



Research Paper

Planning and education management

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Whenever we, the human beings start thinking about the basic requirements of life, we count **“Roti, Kapda aur Makan”**. And it is a no nonsense thought, partially. Saying so means that this thought of having food, clothes and shelter as our basic requirements is not handed over to us by the cinema, serials etc. But our previous generation also played an important role in it. And will not be a good idea if we mention them for their accountability. Our parents, their parents, their grandparents and so on always wanted to see their siblings or children having a life. When we say **“life”**, it completely means that we can complete all the three basic requirements for us and our children. I am not completely sure but confident enough that only few have ever counted **“education”** as the fourth and important pillar of life. Yes, assumptions were, are and will always be there. Some people may say that what is need of education? A person can be a good citizen of the nation without education, a person gets a well-paid job without education and blah-blah. But what does education basically do? Education helps us to better understand difference between good and bad. Education helps us to understand what hard work is and parallelly helps us to grow and develop. It helps us to understand the laws and rights of an individual. Education encourages us to shape a better society where we and our future generation can live enhanced life. And guess what? In this way we all will have healthier nation and world. **As Malcolm X said- “Education is the passport to the future, for tomorrow belongs to those who prepare for it today.”**

In ancient times, the education system was based on the Gurukul, mostly. It was a residential schooling system. In Gurukul system, the students were living with Guru. What we have leant, heard, or seen on televisions, the Gurukul system was based on practical. The students sharpen the axe of their knowledge with continuous experiments. The students continue to receive education for next 12 to 15 years. Let us suppose the student of that era started his education at the age of 10 approximately. Spending 15 year of education in the Gurukul makes him a man with a knowledge of religion, politics, economics, yoga, physical education, and defense. In the ancient Gurukul system, students used to learn self-discipline, spirituality and other things that would assist them to be a person of wisdom in the future. Gurukul administration was there. All were considered equal and the same knowledge was transferred or shared with everyone in the Gurukul with all the limited resources that were available to them during that era.

The world is evolving day by day. The nature and the format followed to deliver the education in the ancient times, is also evolving. And these changes are not happening in a decade or two. It is getting updated day by day. And here comes the requirement of education management. Education management is playing a vital role in it. Education management cannot be achieved by a single person. Providing a better education system or education management takes place when we, the humans and the material resources are put together in a planned way, keeping all the strategies in mind and all this is supervised by a competent body. When we are saying **“competent body”**, that doesn't mean a tall person with great physical appearance, wearing well-tailored suit and undoubtedly, brain on the top of it. A competent body comprises of team for education planning, administration, team for coordination, supervision, evaluation, etc. All these components work together for an effective and efficient environment for education in an institution. When speaking about this body, it has a committee or group of people which steps in to plan what to teach to the students and at what level. Level can be class during schooling, it can be semesters in universities, and so on. Let us share some thoughts and see if we are on the same track while thinking about education management.

We have often heard from our friends and elder ones, if there is a will, there is a way. But the term **“will”** come in the mental level only when the individual have something in his mind to start with. He or she must have done some homework and have plans too.

Any kind of planning in any field, plays a vital role. So is the case with the education planning. Education planning not only helps in transferring better and updated knowledge, but also time and effort saving. Proper planning helps an institution to achieve efficient use of all the resources. In simple words, it is a blueprint for any institution. Education planning is not an effortless or painless task. It requires deep analysis, investigation and the same need to be put into practice too. We need to implement procedures, rules and steps to prevent the students from dropping out of the institution. The first thing education planner do, is the setting of the clear objectives. Based on that, they start to identify the areas of needs and demand of the population. After that, it comes the curriculum development which targets the diverse subjects and skills, designed according to the demand of the job market. But, it must be kept in the mind that it is an ongoing process and we have to keep on updating and upgrading as per the requirements. With an effective administration in education system ensures good procedures that impact teaching and learning as smoothly as possible. Student data, assessments, results and etc are critical information and it is important for the administration to see that data is updated in a timely manner and is easily available for the teachers. It helps the teachers getting rid of the administrative load and allows them to focus on their lessons. The data and the records of the administration not only helps the teachers, it helps the school governing bodies to make precise decisions and support their vision and mission.

While taking steps for the education management, we have to think of the four basic stages of education, i.e. early childhood education, primary education, secondary education and tertiary education. The needs and requirements of every stage is totally different from the other. Early childhood education is that important time when a child first learns how to interact with others and begin to develop interests that may stay with them throughout their lives. On the other hand, primary education is the first step towards formal education system. Secondary education helps a child to prepare for the future choice. It provides the skills and knowledge required to meet the continuously changing market situations. The personal growth and development is a part of the tertiary education. Where a student is independent and learns the ability to work both individually and in a group. Children learn the communication and leadership skills in tertiary education system. While going through the stages of education, we can clearly see the shift of requirements in education system. A tangible and robust administration in education will help the students and schools to move forward in the same direction.

Whatever is the stage of education, the team of education management needs to focus on the teaching aids too, which should be available for the teachers to make the teaching more enjoyable and memorable for the students. The different types of teaching aids are the Audio, Visual and Audio visual. Audio teaching aid is a system which includes the classroom stereo system. The most common example is a Language Lab, where a student learns how the language is spoken. Visual teaching aids comprises of charts, pictures, white board, maps, models, flash cards, etc. The advance version of all the teaching aids is the Audio-Visual teaching aid and it usually requires the LED, television, projectors, film, etc.

Education is not limited to classrooms only. Where a child comes to a premises, works on facts and figures, which results in academic knowledge. There is another type of education which is taught by our parents, grandparents, or family members. So is the case with education management. It is not limited to clerical task.

Conclusion

This study aims to determine the effect of administration in education management. What we want to share is that, education is everywhere and we have to plan and manage it accordingly. We just must convert facts into figures, figures to knowledge and finally knowledge to wisdom. And it's not a thing which can be achieved in one or two semesters or spending 12 years in school. It should not be descriptive; it should be analytical. Education management is a continuous process and we have just started.