we act, we often don't realize we are being affected. A code of ethics is a set of rules to help people in their jobs to be honest and fair. A code of ethics is a set of rules for how to be fair and honest. It can cover things like how to behave in business, how to act professionally, and how employees should behave. Conflict is a normal part of human life because of how people behave. Whenever people come together, there can be disagreements. Conflict is when people or groups argue because they want their ideas or goals to be more important than others.

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CHAPTER 9

FINANCIAL RESOURCES: ALLOCATION AND THEIR EFFICIENT USE

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ABSTRACT:

Professional growth and development in education involve acquiring new knowledge and improving one's skills in their profession. Educators can enhance their skills and knowledge through various methods such as training, formal education, or advanced learning opportunities. In recent years, there has been a greater focus on the quality of teachers and their effectiveness in helping students learn and excel in both state and national policies. Advancing professionally entails discovering tailor-made methods for each employee to gain knowledge and excel in their position. This helps everyone to be the best they can be at their work. In our learning culture, some people will be interested in certain things, but not everyone will be interested in the same things. Professional growth opportunities will help people use their interests and strengths to reach their next career goal. Not all chances to grow in your job will come with extra money. These activities are for people who want to learn more and do better. Growing professionally means learning new skills and gaining experience. This means that your growth is tied to the job you have now or the job you want in the future. There are various forms of professional development, but the fundamental level ensures that everyone in our system has a common understanding of teaching methods, subject matter, and expectations. Ongoing training enables us to use consistent language when discussing instruction, learning, and other job responsibilities, ensuring the success of all students. Personal growth is just as important as professional growth. Before advancing in your career, it's essential to focus on self-improvement. The most effective way to handle your fears is to take on more responsibilities and tackle more challenging tasks. This approach is the only method for conquering your fears and achieving success in difficult endeavors.

KEYWORDS:

Budget, Money, Plan, Professional Growth.

INTRODUCTION

Getting better at your job and learning new things is not just about moving up in your career or making more money. It's also about not getting stuck in your career and making sure you stay prepared for the future. When you learn new things and become good at them, it makes you more useful to employers. This helps you to be ready for better opportunities in the future. Suggestions for boosting your expertise and thriving in your career. An opportunity can make you stand out or help you reach your career goals. Here are some opportunities for professional growth: Managing more money, more people, or bigger projects. Going to training or getting qualifications that employers want. Volunteering or doing charity work with your company. Taking on a job to learn specific things. Speaking in public or leading a sales pitch to get noticed. 921 Things that help with Professional Growth Things that help with professional growth and how to manage your personal and professional development. When you know what you want, it will be easier to improve yourself in your personal and professional life[1], [2]. You can pick the training that challenges you and helps you grow in your career.

The passage doesn't seem to have a text that needs to be rewritten in simple words. One of the best ways to get better at what you do is to keep learning. Create a plan for exercise every year and try to complete a big training session every three months. Not every opportunity will be good for you and may not match your personal style, so pick carefully. Four Talk to your boss about what you want to do in your job. It's good to have their support when you want to get better at work and in your personal life. Because your manager will approve your training, choose the best one to be ready for new projects when they come up. The best way to manage your growth is to make a plan, take steps, and check how you are doing regularly. You will understand how to do better at your job and not get so upset every day. Teachers need to keep learning and improving in their job. Luckily, there are lots of ways to grow and improve in your job. The list below gives ideas on how teachers can grow and improve, no matter how much experience they have[3]. You can learn new ways to plan lessons, keep things organized, and create good classroom rules from books.

Taking professional development courses is a good way to learn about new education research. Classes about studying the brain and making tests can be very helpful in understanding. If you find a good course for your school district, talk to your department head and administration about it. On the other hand, online training courses for work are becoming more popular and give you more freedom to choose when you do the work. Teachers can learn more about their chosen subject in college courses. Many states give teachers rewards for finishing extra college classes. In Florida, teachers can take college courses to renew their teaching certification. It would be wise to inquire with your state's Department of Education as they may provide financial assistance or tax benefits. Blogs. Good websites give teachers great ideas and make them feel inspired. Also, professional journals can make lessons better in all subjects. Go watch another teacher at your school who is really good at teaching[4], [5]. They don't have to teach the same thing as you.

You can learn different ways to handle problems and help with simple chores around the house. Also, going to other schools and watching how other teachers teach and handle students can be very interesting and informative. Sometimes we get stuck thinking that our teaching method is the only way to do it. However, watching how other professionals work with the material can be very insightful. These groups give you tools to help you at work and at home. Also, many teachers find that being part of subject-specific associations provides them with a lot of information to improve their lessons. Subjects like English, math, science, and social studies have their own groups. Going to teaching meetings: Teaching meetings happen in different places all year. Check if there will be one close by and try to go. Many schools will let you take time off to go, if you agree to share what you learned. Some people might give you money to come, depending on how much money they have. Ask your manager or boss for permission. The one-on-one meetings and main speakers can be really amazing.

Professional development means changing and improving. The goal of professional development is to help teachers and administrators become better at their jobs so that students can learn more effectively. Learning about new ideas is easy, but using them in a smart and consistent way is harder. People are most excited to make changes when they see that learners are doing well and are happy, but this doesn't happen right away. Additionally, in order for professional growth, such as learning, to be successful, it needs to be adjusted to the complicated and changing features of particular situations. This process of change takes a long time. So, it's not realistic to think that doing things to get better at your job will right away change how you teach, how well students do in your class, or how the school does things. The purpose of evaluation is not just to show how professional development has

helped, but also to use the information to make professional development better and improve services. Assessment information is used at every step of the professional learning process, from planning and doing to reviewing and changing professional development activities. It means that assessment happens all the time, not just at the end of training. The professional development plan needs time to show success, and evaluations are important to see if it's working.

To make sure that teachers get good training, states and districts need to have a plan to pay for it. This part of the text talks about how to get the money to pay for good training programs after looking at how the money is currently being used. It also shows that it's important to plan time for these learning activities. It gives an example of how much time a school might need for these activities. The economy should help states, districts, and schools use their money wisely. Budget cuts are happening a lot, which means there is less money for improving classroom teaching through long-term professional development. Reduced budgets can make us look at how we spend money in schools to see if it helps students learn better. Leaders should think about how much money is used for training and improving skills, and also how resources are used in general. First, we need to find out how much money is being used for teacher training and what it's actually being used for. This will help us decide to only fund activities that make teaching better. However, figuring this out is not simple. It is hard to decide which activities to include and leave out because people do not agree on what counts as professional development. Identifying the benefits of learning and collaborating with other teachers, attending workshops, or any other professional activities can be difficult. Even with the help of these frameworks, it can be hard to decide which activities count as professional development[6], [7]. Some activities, like a weekly staff meeting that is used only for learning instead of work, may be hard to include in cost estimates. The teacher contract should include time for the weekly staff meeting.

This time should be when teachers in the school get professional development. Teacher spent time working together to make plans. This time can also be included in the contract but it might not be used to make teaching and learning better. How do you decide if these expenses count as professional development. One way is to only include activities that will directly lead to changes in how you teach. It can be hard to keep track of the money that supports professional development activities because they are funded by different sources like the state, federal, and private grants at different levels within the district and schools. Many times, when people look at how much money is spent on helping teachers get better at their jobs in a school district, they forget to also consider the money spent on the same thing at individual schools. And the other way around too, they forget to think about the district when they're looking at the schools. This problem is hard to figure out because of how resources are divided. If someone used the district's description of this training without understanding it well, they would make a mistake in how they allocate resources. Furthermore, these studies should go beyond just training for the job and also look at how the district or school spends money to help teachers and staff grow in their careers, starting from hiring them to helping them progress.

DISCUSSION

An organization creates a budget to achieve its objectives within a certain timeframe. It is a prediction of what is expected to happen, either in terms of money or other things. A budget is a plan that shows how much money is going to be spent and saved. A budget as a comprehensive plan created beforehand to direct current actions and assess performance. A budget is a plan for how to spend money or resources during a certain time to reach a specific goal. Budgets are money plans made before a certain time to help achieve specific goals. A

budget is a plan that shows how a business will use its resources to make the most money for a certain time. It could predict how much money a company will make or lose based on how much they sell, how much it costs to make and distribute their product, and how much it costs to run their business. It helps bosses know if the company is going off track from its plan. Businesses always try to sell as much as possible while spending as little as they can to make the most money. To achieve this goal, organizations need to understand that planning and controlling activities are very important. The budgeting process enables organizations to manage their finances in order to achieve their objectives. Budgetary control is a method used to plan and manage a company's activities by setting budgets in advance. Its goal is to make sure resources are used effectively.

Budgetary control is a system that uses budgets to plan and control all aspects of making and/or selling goods or services. Budgetary control is a way to control costs. It involves making budgets, coordinating departments, and assigning responsibilities. Then, you compare how things actually went with the budget and make changes to make the most money. Budgetary control is a way of managing an organization by making sure that spending stays within the set budget. It helps managers make decisions for the future and measure how well things are currently going. Therefore, a budget control includes Making budgets for important parts of the business; Comparing actual results with what was budgeted; Calculating any differences; and Changing the budget if needed. So, budgetary control involves creating budgets that clearly show how much money managers are responsible for spending to meet the company's goals[8], [9]. This process requires ongoing comparison of the company's actual financial performance with the budgeted expectations to ensure that the company's objectives are being achieved. If the company follows the budgeting rules properly, it can be sure that it will use its resources well and get the best results in the future.

Budget control is a very helpful tool that management uses to plan and control important business activities. - Merely relying on a budget system does not guarantee successful planning and control. It does help managers plan for the future and control what people and operations do. Actually, this type of system gives information about what might happen in the future for businesses. It also shows what things like money, people, materials, and buildings are needed to make it all happen. The budgetary control system helps in coordinating the planning of all department managers to work together on making a profit. Encourages bosses to plan for the future by making them see the importance of organizing their plans. Managers can evaluate themselves by setting goals and objectives to measure their performance easily. This helps everyone in the organization know their job and how they help the organization reach its goals.

Helps a company figure out the advantages and disadvantages of different projects before deciding which ones to do. Comparing things helps to decide how to best use resources. The framework sets clear goals for each step of planning, so managers can see what might go wrong in their business and fix it before it happens. Help the employees understand why it's important to save the company's resources. Get the most out of spreading out power. The business has to keep good financial records that match the budget. Acts as a great way for managers to share ideas and make plans together. Shows plans for using money and materials wisely. Getting more employees involved in making and following the budget helps to make them happier and makes them work better. Helps a company stay competitive by keeping costs low.

However, budgetary control has some big problems even though it has advantages. Leaders need to remember these limits when using budget control. Budget control system has some big problems. The estimates are not very accurate and are based on guesses and personal

opinions, so they are not very reliable. Actually, how good a budget is depends on how smart, skilled, and experienced the people making the budget are. The budget control system changes quickly when the business conditions change. As a result, business leaders have a hard time sticking to their budgets. The success of budgetary control depends on how well it is carried out, and this relies on all levels of management working together and participating. Every person in the group needs to work hard to reach the budget goals. If they don't work well together, they might not do a good job. Setting up a budget control system costs a lot of money, so small organizations might not be able to pay for it. Even businesses with lots of money should think carefully about the costs and benefits before using this system[10]. Budget goals are sometimes seen as pressure tactics that make employees feel bad. Creating budgets takes a lot of time because it involves a lot of work to make them, check them, and make changes to them. There is a saying that a person is often known for what they are not. Many bosses don't know how useful budget control is. Under budgetary control, each budget center works to reach its goals without considering the goals of other budget centers or the overall goals of the budget system. This causes problems between different parts of the organization, which makes the system less efficient.

We need a leader to have rights and privileges and to do our duty. Before giving out different resources, it's important to ask the people who will actually use them for their opinions. The managers need to make sure everything in the business runs well and that the resources are used properly. The government should have the power to make decisions autonomously within its designated areas of responsibility. In these matters, they should be asked for their opinion and their views should be taken seriously. Someone who tells others what to do must also make sure they have what they need to do it. The work needs to be checked regularly to make sure it's okay, and then compare the outcomes to the goals. We need to find faults and think of ways to fix them. We need a way to reward good results and punish bad results. Employees should be given rewards for doing good work. Inefficiency should not be allowed. Budgetary control is a way to organize and plan for how much money to spend. It involves creating a detailed financial plan or budget. It is evident that the financial plan or budget is not merely a speculation or a brief overview of the business's outcomes for the upcoming year[11]. It's a plan of how to do things. The plan needs to follow good ways of working and also have a smart management strategy. It needs to be somewhat flexible, like it can stretch. This means that working people should include achievable goals in their budget that can be reached through hard work and commitment. A simple way to tell if a business budget is well-planned and controlled is to examine it closely.

Someone should be assigned to the task of creating budgets for the organization in order to ensure an efficient budget system. In small businesses, financial managers do this job, but in big companies, a budget committee usually handles it. The committee decides how to make the budget, gathers the necessary information, and puts together the final budget. They then share the budget with different levels of the organization. Also, the committee has to solve any disagreements between different parts of the company about money matters. The budget committee is a group of important people who make decisions about how to plan the budget for the most important parts of the company. The Committee needs to choose members from all departments involved in budgeting to do its work well. The person in charge of the Committee is usually the Chief Executive, who is also called the budget controller or budget officer. The budget program is usually managed by a finance manager. A company can plan how they will spend money for a certain amount of time. Different organizations take different amounts of time to plan their budget. It depends on things like the type of business, how much risk and uncertainty there is, how much money they have, the economy, and other things. The budget period can last for one week, one month, three months, or even longer

than a year. Companies do not have a specific amount of time. The official budget is usually made for a year and is split into months or quarters. This shows how financial accounting and yearly business activities affect how managers think about planning for the company. Long-term budgets focus on big investments and can cover five years or more in the future. The plans for the future might be uncertain because they depend on what will happen in the long term. These budgets should be updated because the economy and business conditions have changed over time.

A shorter time may not show all the weather patterns, and a longer time makes it harder to predict the weather accurately. It is less challenging to accurately plan a budget for a shorter duration compared to a longer one. When it comes to making specific decisions and arrangements, budgets covering a period of less than a year are preferable. This has led to a growing popularity of rolling or progressive budgets among people. This budgeting method lasts for a year and then adds on another month when one month is over. This helps the managers to consider the changes in the business when planning the budgets for the coming months. Budgeting is an ongoing process. Because of this, these budgets are also called continuous or perpetual budgets. Management experts say that a rolling approach to budgeting is better than other methods because it allows for long-term planning. In regular business situations, it's a good idea to have a basic budget for the next year to help with making big plans and decisions. The short budget needs to be reviewed every three months to make sure it stays one year ahead.

At the same time, companies should plan for how much money they will invest in the next five years. A budget manual gives important information to the people in charge of making budgets. It helps them know how to organize and prepare the budgets. So, it is an important part of the budget control system. So, every business needs to have a budget manual. A corporate controller from a well-known American company said that budget manuals are important because they help to explain and define many things. Many things we are not sure about may be found, and as we explain them, we can learn more about the different pieces and the whole thing. Training time may be shorter if we use written instructions along with spoken ones. It would be less embarrassing if you can find the answers to your questions in a manual. We don't have to rely on our memory when we write down the steps of a process. Additionally, if protocols are not regularly reviewed and documented, the departure of employees and the passage of time can lead to procedures being altered without the awareness or consent of managers.

Budgets are made to help businesses reach their goals. You need to know all about the business's goals, nature, and rules to make a good budget. The length of time for the budget should be based on each business's specific situation. Normally, all businesses require budgets for both the short-term and long-term future. Short-term refers to money coming in and going out, as well as the amount of cash and sales. Also, long-term budgets include spending money on things like buying equipment, training employees, and making the business bigger. The people who make the budgets need to be truthful and sincere. They need to know a lot about the company, including what it does, what its goals are, and what resources it has. They need to see ahead and be good at planning to make balanced budgets. We need good and correct numbers to make a good budget. Previous experience helps to predict the future. The budget needs to be able to stretch and change easily. It needs to be able to be changed when new things happen. A business that is too excited may set very high goals. They might turn out to be too hard to do or impossible to reach. The work put into making budgets could be wasted. To stay safe, budgets should be made by experienced and

forward-thinking people[12]. They will set new goals based on what they have, and they won't mix them with the goals from past budgets.

Companies that understand that fixed costs can change significantly when production levels change, like to use a flexible budget. This is just a set of specific money plans for different amounts of things being made. A flexible budget changes based on the amount of work being done, because it takes into account different types of costs. Hence, a flexible budget encompasses multiple budgets for expenses at varying levels of capacity. The capacity levels are determined by what percentage of capacity is being used or how many units are being produced at a certain level of capacity. When the workload changes, costs are actually grouped into fixed, variable, and semi-variable categories. While flexible budgets combine variable and fixed overhead costs into one rate, they do not distinguish between the two. To determine the rate, the estimated overhead at the usual production level is divided by the normal amount of production. Flexibility in budgeting can be done in two ways. The first way is called step budgeting, where budgets are made for different levels of operation. The second way is variable budgeting, where budgets are based on variable costs and allow for more money as the amount of work increases. Business leaders like using flexible budgeting because it can be easily understood by supervisors at all levels, no matter their education level. These budgets are also realistic because they take into account the actual conditions in the plant. Flexible budgeting is important because it gives accurate budget numbers. There aren't many chances for differences, and if there are, it could be because the control isn't working well or things are changing. The operating budget is a plan that shows how much money an organization expects to make and spend from its regular activities in the future. This budget has a plan for what a company wants to do in the next year. It lists all the activities the company wants to do during that time. In this budget, we also plan for how much money we will make from sales, how much it will cost us to make and distribute our products, and how much we will spend on administrative expenses. In fact, the budget often includes performance measures that are not clearly shown in the financial statements. Operating budgets typically encompass budgets for raw materials, inventory, labor costs, and other relevant expenditures. The capital budget is a plan that shows where a business will invest its money in things like buildings and equipment. It also includes money for big expenses that will affect the business for a long time. The capital budget includes activities like building new roads and buildings, making more products, and getting more tools and equipment to make things. Because the capital budget usually involves more money than the operating budget, it needs to be carefully planned, analyzed, and evaluated. These budgets aim to help the organization achieve its goals and objectives as much as possible. Short-term budgets are plans for a business's money and activities that only cover a year or less. Usually, companies like to make budgets for how much they will sell and how much cash they will need for expenses. However, these budgets can be divided into smaller periods of 6 months, 3 months, and maybe even one month.

Experts think that if managers split the budget into shorter time periods, they can be more flexible. Usually, departmental bosses make short-term budgets. Different parts of the company have to work together to make short-term budgets. Then, the boss makes the final budget using the short-term budgets. In order to stay competitive in the growing market, companies should strategize for longer-term growth beyond one year. Long-term budgets can last for one, three, five, or more years depending on the type of business. According to the National Association of Accountants in America, a long-term budget is a comprehensive strategy for overseeing business operations for longer than one year. The top bosses usually make the long-term budgets. High-level managers are in charge of making important choices about how the business can grow and succeed. Creating a budget requires studying things

inside and outside the company. This includes competition in the industry, how the economy is doing, and changes in society and technology. Management needs special skills to do this well.

CONCLUSION

Professional growth means each person gets to learn in their own way to be the best they can be at their job. In our learning community, some people will like certain things, but not everyone will be interested in them. Professional growth can happen in different ways, but the basic level helps everyone in our system have the same understanding. Professional development helps us learn how to teach better so that all students can do well in school. Educators are required to engage in ongoing learning and development to excel in their career. Luckily, there are many ways to grow and improve in your job. The list below gives ideas on how teachers can improve, no matter how much experience they have. The essence of professional development lies in progress and acquiring new knowledge. Enhancing professional development enables educators and administrators to enhance their teaching and school management practices. It also helps them create better activities for other teachers to learn from and also helps them teach students better. Assessment information is used at every step of professional growth, like making plans, carrying out activities, and looking back to make changes. It means that evaluation happens all the time, not just at the end of training. To make sure that teachers are learning new things, schools and states need to have a plan to pay for it. This part talks about how to get the money needed for good training proposals after looking at how money is currently being spent.

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CHAPTER 10

TECHNIQUES IN EDUCATIONAL MANAGEMENT :MAXIMIZING GOVERNANCE, PREPARATION, EVALUATION, AND COMMUNICATION

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ABSTRACT:

Managers employ various techniques to manage and navigate diverse scenarios within organizational management. One important part of this control is making sure important information is handled well in the organization. This endeavor relies heavily on control methods and tools. They help measure and evaluate how well the organization is doing and how it is growing. Managing important information well makes sure that the people making decisions can use the right data to make good choices. This means putting systems in place to control how important information flows, is stored, and used. These tools help the organization to be successful by allowing the management to measure how well it is doing compared to the goals it has set. It is important to measure how well a company is doing to see if its plans and methods are working. It helps managers see what is going well and what needs to be better. Tools like performance measurements, important indicators of success, and data analysis are often used for this reason. These ways help people understand how organizations work and make decisions based on data. Moreover, these management techniques support the company's growth by identifying emerging trends and potential opportunities for success. By organizing important information, managers can make sure their plans match the company's goals. This helps the company to be flexible and strong. In brief, implementing control methods for handling vital information assists organizations in addressing obstacles and sustaining their growth.

KEYWORDS:

Education, Management, People, Work.

INTRODUCTION

It makes managers think carefully and study all the things that can affect their project. The network analysis needs careful project planning from beginning to end. It helps the boss predict how schedule changes will affect things and be ready to fix any problems. We find problems and areas that could cause trouble early, so we can fix them before they become a big issue. A lot of information can be shown in a very organized way. The connections between tasks are shown in a picture so people can understand them better. People in different places can see what they need to do for the whole task. The PERT time (T_e) uses three estimates, making it the most accurate time when there are uncertainties. It gives a more accurate prediction of how long something will take. The Stochastic PERT time (t_i) is the most likely time for an activity to be completed [1], [2]. This helps us predict the total time it will take to finish the whole project. It helps people talk better; the network lets different people involved in a project, like designers, builders, and managers, all share information. They all need to know and understand what everyone else does and how they help. The network will show which areas are most important so we can focus on the most important tasks without forgetting about the less important ones. This allows the bosses to focus on important jobs so the project can be finished on time. Not sure how much time and resources will be needed. We need to make assumptions and the outcomes will only be as good as the

assumptions. The expenses could be more than the usual ways of planning and control. Because networking and network analysis are complex, they need a lot of careful planning and attention to detail. This takes more time and people, which costs more money. It's not good for basic, repetitive jobs like working on an assembly line where the tasks are always the same[3]. So, PERT doesn't work well for making things because it only focuses on time and not on the quality of the products being made.

The Planning, Programming, and Budgeting System (PPBS) brings together different methods to plan and budget for a program. It helps to identify resources, figure out their costs, and prioritize and strategize for the program. It also helps to plan for expenses in the upcoming year. In a lot of organizations, such as the United States' Department of Defence, leaders use their planning, programming, and budgeting system to combine what they need to do with how much money they have. The education department usually splits the process into plans, programs, and budgets. We plan, make a program, and decide on a budget for education all year round. PPBS helps us see the steps we take each year, starting with the plan, then the program, and finally the budget.

PPBS means planners need to focus on what they need to do, programmers connect the plans to a six-year money plan, and budgeters get ready for a two-year government money plan. As companies grew more complicated in how they were set up and how much work they did, they needed better ways to manage everything[4], [5]. The big companies got really complex because they joined together or got bigger, so they needed new ways to manage everything to make sure they achieve their goals. Plus, as the types of people working changed and they became more aware and educated, it was thought that their involvement in the organization's activities would be helpful for both the workers and the company. This is how the new idea of participative management developed.

This kind of management is called "Management By Objectives" or MBO. Peter Drucker came up with the MBO ideas and believed that each job should help the whole business. It's a new area, but people like John Humble and George Odiorne have paid a lot of attention to it. MBO is when managers and employees work together to figure out goals, set objectives, and make plans to reach those goals. These objectives and goals match with the goals of the organization. George Odiorne says that management by objectives is a process. It's when managers and their employees work together to set goals for the organization. They also outline each person's responsibilities and use those goals to evaluate how well everyone is doing. MBO is short for Management by Objectives or Goal Management.

It believes that if employees help set goals and measure their progress towards these goals, they will be more motivated to work well and help the company succeed. John Humble is really excited about this new and challenging idea. He describes MBO as a dynamic system that helps the company reach its goals for making money and growing, while also helping managers improve themselves. Managing a business with MBO is tough but worth it. MBO focuses on setting goals, not just doing the work. Being busy and working on things is not enough if it doesn't help you accomplish something important. It helps with planning and motivates employees. By using it correctly, we can get rid of or lessen some planning mistakes. It is a complete plan with clear goals that everyone is involved in. These goals are similar for everyone, and each person's rewards will depend on how much they accomplish[4], [6]. This makes a fair way to judge people's performance. Moreover, a successful MBO plan includes frequent in-person communication between managers and their employees, which in turn helps to enhance the overall communication within the company.

The first step in the MBO process is to clearly state and understand the goals of the organization. These rules are made by the main boss and usually with input from other bosses. These goals need to be clear and achievable. This process gets the team leaders and the highest-up managers to work together. Once we know what we want to achieve, we should tell everyone in the organization and make sure they understand it. Manager and employee working together. Once the organization's goals are decided, the employees work with their manager to set their own goals. It's really important for people to talk and make decisions together because they are much more motivated to achieve goals that they chose themselves. The things that the people below are trying to achieve are specific and for a short time[7]. They show what the group can do in a certain amount of time. The team members should work together to come up with their goals. In this way, everyone helps to set the goals.

Aligning what we want to achieve with what we have to work with. The goals are not important unless we have the things we need to reach them. So, the boss needs to make sure that the workers have the tools and things they need to reach their goals. If you set clear goals, it's easier to figure out how much resources you'll need to reach them. Like goal setting, it's important to talk with your team before deciding how to use resources. Freedom to do something the way you want. The manager and their team should have the freedom to decide how to use resources and reach their goals. As long as these methods follow the rules of the company, the bosses should not interfere too much.

Assessment and evaluation of how well someone is doing. The boss and employees should have regular check-ins to see how things are going. These reviews will decide if the person is doing well or not. They will also tell us if there are any unexpected problems. They also help the lower-ranked employee understand the MBO process better. They also make their coworkers feel good because the manager is interested in their work and how they are doing. However, during these mid-term reviews, the assessment of performance should be done using fair and easily measurable criteria. These reviews will help the manager and their team change goals or ways of working if needed. This makes it more likely to achieve your goals and ensures there are no unexpected things at the end.

DISCUSSION

Henri Tosi and Stephen Carroll did a lot of work in this area and talked about the good and bad things about MBO. MBO is a process that focuses on achieving goals and encourages managers to plan carefully. When we make the planning process better, it helps us manage everything better. Both the boss and the employees know what they are supposed to do, so there is no confusion about their roles. Reduce inflammation after exercise by consuming foods rich in antioxidants, such as fruits and vegetables. The managers have to set specific goals and standards for how well they should do their job, and decide which goals are most important. These specific goals are designed for the skills of the employees, so they can contribute as much as possible and make the best use of their abilities. Also, the duties and power of the staff are clearly defined. It helps people to understand what the company wants to achieve. Usually, the lower-ranked workers focus on their own goals and the things around them[8], [9]. But with MBO, the workers feel good about helping the company reach its goals. This makes them feel better and more dedicated.

MBO shows where employees need more training. The management helps employees improve their skills and abilities, which can lead to better career opportunities. The periodic evaluation system helps workers understand how they are performing. MBO focuses on setting clear goals, so the evaluation process can be fair and specific. These appraisal methods are better than evaluating traits like cooperation, likability, self-discipline, loyalty,

etc. because they care about getting things done instead of focusing on the same vague and subjective traits. This review is fair and can boost morale a lot. It helps bosses and workers talk better. This ongoing feedback helps clear up any confusion and makes it easier to control the process and fix any problems quickly. In traditional organizations, the people in charge are at the top and they make all the decisions. This helps to be more organized and do better. So, the higher-ups usually don't want to help their employees participate in the MBO process.

MBO will only work if the top managers fully support it. Can you please rewrite this text in simpler language. Subordinates might not like MBO. They might feel stressed to agree with the bosses on what goals and objectives to set, and these goals could be set too high. This could make them feel less motivated and they might start to doubt the reasons for using MBO. They might think that MBO is just a trick by the bosses to make employees work harder and be more committed. "To access the online portal, you will need to enter your username and password. The MBO system focuses on measuring the goals and objectives. It doesn't give room for personal goals. Some things are hard to measure and even harder to judge. There is a lot of paperwork and it takes up too much of the manager's time. The manager has a lot to do because of all the meetings and reports. Some bosses might not like the program because it means they have to do more paperwork. The focus is more on goals that can be achieved quickly[10], [11]. Because the goals are mostly numbers-based, it's hard to plan for the future because we can't predict all the factors that affect planning.

This is because the world is always changing socially, economically, and technologically, which makes it hard to stick to our goals. Many managers may not be good at talking and helping people, which is really important in their job. The MBO system doesn't work well with other systems like forecasting and budgeting. This makes it harder for all the systems to work properly. Achieving goals as a group is harder. When one department's goals rely on another department's goals, it's harder to work together. For example, if the production department doesn't have enough raw materials and workers, it can't make the amount of products it's supposed to. We must make sure that the people in charge support and are committed to our plan. MBO won't work without this dedication. The big bosses and their workers should all think of themselves as members of the same team. This means that the bosses need to be ready to give up some of their power and let their employees have some authority too[12]. The author is asking for the text to be simplified. The goals need to be clearly stated, and they should be possible to reach.

For instance, it's not possible for a company's research and development team to aim for 10 new inventions each year. These goals should be decided with the help of the people who work for you. They need to be shared clearly and agreed upon by everyone. MBO works well when everyone agrees on the goals. MBO should be a way of managing the whole company, not just a method for evaluating performance in one part of the organization. MBO is a big project and should be used instead of old systems, not just added to them. Lopex noticed that when a company sets goals, it focuses on doing well. It gets bigger and gets better and becomes helpful to society. The goals need to be regularly checked and changed if the situation changes. The review process should catch mistakes early and fix them.

The proposed strategy for improving productivity involves implementing agile methodologies and leveraging cross-functional teams to streamline decision-making processes and enhance collaboration across departments. The plan to help get more work done better involves using agile ways of working and getting different teams to work together to make decisions faster and work better with each other. Everyone involved needs to receive training to understand the basics and contents of the program. This kind of learning should teach you how to make goals, how to reach those goals, how to review your progress, and

how to use any feedback you get. Sure Just let me know which text you would like me to simplify for you. The MBO system is a big project that follows good organizational and psychological ideas. Therefore, it should be fully embraced as a management style and integrated into the company's culture. Everyone involved needs to know what they are supposed to do and what is expected of them. Everyone in the organization needs to fully understand and use the system.

Total Quality Management (TQM) is a way of managing a company that focuses on making customers happy and involves all employees in always making things better. It uses smart plans, information, and clear talking to make sure that good behavior and work quality are part of the organization's culture and activities. TQM is a way to make sure that customers are very happy with the whole company. In education, TQM is about the things we put in, what we do with them, and what we get out of them. It is about how people and things are used in the education system. Total planning, doing, and getting feedback is also part of TQM in education. In addition, TQM also takes into account how an organization is run, managed, and organized. Total Quality Management (TQM) in education means focusing on vision and commitment within the organization, understanding what the students need and how to meet those needs, creating different parts of the educational system and investing in training the team, setting and reaching specific goals to improve performance, and regularly checking and using tools to measure and get feedback on the organization. From the points above, we can say that TQM is a structured way of managing a company that focuses on making the best quality products and services.

It uses feedback to improve and deliver value to the customer, while also meeting the company's long-term goals. The TQM Model explains five important parts of making sure things are done well in management. The first thing about "Customer focus" is about how we keep track of and use information about our customers. It sets up a system that meets the customer's needs and works to make them happy. Secondly, the planning process includes all the activities done in TQM. Managing and improving a process often relies on the feedback from customers. The final part of the TQM model is everyone being involved. The TQM process thinks that people, with their leadership, are responsible for all tasks. In TQM organizations, the top managers are responsible for making sure that all TQM operations are carried out, promoted, and improved. It ensures that the employees are well-trained, skilled, and actively contribute to the organization's success. Managers and employees work together to make a place where everyone is important and can grow and make the institute better.

CONCLUSION

It is a network for controlling big and complicated projects like building weapons, ships, airports, and buildings. PERT can help with making plans and staying in control. In planning, it is used to figure out how long a project will take and to find activities that might cause delays. PERT is a great tool for planning and keeping track of the progress of big projects that only happen once. It focuses on making a timeline for the project, like building a new factory. If a task takes longer or shorter than expected, the management can move people and resources around to keep the project on track. In both types of PERT, time estimates are given to the activities in the network.

These times are based in part on how many people are assigned to a task and how resources are divided up. Because the paths on the network that are not critical take less time, they have some extra time.

The Planning, Programming, and Budgeting System (PPBS) is a way to plan and budget for a project by figuring out what resources are needed and how much they will cost. It also helps

decide which parts of the project are most important and how to pay for everything in the coming year. MBO helps to show where employees need more training. The management helps their team get better at their skills and abilities so they can advance in their careers. Total Quality Management (TQM) is a way of managing a company that focuses on making customers happy and includes all workers in making things better all the time. It uses plans and good communication to make sure everyone does good work in the organization. The TQM Model explains five important ways to make sure that the management process maintains good quality.

The first aspect called "Customer focus" is about collecting, analyzing, and using information about customers. Secondly, the planning process includes all the activities done in TQM. Managing and improving a process often relies on the feedback from customers.

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CHAPTER 11

PLANNING FOR CHANGE: CONCEPT AND OBJECTIVES OF PLANNED CHANGE PROCESS

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ABSTRACT:

The world is changing quickly and becoming more complicated, which makes it harder for our education system. Many people are realizing it's important to improve how students get ready for a world that is always changing and very challenging. Facing this challenge means we need to carefully look at the complex education system and recognize the many problems that need to be addressed. It's clear that one solution can't work for everyone. We can't expect one way of doing things to make the system much better. This unit will explore some of the complex issues related to this change in education. We will look in detail at how we can change the way we teach, use new methods and technology, and help students learn to be adaptable and think critically. Understanding the education system can be tricky. It's important to be flexible and consider the specific situation to make things better for students. This will help them succeed in a changing world.

KEYWORDS:

Countries, Education, People, Students, Technology.

INTRODUCTION

In 2014, a study using data from the United Nations found that the world's population is expected to keep growing and could reach between 9.6 billion and 12.3 billion by the year 2100. When the Pew Research Center asked American scientists if the growing world population was a problem, 82% said it would put pressure on the Earth's natural resources. Other worries include not having enough food and the impact of more people not having jobs on society. There is also worry about how fast the climate is changing. The population does not grow at the same rate everywhere. In some advanced countries, the number of babies being born is lower than what is needed to replace the population. Bulgaria's population has decreased from 9 million in 1990 to about 7.3 million today, according to Wolfgang Lutz, who is the founder of the Wittgenstein Centre for Demography and Global Human Capital. In Nigeria, on the other hand, he says that most women have about 5.5 to 6 children on average. The United Nations says the country's population could be bigger than the US by 2050 [1], [2]. If nothing changes, the country could be as big as China by the end of the century. The idea of only allowing each family to have one child might seem like a good idea, but it doesn't actually work.

China tried it and it ended up causing a different problem now they have lots of old people and not enough young people. We can help the environment by helping women have fewer children and waiting to have them until they are older. We can do this by making sure women and girls have access to healthcare services, making the legal age to get married older, and giving women more opportunities to work by, for example, making it easier for them to get loans. Bangladesh used talking to people and making them understand to change how many kids people want and to help married women use birth control more. As a result, the number of children born to each woman has gone down from over 6 in 1975 to a little over 3 today. Mark Montgomery, a professor at Stony Brook University and a researcher at the Population Council, says that education will be very important in stopping the population from growing

too much. "We have seen big changes in some countries, like in the 1970s, when education increased and the number of children being born went down in those countries that used to be poor. " Lutz and his team are in favor of this. The scientists discovered that women in Mali who didn't go to school had around 7 children, on average. For those with more schooling, the number was around four. "He says that when more people are educated, they have fewer children and the population growth slows down. "

"This helps countries have more educated workers and makes it easier to get rid of poverty and make the economy grow. Education will also be important, along with making energy cleaner and more efficient. " "Mr Lutz says that studies have found a connection between being aware of the environment and going to school. " His organization made a website to help policymakers create programs that consider social, economic, and environmental goals and changes in the population. The poor countries had planned to improve education by making sure all kids go to primary school, getting rid of illiteracy, and giving people more chances for higher education to meet the needs for workers. One reason why educational goals are not met is because the population is growing quickly, especially the number of school-age kids. For example, in Indonesia, the population of kids aged 6 to 11 increased by 89. 3% The top priority for educational planners should be to cut back on the cost of secondary and college education. Women who have more education tend to have fewer children for a few reasons[3], [4]. First, education gives women more opportunities to have a career outside of taking care of children. Second, educated women are more likely to want to move up in society, which makes them less interested in having kids. Third, educated women want their children to have better education and jobs, so they have fewer kids to focus on. Also, educated women tend to get married later and have kids at an older age. Lastly, educated women tend to believe in having a better life and having smaller families.

Those with increased educational attainment are expected to have a reduced risk of death. This is due to their greater understanding of healthcare. We should work on improving educational facilities in developing nations to assist them in achieving this objective. The number of people in a place will affect how education and jobs are. This will impact what is available for the biggest group of young people ever. The demographic transition is when fewer people are dying and having babies. This means that countries have more young people who can go to school and get jobs. By making good rules and investing money, this change can help the economy grow. India is very important in the world of education. India has a lot of colleges and universities. But, there is still a lot of room for making the education system better. Furthermore, the government's goal to increase the current number of students in education to 30 percent by 2020 will also help distance education in India to grow[5], [6]. India has the most kids and young adults in the world, around 500 million. This is good for schools and learning. The education industry in India was worth \$91. 7 billion in 2018 and is predicted to grow to \$101.1 billion in 2019.

Advancements in science and technology are changing the way people live, connect with each other, communicate, and do business. This is having a big impact on how the economy grows. To help technology grow, poor nations should spend money on good schooling for young people, and keep teaching new skills to workers and bosses. Science and technology help progress because they lead to better economy, health care, education, and buildings. The big changes in technology today are coming from new industries like computers, phones, biology and really small technology. Products are changing how businesses work and how people live. Everyone who uses them is affected. The biggest advances will happen when new ideas and ways of using technology come together. The new health and education technologies can improve the lives of poor people in countries that are still growing. Getting

access and using something is very important. Service and technology make some countries better at reducing poverty by growing their economies, while other countries struggle to do so. How well developing countries become strong economies depends on how they use ideas from science and technology in creative ways. New ideas make technology better and help people live better.

Technology can aid the growth and development of emerging regions. It can make a big difference in these areas. Developing nations lack sufficient skilled labor and financial resources, and they do not effectively utilize their existing assets. Less than half of the differences in income between countries comes from the things put into a system. This is because people can't use new technology to make their work better and faster. Computers, the Internet, and mobile devices have changed the way people live. They help us learn and do business, and connect with others all over the world. This has given more power to individuals and created new virtual communities. The United Nations says that by the end of 2010, there were about 5.3 billion people with mobile phones around the world. This included 940 million people using 3G services. Approximately 90 out of every 100 people in the world can use mobile phones. Three-fourths of these people live in countries that are still growing and developing [7], [8]. However, the growth of Information Communication Technology (ICT) relies on having access to electricity. In the next 20 years, the biggest difference will be between people who can use electricity for their devices and people who can't. Developing countries should spend money on good education for young people, training for workers and managers, and making sure that everyone in society has access to knowledge. This will help them make progress with new technology.

The countries and companies that are quick to adapt to the fast-changing world and take advantage of the new opportunities will get the benefits of the technological revolution in a more connected and knowledge-based world. Those who succeed will make big progress in lessening poverty and inequality. A study by the World Economic Forum says that 65% of kids starting primary school will have jobs that don't even exist yet. By 2020, there will be around 1.5 million new digital jobs all over the world. Right now, 90% of companies don't have enough people with the right IT skills. And 75% of teachers and students don't think they have the skills needed for IT jobs. In order to get ready for jobs in the digital economy, schools need to change and keep up with the growing need for IT skills. Technology is helping teachers teach in new and different ways, so they can reach all kinds of students, not just those who learn from reading and writing. In schools, computers are now used for more than just a specific class. They are now used as a flexible tool for learning that can change how we teach, assign projects, and measure progress. Even though there are chances for schools to use technology, not all schools are doing it. Knezek says that the U. S Knezek is talking about the United States. Some schools are wondering if they should use more technology, but other countries are thinking about how to use it. However, technology has the potential to make education better in seven different areas.

DISCUSSION

On websites like Glovico. org, students can have language lessons with someone who speaks the language fluently and lives in a different country. They can attend the lessons through video calls. Learning from someone who grew up speaking a language, learning by talking to other people, and being around a different culture can be very helpful for learning. Before, only people who could afford to travel could take advantage of these opportunities. Now, starting a language exchange is as simple as making a video call. Virtual manipulatives are like digital tools that help you understand fractions, percents, and decimals. Your teacher might ask you to draw charts or solve a set of problems where you change only one thing in

the equation. Or he could give you a computer tool to play around with math problems and figure out how things are connected[9], [10]. The National Library of Virtual Manipulatives, created by a team at Utah State University, has been collecting these tools since 1999. Lynne Schrum, who has written three books about schools and technology, says in the past, people used to count with blocks or beads.

"It's a little harder to control them. " Now there are websites where students can use virtual tools to learn about numbers. They can change values and move things around to see how it affects the numbers. Probes and sensors: Around 15 years ago, the creators of the Concord Consortium connected a sensor from a Polaroid camera to a computer program. This allowed them to graph movement as it was happening. Today, many classrooms all over the world use ultrasonic motion detectors to show how things work. Gathering live information using probes and sensors can be used for many educational activities. Students can use tools to find the dew point and test pH. They can also see how pH affects a chemical reaction with a light probe, and watch for chemical changes during photosynthesis using sensors. The fourth thing is Better ways to test students: Models and simulations are not only good for teaching, but they also help teachers understand how well students understand the concepts. Asking students questions and using multiple choice questions can help assess their understanding of vocabulary. "But you can explain what a chromosome is. That doesn't mean you know genetics any more.

It could mean that you understand how to understand what a word means. "How can we find out how much you know about a concept. " In Geniverse, a computer program made by the Concord Consortium to help students learn genetics by breeding dragons, teachers can give students a test that is more like a real-life task. The students need to make a special dragon. Teachers can see how each student got their answer in genetics to know if they used trial and error or if they knew the right answer. Using different ways of telling stories and using technology, students can show how flight works by using two candles. When they blow between the candles, the flames move closer together. For another example, they can hang ping pong balls from the ceiling and pull them all together. Furthermore, it's a good idea to include technology in the classroom because it's such an important part of the world. Rewrite this text in a way that is easy to understand. There are many opportunities for e-books to revolutionize education, but some schools have not fully utilized them. A PDF version of a textbook on a tablet may lack interactive features such as models and images that enhance student learning.

"Creating those things requires a significant amount of time and thoughtful consideration." We might miss out on opportunities if we focus on not carrying textbooks anymore. " "All your stuff is on your iPad, isn't that awesome. " Epistemic games are games that ask students to pretend to be a city planner, journalist, or engineer and solve real problems. This can help students learn important things by letting them pretend to be adults in game-like activities. In the game, students pretend to be important negotiators and have to decide what should happen with a real medical problem. In a different class, they have to be artists who make pictures using math, like M. C Escher Escher n Escher "Creative people learn to think in new ways through different kinds of training, not just by studying in regular classrooms. It's not just about getting the right answers on a test. It also means having practical skills, high expectations and professional ethics, and a specific way of thinking about problems and explaining solutions. Epistemic games are about learning important ways of thinking for the digital age. These seven technologies are changing education. As student debt grows, it's time for society to rethink college and universities and our whole system. We need to make new and creative systems that help people reach their full potential. The Internet is changing

the way we do many important things like sending money, talking to each other, buying things, and more. But it's not changing how we teach the future generation of people and leaders as quickly. It's time for schools to use more technology in teaching. Students should get a up-to-date education that helps them get skills they need now.

Education Growth and Diffusion of Knowledge

The so-called 'knowledge economy' today makes the assertion that economic development is dependent on knowledge and its application. However, economic development and expansion have always relied on fresh ideas and innovations. Indeed, Francis Bacon was the first to assert that 'knowledge is power'. Maybe what has evolved is that information is now acknowledged as being at least as essential as money (physical and financial) and the environment in terms of economic progress. In summary, knowledge is today viewed as a national financial asset and the foundation of national competitiveness. As a result, education at all levels, particularly higher education, with its ability to boost productivity via research, is seen as the worldwide solution to economic policy. Governments across the globe, including industrialized and emerging countries, are revamping education systems as one of their primary areas of public policy investment. National policies aimed at stimulating knowledge development, acquisition, dissemination, and exploitation have emerged as the most important goals in scientific, research, and education policy frameworks[1], [11]. As a result, the focus has shifted to the twin methods for creating suitable academic infrastructures, such as understanding institutions reform, as well as a strong emphasis on so-called 'human resources' or 'human capital'; that is, individuals who know how to learn and who continue to learn by upgrading existing skills and acquiring new ones.

The knowledge economy is said to need metacognitive abilities that are both versatile and highly convertible, such as problem solving and the capacity to learn. Knowledge workers are urged to constantly update and widen their abilities, both via formal schooling and lifetime learning, as well as through workplace and informal learning opportunities. Firms are urged to transform themselves into 'learning organisations' capable of harnessing the synergy of staff in the form of teams and using innovative knowledge management approaches. In a world where the Internet has made information omnipresent, the capacity to utilize knowledge effectively is what matters. Wisdom refers to systematically integrated understanding that enables a citizen, worker, manager, or finance minister to behave meaningfully and wisely in a complicated and demanding environment. The only way to increase returns on investment is to build up the stocks and flows of knowledge that a nation or organization need, as well as to encourage new ideas and practices. Adopting proper technology leads directly to increased production, which is critical to growth. In cultures with a substantial stock and flow of information, virtuous loops that promote general creativity and technical innovation evolve organically and allow for long-term progress. In cultures with low knowledge stocks, brilliant and creative individuals feel restricted and go as quickly as possible, producing a vicious cycle that traps those who stay in a more impoverished environment. Such cultures remain impoverished and dependent.

The investment environment, as well as the appropriate incentive structures, are critical for guiding resource allocation and encouraging R&D. Successful nations have increased their capacity to create and learn by doing by allocating public funds to research and development in key sectors. Everyone is engaged, large and little, public and private, wealthy and poor. Every modification should be implemented in a deliberate manner. Planned change may assist individuals in adapting to the changing environment; nevertheless, planned change is predetermined. It is determined in advance what will be done in the future. It is a purposeful process of preparing the whole company, or a large portion of it, for new objectives or a new

direction. Its responsibility is, thus, to preserve stability and integrate certainties into the organization. A planned transformation has several purposes. Basically, the aims are intended to increase the organization's capacity to adapt to changes in the environment. Employee behavior is predicted to alter, which will contribute to an increase in organizational performance and efficiency. Before implementing any planned change, it is necessary to consider the results and effect of the change. Regardless of carefulness, if a bad influence is seen, one might prepare or set a solid goal to deal with the alterations.

Importance of Planned Change

Planned change has a lot of advantages. By thinking about the good and bad things, the process of change is started. That's why it's very likely to be important. Planned changes help work better and provide better service. However, making changes without a plan may not greatly improve productivity. Improving quality requires carefully planned changes in a company. The organization's success depends on the quality of its products. If you start making changes in a planned way, it can help you deal with competition successfully. If not, it might be hard. Using a plan can also help to make technological changes. It helps to decide which technology to use. Making customers happy is one of the main goals for companies. We can also make a plan to increase and keep satisfaction. Every company wants to grow its business. This growth program needs a good plan to work well. Owners and managers being happy is one of the main goals of starting a company. Some changes happen because the law says they have to. Change has started to follow the laws. Training and developing workers is something that is always happening. If we do this process in an organized way, it can help the organization in the long run.

Steps in Planned Change

Understand that things need to be different. Realizing that change is necessary can happen with the leaders of the company or with other parts of the organization. The change could happen because of things happening inside or outside. Create the aims of the change. Before doing anything, it's important to figure out why the change is needed. We need to think about both problems and opportunities. It's important to figure out what needs to be different in the products, technology, organization, and way of doing things. The change agent is the person who leads and makes sure that planned changes are put into action. The person making changes needs to pay attention to what needs to be improved, be open to good ideas, and help put those ideas into action.

In this step, the person leading the change starts learning about how the organization feels so they can help the workers get ready for the change. Getting people ready for change means telling them directly what's wrong with the way things are now, and how it can be better in the future. It also means making them aware of the things in their surroundings that are causing change. The text is from an image and cannot be seen. This step needs a choice on how to make the change happen. Managers can become more aware of the need for change by talking to different people and organizations, visiting new places, and comparing their performance to their competitors. Sure, please provide the text that you would like me to simplify. Make a plan. This step is about making the plan, or the "what" information. This step also decides the timing, location, and method of the plan. The plan is similar to a map for a road. It mentions certain things that need to happen at specific times and be combined together to make the change. It also gives someone the job of being responsible for each of the goals and objectives.

Once something changes, people may not be as excited when they have to deal with regular problems. Managers can keep the change going by giving support, teaching new skills,

encouraging new behaviors, and creating a support team for those making the change. During this step, managers need to see if the actual results match the goals they set. It is important to check if the goals were achieved; looking at the results helps with this check. Change should lead to good outcomes and not be done just for the sake of it. It is essential to keep in mind that a comprehensive change plan encompasses a range of tasks that managers must undertake to navigate the change successfully. It is essential for them to realize that change is necessary, inspire others about the idea of change, devise a strategy, gain support from others, execute the change, and sustain it.

CONCLUSION

In 2014, the journal *Science* looked at information from the United Nations and found that it's unlikely the world's population will stop growing in this century. They estimated that between 9.6 billion and 12.3 billion people will be living on Earth by 2100. Population is not growing at the same rate everywhere. Many rich countries are having less babies than needed to keep the population at the same level. Bulgaria's population has decreased from 9 million in 1990 to about 7.3 million today, according to Wolfgang Lutz, who started the Wittgenstein Centre for studying human population. In Nigeria, the average woman has 5.5 to 6 children. The United Nations says that the country's population could be bigger than the US by 2050. If nothing changes, the country could be as big as China by the year 2100. The poor countries wanted to make sure all kids could go to school and learn to read and write. They also wanted to provide more education options for people to get the skills needed for work. The number of people in the world will affect the chances for the young generation to get education and work. This generation is the biggest ever. The demographic transition happens when fewer babies are born because more people are surviving. This means that countries have more young people who can go to school and work. Advances in science and technology are changing the way people live, connect, communicate and do business, which has big effects on the economy. To help technology improve, poor countries should spend money on good education for young people, and keep training their workers and bosses to learn new skills. The things that make some countries able to fight poverty by making their economies grow and improve are their services and technology. Other nations lacking the capability do not possess these assets. How much developing countries become strong in the economy will depend on how well they use ideas from science and technology in new and creative ways. To help technology grow, poor countries should spend money on good schooling for young people, ongoing training for workers and bosses, and making sure that everyone gets to know as much as possible.

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CHAPTER 12

THE STAGES OF CHANGE PROCESS: AWARENESS, INTEREST, CONVICTION, EVALUATION, TRIAL, ACCEPTANCE AND ADOPTION

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ABSTRACT:

Change management means using different strategies to help people and teams go through big changes in a company. It means having a plan for dealing with change and understanding that it's important to consider both the technical and human parts of the change in order for it to work. Successful change management helps people and the organization to be more flexible, strong, and have a good work environment. The diffusion of innovations theory, created by Everett Rogers, looks at how new ideas and technologies spread in groups of people. It suggests that diffusion is when new ideas or things spread out over a period of time. Knowing why people choose to change, like believing in its benefits and matching with their current situation, is very important for making change work well. In times of change, it's important to have good management skills, especially ones that focus on building a strong team and getting things done. Leaders need to have good management skills to deal with changes in the workplace. This includes being good at talking to people, understanding their feelings, and working together with them. Putting people at the center is very important for creating a good atmosphere at work, getting people involved, and making sure the work gets done well during changes.

KEYWORDS:

Adoption, Leaders, Management, Product, People.

INTRODUCTION

Change management means helping people, groups, companies, and projects move from one state to another. When this term is used for businesses and projects, it means changing the project's goals to meet new needs and objectives. Sometimes, a business needs to make changes in how it works, sells, and handles money to reach its goals. This can happen when it reaches a certain point in time. Change management means using a planned approach to guide a business from how it is now to how they want it to be. Using change management can help a business stick to its budget and schedule. This means the business can make more money and get the benefits it wants. In a world where there is a lot of competition and things are moving quickly, it's crucial for every company to keep improving and using new technology and ways of working to meet what their customers want. Managers can use different ways of leading depending on the situation. Learning about different ways to lead people can make us better at managing others, or get us ready to become managers in the future [1], [2]. Also, it's helpful to know your manager's style so you can get along with them better. The way a manager works is connected to how they talk to people. There isn't just one best way to manage. There are different styles that can work in different situations.

People oriented approaches

The ability to lead and bring people together to work well and be very productive requires good management skills. Companies that have not been successful for a long time are often micromanaged and not given enough resources to grow. Having the wrong kind of

management and not enough of the right management skills leads to bad outcomes. Bad leadership makes the employees feel unhappy, lowers their motivation, and makes the organization less productive and efficient.

Leading and managing people

Leadership and management are distinct elements. Leaders take a direct and active part in their workers' development, focusing them on accomplishing company objectives. Managers, on the other hand, take a passive approach to assisting the business in achieving its objectives. Leaders are self-motivated and do not rely on titles or authority to achieve outcomes; the only distinction is whether they have formal or informal authority. Managers, on the other hand, need authority and position to achieve achievements. People work eagerly for their leaders. The leaders are excellent on their own and can handle the activities of the company. Managers get uncomfortable and worried when they have to work alone, without the help of others. Leadership focuses on adapting to change, while management focuses on complexity[3], [4]. Leaders have a vision for the future, convey it to those who work with them, encourage their team to work on it, assist them overcome challenges, and build the abilities necessary to achieve the goal.

Effective leaders value long-term connections with their team members and strive to preserve and extend their relationship network. They devote time to creating and developing relationships with others. This is an investment for the future. By assisting their team members in achieving their own objectives, leaders deepen their relationship with them. They emphasize the team members' good attributes while ignoring their bad characteristics. Building connections takes time, which leaders realize and patiently await. They treat each member as a person, giving them the respect and space they need to carry out their responsibilities. Leaders concentrate on bringing out the hidden potential in their team members and guiding them to become better individuals who take joy in what they do. When team members seek to the leader for advice, he is prepared to assist them in overcoming their problems and challenges. Leaders possess a high amount of energy, which is essential to motivate and guide others[2], [5]. Leadership attributes include initiative, the capacity and desire to lead, honesty, self-confidence, reasoning ability, and industry and organizational expertise. Add charm, innovation, and adaptability, and you have an excellent leader. Leadership requires both human and intellectual talents.

Task Oriented Style

When we look at how people manage others, we see that most styles are either focused on getting things done or focused on working with people. A manager who is task-oriented will focus on the specific tasks and technical parts of the job. The manager wants to make sure that the employees understand their job and have everything they need to do it. A people-oriented style focuses more on how people work together in the workplace. The manager says that getting along with coworkers is more important than getting the work done. The manager cares a lot about the employee's well-being and is usually nice and trusting.

DISCUSSION

The dissemination of innovation refers to the process by which innovative items are embraced or discarded by their target markets. It enables designers and marketers to investigate why some inferior goods succeed while great ones do not. The concept of diffusion is not new; it was first investigated by Gabriel Tarde, a French sociologist, in the nineteenth century. However, it was not until the 1920s and 1930s that scholars started to really explore the phenomena. One of the most important early research was undertaken by

Ryan and Gross in 1943. This strengthened prior studies on seed uptake in agricultural communities and offered a solid foundation for future dissemination study. Everett Rogers, a sociology professor, gives a comprehensive framework for diffusion of innovation in his 1962 book, *Diffusion of Innovations*, which is based on over 500 investigations of the phenomena in many various fields. Rogers' essay continues to serve as the formal foundation for current study into the dissemination of innovation. It takes place over time via a number of communication channels between members of a comparable social structure. Ryan and Gross initially recognized adoption as a process in 1943. This theory incorporates Rogers' five phases, which are awareness, interest, assessment, trial, and adoption[2], [5].

Rogers builds on Ryan and Gross' work to provide a five-stage method for the dissemination of innovation. The first stage in the spread of innovation is knowledge. This is the moment at which the potential adopter is initially introduced to the invention. They do not have enough knowledge to make a purchasing choice and have not been adequately motivated to learn more. At this level, the marketer will be looking to enhance product awareness and give enough knowledge to take the potential user to the second stage. Persuasion refers to the point at which a potential adopter is willing to consider purchasing. They are actively seeking facts that will help them make their final selection. This is the stage at which marketers will try to explain the product's merits in depth. At this point in the invention diffusion process, a concerted attempt will be made to market the product to someone. Eventually, the potential adopter must make a choice. They will consider the advantages and disadvantages of adoption before deciding whether to embrace or reject the innovation[6], [7]. It is worth mentioning that this is the most ambiguous aspect of the procedure. According to Rogers, this is the most challenging step for acquiring intelligence.

This is, at least in part, because individuals do not always make sensible judgments. They make a choice based on their underlying views and emotions, and then seek to justify it. As a result, comprehending the decision-making process is difficult since the explanations offered after a choice are unlikely to be indicative of the underlying reasons for the decision. Once a choice has been made to adopt a product, the customer will most likely utilize it. This stage is when the adopter decides whether or not the product is valuable to them. They may also look for more information to either assist their usage of the product or to better comprehend the product in context. This phase is noteworthy because it implies that both designers and marketers should carefully examine the ownership process[8], [9]. How can a user get meaningful information in the post-sale environment? The ease of access to information, as well as the quality of that information, will impact the quality of the implementation experience to varying degrees.

At this phase, the user examines their choice and chooses whether to continue using the product or discontinue usage of the product. This phase may only be halted by abandoning a product; otherwise, it continues. For example, if you purchase a new automobile today, you are quite likely to retain it for a period of years before selling it and buying another. This phase often includes both a personal and social analysis of the product (the consumer will seek validation from peers, coworkers, acquaintances, etc.). It is important to note that adoption refers to the process by which a consumer starts and continues to use a product, while diffusion measures the rate of adoption. It takes into account not just the link between any specific user and a product, but also the relationship between all users, their interactions, and the product. Rogers' diffusion research provided some intriguing ideas for increasing the rate of dissemination, including examining social networks it's worth noting that Rogers wasn't talking about Facebook or LinkedIn here, though the concept applies similarly in digital networks, but rather "real life" social networks and identifying highly respected

individuals and collaborating with them to generate demand for an innovation. Identifying a representative group of desirable users and "injecting" the innovation into that group to obtain positive feedback, case studies, etc. to assist make the decision-making process simpler for other would-be early adopters.

Diffusion acknowledges that adoption is not an isolated activity, but rather one that is significantly impacted by other members of the adoption cycle. The failure of a product to disseminate throughout a market does not necessarily indicate a problem in the product. It might indicate that the product failed due to competition from other inventions or just a lack of awareness or expertise. If the message is not understood inside a social group, the erroneous message may spread fast, impeding or even preventing adoption. Marketers and designers care about adoption dissemination because it takes into account adoption within the context of a wider social system. The goal is to help not just a person but also a community during the adoption process. Understanding each phase in the spread of adoption helps you to creatively investigate how you could influence individuals at each level, including the last stage of confirmation, when a user can start to impact others' purchase choices as well.

The Stages of Change Process helps managers and organizations understand and deal with the complicated dynamics of making and carrying out changes. Originating from psychology, the Transtheoretical Model of Change developed by Prochaska and DiClemente has been used in many professional fields, including management. The change process usually starts by making people aware of why change is needed. This means pointing out the problems or things that don't work well, which makes it necessary to change. Leaders explain why they want to make a change and talk about how it will help the organization. Good communication is really important at this stage to make sure that people understand why things are changing and how it will affect their work and the organization. Once people know about it, the next step is to get them interested. This means showing the change as a chance instead of a danger. Leaders should explain the good things that can happen with the proposed changes for the people and the organization [10], [11]. In this stage, it's important to talk to people, answer their questions, and listen to their worries. Encouraging curiosity and being open-minded helps create a more interested audience.

The conviction stage aims to make stakeholders feel more committed. This promise is more than just knowing about the change; it shows that the person truly believes in the need for and the goodness of the planned change. Leaders need to connect with people's thoughts and feelings and make sure that any changes they make match up with what people care about and want to achieve in their jobs. This step usually includes sharing stories of success or examples that show how similar changes have led to good results in different situations. As people get more dedicated, the evaluation stage helps them figure out if the proposed change is possible and practical by giving them the right tools and information. This means looking closely at how the change could affect things, what problems might come up, and what difficulties we might face. Leaders want stakeholders to carefully think about the changes, ask for opinions, and share their thoughts. During this stage, it's important to be open and work together to make sure the evaluation process looks at everything and includes everyone.

The trial stage is when we try out the new changes on a small scale or in pilot projects to see if they work. This lets people involved see the change themselves in a safe setting. It helps to find and fix any problems that we didn't expect, get more feedback, and improve the plan before we start using it everywhere. The trial stage is an important test that helps determine if the change will be successful. Successful tests make it easier for the organization to start accepting the changes. This means making the plan bigger so that it can include more people, like whole departments or big teams. Leaders need to keep dealing with problems, giving

support, and telling people about the good things that happened during the trial. Creating a place where people feel supported and confident in their ability to adjust to changes helps them feel accepted.

The last step, adoption, shows how the changes become a part of the organization's culture and way of doing things. At this point, people have gotten used to the changes and no longer see them as temporary or experimental. The organization has made a successful change, and now it is working better and getting more done. During the adoption stage, it's important to keep checking and encouraging people to make sure the changes become a normal part of the organization. During these steps, different problems can come up, so it's important to have good plans to manage them to be successful. Communication is very important at every step. It makes sure that information is shared clearly and in a way that everyone can understand. Dealing with resistance to change is very important[12]. Leaders must listen to concerns, show understanding, and include employees in making decisions. This helps employees feel more responsible and committed.

Leadership is really important for guiding people through the process of change. Leaders need to be seen and easy to talk to, and they should be involved in guiding the organization at every step. Forming a group of people who want to make positive changes in the organization can make it more likely to succeed. Also, giving enough tools, training, and help is very important to make a change go smoothly and reduce problems. The Stages of Change Process helps to manage organizational changes in a structured and organized way. From making people aware to helping them to adopt the idea, each step needs to be thought about carefully. It also requires clear communication and flexible leadership. Making changes work well doesn't just help the company be strong, but also helps people do better in their jobs as things keep changing.

CONCLUSION

Change management involves guiding individuals, teams, organizations, and initiatives through transitions from one condition to another. In the context of businesses and projects, this term refers to altering the project's objectives and strategies to accommodate new needs and goals. Change management is beneficial for businesses as it enables them to remain within budget and maintain their planned timeline, resulting in increased profits and the realization of anticipated advantages. In a world with a lot of competition and fast changes, organizations need to keep improving and using new technology to meet customer needs. The way a boss manages people is very connected to the way they communicate. There isn't just one best way to manage. There are different ways and they can be used in different situations. It is important to recognize the distinction between leadership and management. Managers lead their employees and help them work towards the company's goals. The managers don't take much action to help the organization reach its goals. The leaders are motivated and don't need a title or position to get things done; the only difference is whether they have formal or informal authority. The managers need authority and high-ranking role to get things done. Building relationships takes time, and leaders know that they have to wait patiently. They treat each person as an individual and give them respect and the opportunity to do their job. A task-oriented manager will concentrate on the technical parts of the job. The manager is concerned about ensuring that the employees are knowledgeable about their responsibilities and have the necessary resources to perform their tasks effectively. The spread of innovation determines the uptake of new products by their target audience. Designers and marketers can use it to figure out why some lower-quality products do better than higher-quality products. The concept of diffusion is not new. It was first studied by a French sociologist named Gabriel Tarde in the 19th century.

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CHAPTER 13

BALANCE IN EDUCATION: THE IMPORTANCE OF COORDINATION IN ESTABLISHING INSTITUTION ACHIEVEMENT AND PROGRESS

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ABSTRACT:

Communication is really important when people talk and interact with each other. In the same way, it's really important for teachers and students to talk to each other in the classroom. The Kothari Commission said that India's future is being influenced in its schools. Since kids spend a lot of time in classrooms, teachers need to guide and direct them well. This can only happen if we talk to each other about our skills. This is really important for getting ahead in our careers and being respected in society. A great communicator can captivate his audience like a magician with his amazing tricks. Having a good conversation is just as enjoyable as eating a delicious meal that is served with love and care. In this section, we will study communication and how it's important in teaching and learning.

KEYWORDS:

Communication, Message, People, Work.

INTRODUCTION

There's anything in the universe that is possible without the method of communicating. Methods of communication vary based on the setting or scenario, as well as the number of persons involved. A person may communicate via words and expression. Verbal communication occurs when people utilize words. Nonverbal communication, on the other hand, refers to communication that occurs without the use of words and relies only on expression. Language is an essential component and foundation of any spoken communication. Verbal communication refers to communication that uses either spoken or written language. For interaction, we use a variety of tongues, including regional, national, and global. In a classroom, the instructor communicates mostly orally and writes words or sentences on the chalkboard. Examining, instructing, directing, explaining, and showing are all forms of verbal communication with pupils[1], [2]. In this approach, we may infer that speech blends written and spoken modes to provide effective interaction.

The language used must be clear and suitable. The message should be brief and to the point, yet absolute in every sense. The communicator should have a competent vocabulary. The point of view must appeal to both the mind and the spirit within the listener. Advantages of spoken communication Verbal communication gives quick feedback, allowing the communicator to understand the receiver's reaction. It also assists him in changing his message so that the listener finds it easier to understand. The sender can easily clarify items that the recipient hasn't comprehended. Verbal communications may be sent in much less time than any other method of communication. Vocal commands and instructions are effective in gaining control of the situation and ensuring that the goals are met. Oral communication is a practical and dependable mode of communication in committees, conferences, and gatherings when a large number of individuals gather for discussion. The drawbacks of verbal communication If the interlocutor is an excellent speaker, oral communication may be very effective and beneficial. The spoken message may arrive to the recipient in distorted form. This confusing communication might be the source of his

confusion and misunderstanding[3], [4]. Due to a lack of adequate recall, individuals may struggle to retain the important concepts of actual information delivered verbally.

Meetings may be both time-consuming and expensive. In addition to verbal communication, humans employ a variety of different modes of communication. Nonverbal communication refers to messages expressed using body language, facial expressions, or code language rather than using verbal or written language. In certain circumstances, mentally challenged individuals, or those who do not understand the sender's language, nonverbal communication becomes a compulsion. This sort of communication is often used in conjunction with verbal communication to increase its effectiveness. Nonverbal communication may be divided into the following types. Body language may aid to transmit feelings, emotions, and ideas. Various postures and motions of the body may transmit different meanings. Different individuals in different professions utilize body language to indicate emotions such as pleasure, fear, anxiety, jealousy, love, and compassion. During a performance, a dancer may communicate sentiments via different positions. Similarly, a teacher might express affection for her pupils, attorneys can employ different postures to elicit responses from their clients, and so on[5], [6].

It is often believed that the face is a reflection of one's emotions. Facial expressions may quickly reveal a person's intentions. A person's facial expression may plainly show whether they are furious or delighted. These phrases are comparable and ubiquitous across the globe. These are the most appropriate and successful nonverbal communication techniques. The language of the eyes is another essential kind of nonverbal communication. The language of the eyes is basic and easy to grasp. Widening or narrowing of the pupils, as well as movement of the eyelids, communicate information to the recipient. Television news bulletins for the deaf and dumb employ a specific code language. They can readily understand this. Even in our daily actions, we employ symbols or codes to express information. Detectives utilize code language to communicate sensitive information. Communication may occur between two or more persons. As a result, depending on the number of participants participating. This happens between two people. Examples of one-on-one communication include a buddy talking to another, a teacher talking to a pupil, and conversations between a father and his kid. It may be both formal and casual in nature.

This sort of communication involves more than two people. This sort of communication includes interactions with family members, neighbors, and friends. This sort of communication is often formal and includes a large group of individuals. This sort of communication includes school morning assemblies and religious preaching. This sort of communication takes place inside the confines of an organization or institution, such as in a hospital, the army, or any educational facility. This sort of communication encompasses a variety of methods for communicating with large groups. It is carried out via a variety of mechanical techniques, gadgets, and mass media, including television, radio, books, and videos. Individuals from any corner of the globe may participate in mass communication. Communication may occur in a wide range of settings or environments. Formal communication occurs when people communicate in a well-defined context with adequate norms and regulations in order to accomplish established goals. Formal communication is utilized in situations such as public speaking, mass communication, official communication, and so on[7], [8]. Here, language is employed more accurately, with a greater emphasis on grammar.

Informal communication occurs when communication is unplanned, devoid of rules and norms, and with the bare minimum of formality. This form of communication focuses on linguistic structure rather than grammar. There is also less emphasis on nonverbal behavior

such as dress, walking style, and posture. Any sort of contact between a group of friends outside of school or college might be considered informal. Communication based on the direction of flow in an organization. Based on these requirements, there are two styles of communication. Upward communication: In this style of communication, subordinates originate messages, which are received by superiors. In a company, senior management uses this style of communication to stay informed about workers' wants, requirements, issues, and complaints. It also assists them in making informed decisions based on employee feedback. This sort of communication allows workers to convey their concerns to senior management. Meetings, counselling, letters, and reports are examples of upward communication. This sort of communication is begun by individuals in higher positions within an organization. Effective downward communication is critical to organizational performance. Management must communicate with personnel in order to organize, coordinate, and guide an organization's activities. Speeches, instructions, meetings, telephone calls, letters, pamphlets, and so forth are all forms of downward communication. Every style of communication is unique, making each individual unusual and unique. We may improve our verbal and nonverbal communication abilities by engaging in various forms of communication.

Not having enough money or people can make it hard to set up strong coordination plans. Institutions need to focus on working together with the resources they have and find new ways to solve problems. Change in leadership can cause problems in how things are organized and working together. It's important to keep working together when new leaders take over, and to tell them how important working together is. Bigger schools with many campuses or different programs may have a hard time working together. In these situations, it's important to use coordination methods that can adjust and grow as needed. Effective coordination in schools can be hard, but there are ways to make it better. We need to come up with good plans to help schools work well together. Leadership is really important in getting everyone to work together. Leaders need to show that they work well with others, make it a top priority in their plans, and be a good role model for everyone else. Effective communication is important. Regular gatherings, news updates, and online tools can help make communication clear and share information easily.

When people work together to make decisions, they are more likely to cooperate and work well together. Working together to make decisions helps everyone feel like they own the decision and are responsible for it. Employees will get training to improve their teamwork, communication, and problem-solving skills so they can work together better. Using technology tools like collaboration platforms, project management software, and communication apps can make it easier to work together and communicate, even if people are far away from each other. Making interdepartmental committees can help different departments work together to solve specific problems or tasks. Creating ways for people to give feedback and make things better helps everyone to share their ideas and make the way we work together better. Using performance metrics helps us see how well we are coordinating our work and figure out how we can do it better. Creating a good plan for dealing with crises helps organizations to be ready to respond to emergencies. This helps to keep things running smoothly and keep everyone safe. Encouraging teachers and employees to take charge of coordination efforts helps create a work environment where everyone works together. Acknowledging and giving prizes to people working together can make them even more motivated.

Simply put, coordination is very important for schools to work well and be successful. From reaching academic goals to handling resources and creating a good work atmosphere, coordination is important in every part of school life. Even though there are problems, strong

leadership, good communication, and working together can help to solve the problems and make it easier for everyone to work together in the organization. As schools and colleges change to meet the needs of society, it's important for them to work together to stay flexible and effective in their educational goals.

DISCUSSION

Working together is really important for managing schools well. It means working together to achieve the same goals. In schools, working together is really important for making things run smoothly, communicating well, and creating a good learning atmosphere. This essay talks about how important it is for schools to work together in different ways. Schools have clear goals for doing well in school, helping students grow, and making the school better overall. It's important for different departments, teachers, and staff to work together on the same goals. Effective coordination is important in making sure that everyone in the school is working together to achieve the school's goals. This includes things like planning the classes, making tests, and organizing activities outside of regular school hours. When everyone works together, the school is more likely to be successful. Working together is really important in teaching and learning. It means making sure the things teachers teach and how they teach it all work together. When teachers work together, they can make a connected and well-planned learning experience for students. This makes sure that the lessons are the same, go in order, and change to meet what students need. Coordinated teamwork helps to use new ways of teaching and include technology in learning.

In schools, teachers usually work alone on their own projects, teaching, and other school work. Good teamwork helps teachers work together and share knowledge and research in different subjects. This working together can help make better ways of doing things, share materials and improve teaching methods. Regular faculty meetings and working together on projects help teachers keep getting better at their job and make schools better places for learning. Being organized and working well together is really important in administrative work, especially when different departments like admissions, finance, and human resources all have to work together smoothly. For example, when the dates for enrolling in classes and the dates for when classes start are planned together, it makes sure that students sign up for classes when teachers and resources are ready. Planning how to use money, making a budget, and deciding where resources should go all need to be organized so that things work well and resources are used in the best way. Working together and organizing tasks is very important for schools and colleges to work well and last a long time[9].

It makes sure that students get the help they need for things like school advice, mental health, and planning for their future careers. When all the services for students work well together, it helps create a good and caring place for learning. Engaging with stakeholders means working with people outside of our organization, like parents, alumni, and the community. Working together with the community can help create relationships, support, and joint projects that help both the organization and the community. Adapting to changes and embracing new ideas is important for schools to keep up with the fast-changing education world. Working together is really important when things are changing to make sure that everyone involved is on the same page, understands why the change is happening, and knows how to handle the transition. Using new technologies, changing how we teach, and organizing how we plan our lessons all help us to manage change and make it easier for everyone to accept.

Schools and colleges make sure they are providing good education by getting checked by experts. It is very important to work together well when getting ready for accreditation evaluations, gathering information, and improving in different areas. A good way to make

sure things are good involves matching what we teach, how we test, and the rules of the school with what the accreditation people need. This makes it easier to get accredited and improves the school's reputation. My advice is not to do those things because it could lead to bad outcomes. Working together is important for managing resources well, making sure they are used wisely and according to the organization's goals. This means making sure that the money, buildings, and teachers are all planned and used to meet the changing needs of the school.

It's really important to work together during a crisis, like when there's a natural disaster, a big health problem, or something unexpected happens. Schools and colleges should have good plans for dealing with emergencies, involving all the people who are affected. This means making plans to keep students and staff safe, and being ready to communicate with them in case of an emergency. Using technology in schools is a big change that needs to be managed well. Educational institutions use technology like online learning systems and assessment tools to improve how they work. Coordination makes sure that technology plans match education goals, teachers are well trained, and students get the help they need for using technology in their learning. Working together helps make schools and other educational places a better place to work. When people in a group understand each other, work together, and agree on their goals, they feel like they belong and are proud to be part of the group. This happy environment makes the employees feel good, enjoy their job, and be loyal to the company.

In big organizations, there can be issues with communication, which can cause misunderstandings and problems getting things done. It's important to deal with communication problems by using regular ways of communication, getting feedback, and using technology to communicate clearly. Some people and groups may not want to work together because they are afraid of change or losing control over their own work. To overcome resistance, you need good ways to manage change. You should include people in making decisions and show them the advantages of working together. Educational institutions have many different people involved, like students, teachers, parents, and others. They all have different priorities and opinions. Balancing these different interests needs a careful way of handling, by including all the people involved in making decisions and looking for things that everyone can agree on. Communication difficulties can be both challenging and exasperating. Successful communication happens when the right method is used to facilitate the transfer of information between the sender and recipient [10], [11]. Free flow means information keeps going without stopping, the person receiving the information understands it, and gives the appropriate response. Difficulties with any part of communication can make it hard to communicate.

Communication problems can happen because of things like loud noises or how we feel in our minds. These barriers can create problems in talking to each other or make it impossible to talk at all. Communication problems happen because people don't speak the same language. Language uses symbols to send messages. If the person sending a message and the person receiving it speak different languages, it will be hard for them to communicate. The person sending the message and the person receiving the message won't be able to talk to each other if they don't speak the same language. Two boys who only speak English and French won't be able to talk to each other. Words can mean different things to different people, causing confusion. The same word can mean different things to different people. One word can mean different things to different people at different times. So, the person sending a message and the person receiving it often understand the same word to mean different things. Sometimes, they might use different words to say the same thing. Not being able to listen

well is a big problem when talking to others. If people pay attention when listening, they can avoid a lot of confusion. Many people don't pay enough attention to the message because they are distracted, have strong feelings or are not interested. This often causes people to not understand each other and fight.

Not knowing a lot of words makes it hard for someone to express their message accurately. It makes the message harder to understand and not as good. If the person doesn't understand the words, they won't be able to understand the sentences. Too much noisy sounds can make it hard to talk to each other. Noise is often, but not always, in the form of sounds. It can be something you see, hear and see, read, do, or feel in your mind. Noise means loud sounds from machines or speakers or anything else. Noise happens when a student comes late to class and it distracts other students. Messy writing and typing mistakes make the words hard to understand. Psychological noise is when your mind is troubled and confused, and you are not paying attention and you don't care about things. Time can also make communication difficult. For instance, calling someone at midnight might make them mad and they might not listen to what you're saying. So, he can't communicate well. Good communication doesn't work if it doesn't happen when it's needed.

When the person sending a message is far away from the person receiving it, it can make it hard for them to communicate. This may be because they don't have the right equipment, like phones or faxes, to connect them. Having bad seating in the classroom can make it hard to communicate. But if we change the distance between students, we can fix that. Attitudes and values: People understand messages based on their beliefs and principles. If a message is bad for the person receiving it, they won't easily be convinced by it. So, when trying to communicate well, our own beliefs and opinions can get in the way. A teacher or student with a bad attitude can make it harder to communicate in the classroom. Feeling stuck because of emotions. Emotions are how we feel about things. Positive feelings such as happiness, love, and liking, help people communicate better. Negative feelings such as fear, not trusting others, feeling mad, being anxious, and hating someone, can make it harder to communicate well[12]. Different people see things differently, and this has its limitations. Francis Bacon says that people like to believe what they want to be true. We make our own reality by choosing what we pay attention to.

This hides some things and shows other things, including things that are already there. No two people see or understand things in the same way because everyone has their own thoughts and feelings. A communication barrier happens when two or more people interpret the same thing in different ways. Sometimes, picking the wrong channel causes more problems than it fixes. When choosing a way to communicate, the person sending the message should think about how difficult the message is, what might happen if it's not understood, how much the person receiving it knows, and how quickly they can reply. Human memory can only remember so much. Not everything that is said can always be remembered. The retention is even lower if the person receiving the information is not interested or paying attention. This makes communication stop working correctly. It is hard to talk to someone who has strong prejudiced opinions. This person is not open to hearing anything about a topic they think they already know everything about. He doesn't want to consider or accept new ideas, facts, or proposals. So, he doesn't believe what the person is saying at all, even without knowing the true facts.

Good communication needs everyone to work together. Good communication, just like anything else that is done well, takes a lot of effort to make it good. Effective communication doesn't happen by chance. This means we need to plan well and understand how people behave. We also need to choose the right buildings and equipment, and consider the

organization we are working in. It's important to know how to communicate well and to try to do it better. Understand why you want to talk before you start. It's the first step to communicating well. Every time we talk or write to someone, we have a goal in mind. It is a way to achieve a goal. One should know what they want to achieve when they communicate with others. The goal of communication is not just to send or receive a message. The person sending the message needs to make sure it gets to the person receiving it. Any message that doesn't have a clear and well-thought-out idea is a waste of time and effort. Before you communicate, make sure you know why you want to do it. Think about what you want to do with your communication. Do you want to share information, show you care, get help, show you're not happy, or teach something.

You might want to do more than one of these things. Understanding how communication works is also important for good communication. This means knowing the basic principles and tools of communication. Understanding how communication works involves knowing how information is sent, received, and understood. This includes knowing about the different ways of sending messages, the tools used for communication, and the things that can make it harder to understand each other. Good communicators, like good artists, know how to use their tools well. Know who you are talking to. Your message won't work if it doesn't reach the right people. The message needs to speak to the people it's meant for. For communication to work well, it needs to be clear and on-topic. Whether it's a letter, speech, film, or presentation, you should make sure the person receiving it is connected to or has something to do with the reason you're communicating. Often, when we communicate, it doesn't work well because it's not reaching the right people. When good ideas and messages go to the wrong people, they won't make a difference. The next important thing to do is to get better at talking to people. Good communication means being able to talk in different situations. The important communication skills to learn are reading, writing, listening, speaking, body language, and presenting.

One should know the good and bad things about different ways of communicating and decide which one to use in a particular situation. Each of them is a different ability and needs a lot of work to get better at it. Being well informed means knowing a lot. Communication is usually about sharing information. The person starting the conversation should know what they want to say. The person starting the conversation should understand the message and the situation it's being said in. Having little information or not fully understanding something makes it hard for someone to communicate well. This happens at work when the person sending a message doesn't have all the information they need. People who get the message might have their own ideas about it, so the person sending the message should be aware of that. Plan your communication carefully to make sure it is effective. The things we want to say, the words we use, the things we want people to do, and the responses we get are all important and should be thought about carefully. These things need to change before making decisions.

Some simple messages can be said without planning ahead, but it's important to plan for important communication in organizations and businesses. Not planning well can lead to bad communication. Good planning should consider who the audience is and what they like, and also pay attention to when things should happen. Stay positive and have the right mindset when communicating. The person talking to others should trust the way things are going. He needs to feel sure of himself by learning and practicing. He needs to be responsible for making sure the communication works. The person speaking should try to get past obstacles and focus on positive signs. She should not let her own opinions affect her decisions. They need to understand how important it is to communicate well and work hard to get good

results. She should not think less of the people she's talking to and learn to be respectful and understanding when communicating with them.

Having a positive attitude leads to good results and helps communication be successful. Try not to have really strong feelings. It's hard to communicate well when you're feeling extreme emotions. Feeling angry, sad, or frustrated can make it hard to think clearly and can change the way we communicate. A confused mind causes confused thoughts, which makes it hard to communicate clearly. When dealing with important messages and responding to rude comments, it's important to wait until you feel calm and less upset before doing anything. It's very important to understand that communication can't always be undone. Saying something mean or writing a mean letter when you're mad can really hurt someone. This is especially true in jobs, stores, groups, and businesses. Being patient and controlling yourself brings rewards. To communicate well, it's important to be honest and sincere. It is important to give messages honestly and sincerely. One should not try to trick or control the person receiving the message. If the person getting the message doesn't trust the person sending it, then the communication won't seem believable. Good communication requires being truthful and humble.

Using them in everyday writing and talking shows that we are being honest. Keep talking regularly instead of just once. People talk to each other all the time, whether it's at work or in their personal life. The people who are talking to each other are often the same. When you talk to someone often, it's important to always say the same thing. It's important not to say or do things that don't match or make sense together. Changes and fixes are okay, but you can't say the opposite. Additionally, when you use different ways to communicate a message, you need to make sure there are no conflicting or confusing statements. The words you say should match the way you move your body. Non-verbal communication should add to spoken messages. Understand the importance of time in communication, especially in business. Time matters a lot. Being fast and on time are really important for good communication. In today's world, people understand that time is important. Companies and groups create plans for what they want to do and when they want to do it. All the work needs to be finished before the deadlines. All messages about those goals and tasks need to consider the time it takes. Many times, a delayed message is not useful anymore. This is why the way we communicate is important. Choose the right channels to make sure the message is delivered on time.

Communication takes longer when there are more things to consider. Communication should happen at the perfect time. When people talk or write for a long time, it can annoy others and make their message weaker. We should communicate in small amounts, because too much even if it's important could be too much to handle. We need to remember how much time the person we're talking to has available in order to communicate effectively. This thing is very important in today's world where there is too much communication. Use the right way to communicate in each situation. The success of the communication will depend on the methods and tools used. Sometimes, writing can't express things as strongly as speaking. Sometimes it's better to call someone on the phone instead of writing them a letter. Some messages are so important that they need to be sent by fax instead of regular mail. In the same way, some messages can be sent through regular mail, some through telex, and some through fax or email. Choose the best option and say the message again if needed. Picking the wrong channel can slow down or weaken the message and make it less effective. Be mindful of costs.

Communication often costs money. Sending messages costs money in two ways. It can cost money directly, or it can cost money indirectly. The prices can change based on how you talk and what device you use to send the message. Because communication in an organization

happens all the time, these costs can become quite a lot. The communicator should produce good results that make the money spent worth it.

If not, the communication won't work. Organizations need to try hard to make their communication systems efficient and affordable by carefully looking at their choices. Get input Feedback is also really important in communication. The person wants to know if the message was understood by asking for feedback. Feedback gives important information about how long it took, how good the message was, how well the receiver understood it, and what they did in response. This feedback helps us see how well our communication methods work and if they can be trusted. Feedback helps us understand the mistakes we make when sending and receiving messages, as well as the problems that occur when the message is being sent. If there are any mistakes, we can fix them by taking the right actions. Effective communication should always be clear and not overwhelming. The speaker should be careful not to talk too much or make the message too long. Communication is a process where people take part, and if it's not limited, it won't work well.

Picture getting a really long newspaper every day, or listening to someone talk for 4 hours without stopping, or being in a workshop all day. No matter how good the situation is, the response is probably going to be less effective over time.

Good communicators know when to stop talking and avoid saying too much based on how open the other person is to listening. In the previous paragraphs, we tried to make a list of the important things for good communication. Communication is like a conversation where both people have to follow certain rules. Good communication is just as important as the ways we communicate. When we discuss qualities of a leader and how they interact with others at work, the focus is on being a good example for others to follow. If you don't do what you say, your words don't mean much and talking doesn't work as well. Good communication tries to stop any confusion and achieve full and clear

CONCLUSION

Nothing can be done in this world without talking to each other. The way we communicate can differ depending on our surroundings and the number of people involved. A person can talk using words and also show their feelings on their face. When we use words to talk to each other, it's called verbal communication. Non-verbal communication is when people communicate without using words, by using things like facial expressions or body language. People communicate in many ways, not just by talking. Non-verbal communication is when people send messages without using words or writing.

They might use their body, face, or special codes to communicate. Formal communication is when people talk in a professional setting with rules and goals in mind. In public events where speaking to a lot of people is needed, or when talking officially, formal communication is used. In this case, people use words more carefully and pay more attention to the rules of grammar. Informal communication is when people talk without planning and without strict rules. It's more casual and less official.

In this kind of talking, using correct grammar and language structure is not as important. Less attention is given to how people dress, walk, and stand.

Communication problems have made it hard and frustrating. Good communication happens when information moves easily between the person sending the message and the person receiving it. Free flow means that information is sent without interruptions, the person receiving the information understands it correctly, and gives a useful response. Good

communication is important for having a good interaction and getting the most out of the process. In simple words, we can tell how well it works by looking at all the good things it brings. Effective communication needs everyone to work together. Good communication, just like anything else that is very good, takes a lot of effort to achieve. Good communication doesn't happen by chance.

It needs careful planning, knowing how people act, choosing the right buildings and technology, and considering the organization's environment. Talking and sharing information is important for working together. Regularly talking and sharing ideas helps managers and employees work out their disagreements.

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