

Components of Educational Management

1. Educational Planning
2. Educational Administration
3. Educational Supervision
4. Educational Organization

Characteristics of management

1. Management is an art of taking work from the persons
2. Management is a branch of knowledge or discipline of taking work from other
3. Management is a process of maintaining quality of environment
4. Management is a process of development
5. Management maintains its own code of conduct

Educational Management of Teaching and Learning Process

I.K.Davies calls the teachers as manager because he/she has to organise teaching activities first and he/she has to perform these activities in the teaching process.

He has described the four major activities which performs in four steps:

Step I-Planning

Step II- Organizing

Step III- Learning

Step IV- Controlling or Evaluating.

Managing Teaching - Learning Process

Four steps are-

Instructional objectives - Entering Behaviour - Instructional Procedure - Performance Assessment.