

Principles of Teaching Organization and Management of Instructional Functions

Theory 7.1

Teaching and managerial responsibilities of classroom and its management

Objectives: At the end of this lesson you shall be able to

- define the terms teaching and training
- list out the responsibilities of a teacher/trainers
- state the features of a planning
- define management
- list out the points on class room management
- brief the key elements management of class room
- list out the characteristics of organised workshop
- explain the steps involved in workshop layout.

Teaching and training is a complex activity involving knowledge, skill and techniques of instruction of a higher order. Teaching has its specialised techniques that are not characteristic of other professions.

The teacher/trainer has the responsibilities of planning organising and preparation for teaching, assigning lessons, directing study activities, demonstrating skills, guiding skill practice, conducting group discussions, reviews and progressive tests and discussions, and providing diagnostic and remedial work. Throughout this activities the teacher has to plan, prepare, explain, question and give directions.

Planning

Planning is one of the important attributes of educational/training management. To achieve the aims and objectives of education; effective planning with organising, staffing directing and controlling are required.

Features of a plan

- Planning is a process rather than behavior at a given point of time. The process determines the future course of action.
- Planning is primarily concerned with looking into future, which requires forecasting of the future situation.
- Planning involves selection of suitable course of action.
- Planning is undertaken at all levels of management and is concerned with the future course of action.
- Planning is flexible as commitment, and is based on future conditions which are always dynamic.
- Planning is a continuous managerial function involving the process of perception, analysis, conceptual thought, communication, decision and action.

A good plan should aim at the improvement of physical facilities, teachers, library services, curricular, co-curricular activities, participation in community programmes.

Organisation is a mean to bring the plan into existence. Organisation is directly connected with planning and the efforts of the people. It is a medium, through which goals and the objectives are enlisted by the administration.

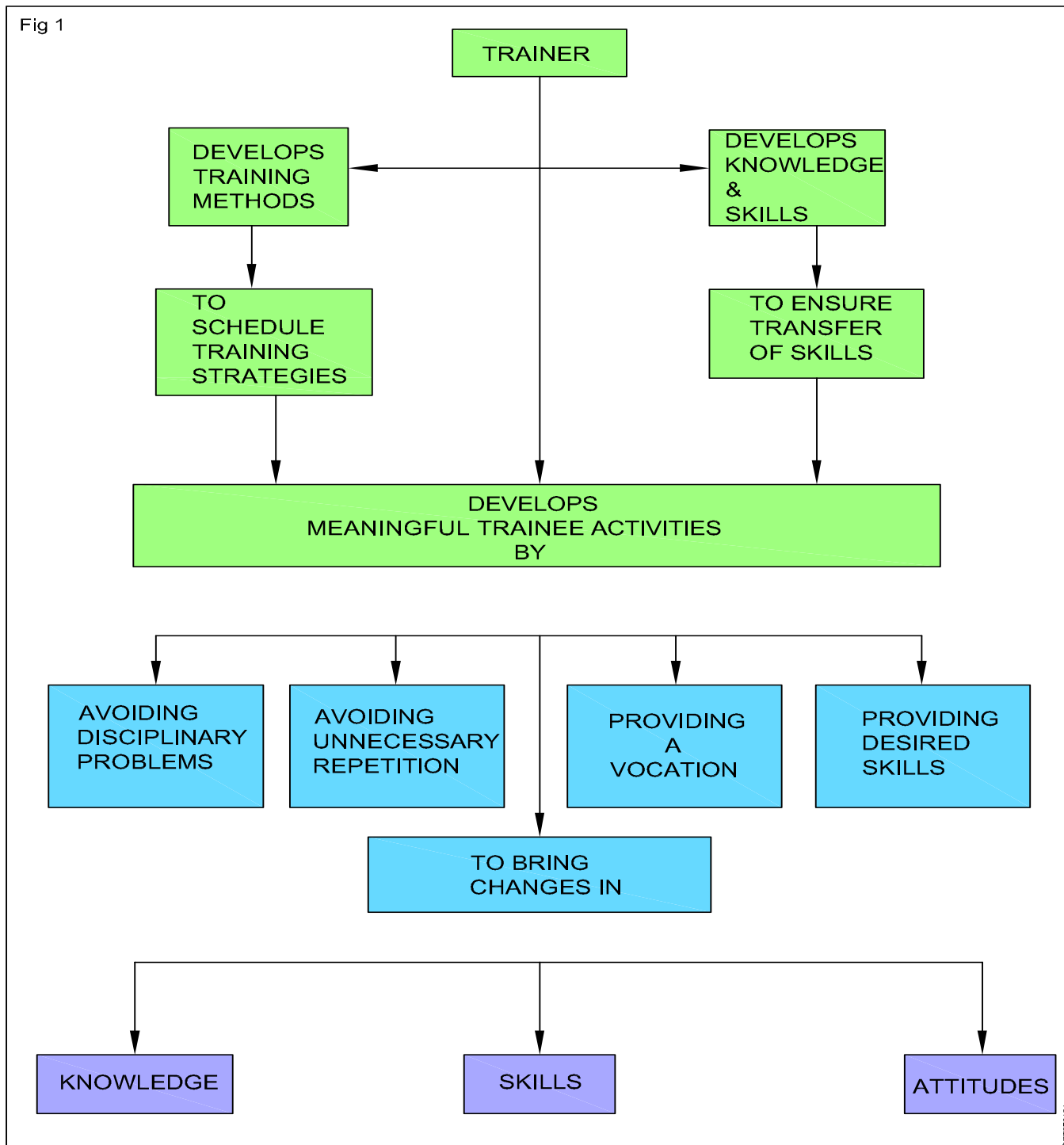
The points to be considered for preparing a good plan for organising classroom processes.

- The purpose of the plan must be determined. The objectives to be achieved must be clearly identified.
- Planning, organising and management of classroom activities must be formulated on clearly defined vision and mission.
- Plans for catering to the varied needs and interests of students must be organized.
- Standards to be achieved by the planning, organizing and management must be set and performance is monitored.
- Plans must be flexible enough for modification/innovation in light of experiences.
- Full communication of all concerned in operating the plan.
- Plans must be achievable.

The organising role of experts and teachers are to make arrangement and develop an orderly structure to combine all elements in classroom processes into a unified way. Well organising is closely associated with systematic planning. Further, planning is concerned with identification of appropriate activities. Organising is concerned with making arrangements and structuring the classroom to implement classroom activities. The role of teacher as an organiser is to link planning with all other roles of communicating, motivating and controlling.

Management is an art and a science; as it involves application of skills and it is a science as it is a body of systematic body of knowledge developed through experimentation and observation.

Fig 1



Classroom management is a process of leading the school towards development through not only the optimum use of the human resources, physical sources, principles and concepts that help in achieving all the objectives but, also the proper coordination and adjustment among all of them is required.

Thus, classroom management

- Is a process
- Is a social process
- Involves group effort
- Aims at achieving pre-determined goals

- Is a distinct entity
- Is system of authority
- Is required at all levels of organisation.

The classroom management undoubtedly depends upon the teachers managerial skills. The teachers are to be trained in various aspects related to classroom management like

- organising meaningful learning process,
- creating a platform for the students to come out with their potentialities,
- knowing the students,

- motivating the students,
- appraising every student's accomplishments,
- creating a stimulus environment congenial for learning and the like.

Therefore, it is very necessary, the student teachers being trained in these skills so that they can become effective classroom managers.

Management gains importance in the light of achieving the objectives and planning for the same. It involves varied activities and co-ordination among all the stakeholders.

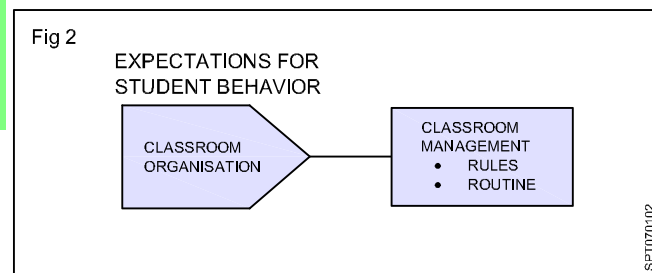
Management is that function of an organisation concerned with the co-ordination and cooperation necessary for attaining the goal with reference to classroom processes.

Classroom management entails three basic functions viz.,

Planning, by which objectives, procedures are selected.

Control, by which the conformity of performance to plans is assured.

Communication, by which information is transferred both internally and externally.



Objectives of class room management

- To determine the objectives of the processes involved in the school organisation and the management.
- To formulate a system of co-ordinated activities for classroom processes.
- To determine the quality index for the processes involved in the school.

Time management

"Well arranged time is the surest mark of a well-arranged." - Pitmen. The success of a classroom processes depends on the inputs that are given to the students in a period of time, in a pre-set environment. The time management is one of the important aspects of classroom management. The program of work and time table provides a path for the time management and smooth going of the classroom processes. It is the time table that supplies the frame work of the processes.

Significance of the time-table

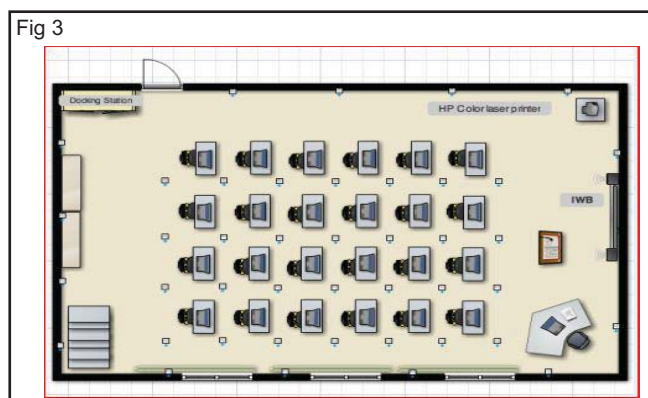
- It provides / brings system in the school / classroom processes.
- Facilitates regular and even programs.
- Eliminates wastage of time and energy.
- Ensure equitable distribution of time to different subjects and activities.
- Ensures efficiency.
- Leads of even and regular school / classrooms processes.
- Facilitates advance planning by the teacher and students.
- Creates a psychological environment.
- Helps to maintain discipline.

Apart from the above the following are also some of the suggestions in effective planning, organisation and management of classroom process.

- Emphasis on qualitative improvement.
- Emphasis on practical aspects of educational planning and organisation with reference to curriculum planning, planning co-curricular areas, personality development, evaluation and the related aspects.
- Organizations of activities related to quality improvement are focused on clusters and the blocks. There is a need for both the planners and the participants at the cluster/block level to understand the components of planning and organisation.
- Monitoring and supervision of the educational activities.

The size and layout design of the class room will vary depending upon the number of students and the designer.

Example of class room layout is shown in Fig 3.



Managerial Responsibility in Instructional area Fig 4

Training workshop as the name itself indicates that it is a place where practical training is imparted. When we say practical it is obvious that the training imparted is more skill based. So when we obtain machinery and equipments for a particular trade, it is the responsibility for a concerned instructor to arrange it in an orderly manner. Therefore trainer should adopt the principle of a good housekeeping.

Before actually placing the machines in a workshop, an instructor has to prepare a rough layout of a workshop indicating proper places for the machines. When the actual arrangement is been done it should be seen that there is sufficient space in-between the machines so that there is no overcrowding. There must be sufficient free space for operating the machine and also for operators. Care should be taken to see that part of the machines should not cause inconvenience for men and material.

Maintenance of floor is also is an important factor without which accident may occur. It should also be seen that proper facilities are there for storage of materials. If materials are kept all over the workshop it will be inconvenience for working. Apart from these factors an instructor while designing workshop should take care to see that other facilities like proper ventilation, light, use of proper colors, availability of first aid boxes, and fire extinguishers, cleanliness, etc. are made available at workshop.

Hence good housekeeping is an important factor while designing a workshop.



Workshop Layout and Organization

Workshop layout is a process of carefully distributing the available floor, one space for each activity or component of a workshop.

Characteristics of well - organized Workshop

- Favorable atmosphere
- Safety
- Convenience
- Tools, equipments and machinery

- Organisation of available space
- Lighting and ventilation

Steps to be followed to prepare a workshop Layout are as given below:

- Actual available floor space of workshop to be measured and scale drawing must be prepared.
- Exact location of windows, doors, pillars, and columns must be shown clearly.
- List of all machineries equipments, furnitures required for the workshop must be prepared.
- Sequence of the items as per the importance must be prepared. After sequencing floor space. For other facilities like storage, drinking water etc must be provided.
- Sufficient open space in and around the heavy machinery must be provided.
- After completing the above steps care must be taken to see that floor space needed for each item has been properly estimated and represented floor space area occupied by each individuals is on the same scale.
- Provision must be made for future expansion of the workshop.

By following the above steps, one can prepare a good workshop layout.

Workshop Management (Fig 5)

A well-equipped workshop is essential for imparting training. Everything in the workshop must be properly arranged in such a way that they are easily available, but it is not sufficient if things are arranged at once and later on ignoring it. Hence to become successful instructor mere planning a workshop is not only sufficient. But maintaining it with good management is very important.



Factors that an instructor should keep in mind for efficient management of training activity are given below:

- **Cleanliness:** Floors must be free from oil, grease, water and other slippery things. Before leaving the workshop premise the evening care should be taken to check if everything is in order for the next day. Individuals must keep their work area clean and tidy.
- **Tools and Equipments:** Tools and Equipments must be cleaned and kept in their respective places.
- **Scrap and waste materials:** Scrap and waste materials should be collected and disposed immediately.
- **Instructor:** Instructor should be the best example by keeping the workshop neat and tidy.

Advantages of workshop Layout (Fig 6)

Fig 6



Shop Floor

- Floor space can be used economically.
- Possible convince and inconvenience problems can be seen before and solve.

Care and Maintenance of Materials

Tools and equipments must be cleaned and checked regularly. Stock registers are also necessary. There should be proper arrangement for storage of tools and equipments. Everything must be replaced in their own and respective place after use. Generally tools will be displayed in a board called tool-board.

Maintenance and Repair of Tools and Equipments: Maintenance of equipments are classified into two types.

Before Going Out of Order

This is known as Preventive Maintenance of equipment. The equipments must be checked regularly. By doing this, some minor defects caused during practical can be rectified immediately without any delay. A maintenance schedule must be made and instructor should see that it is being followed properly.

After Going Out of Order

This is known as Corrective Maintenance. When equipment goes out-of-order, it is a foremost duty of an instructor to report it to the concerned authorities. Experts from the related field should be called to get tools rectified. Remedial action taken to rectify the same should be recorded in the history sheet provided along with the machine. This will also serve as a source of reference for future.

Tool Crib

A designated area in a workshop where extra tools and accessories are kept. The tool crib is also typically where tools can be serviced or repaired.

Model Questions

Theory 7.1

- 1 What is the name of the term that is flexible as commitment and is based on future conditions which are always dynamic?
 - A Planning
 - B Management
 - C Workshop layout
 - D Organised workshop
- 2 What is the name that is facilitates regular and even programs
 - A Planning
 - B Management
 - C Significance of time table
 - D Organisation
- 3 Which one of the followings is class room management?
 - A Helps to maintain discipline
 - B Distinct quality
 - C Ensures efficiency
 - D Favourable atmosphere
- 4 Which one of the followings is the characteristics of well-organised work shop?
 - A Facilities regular and even programs
 - B Is required all levels of organisation
 - C Creates a psychological environment
 - D Lighting and ventilation