

**Scope and Importance of Educational Management**  
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# Scope Of Educational Management

- 1. Scope is very wide and includes history and theories of management science, roles and responsibilities of educational manager as well as managerial skills
- 2. Includes a study of educational planning at macro level, its goals ,principles, approaches and procedures and the micro level institutional planning and educational administration
- 3. Helps in decision making and solving problems.

# Scope Of Educational Management

- 5. Co-curricular planning, preparing timetable
- 6. Motivating staff and students
- 7. Conducting staff meetings and Managing conflicts and stress
- 8. Developing healthy and conducive school climate
- 10. Organization of health and physical education, Organization of exhibitions and fairs
- 11. Maintenance of school records, Evaluating students achievements
- 12. Financing and budgeting

# Importance Of Educational Management

- The study of educational management is important as,
- 1. It includes the study of various theories of management science which define and describe the roles and responsibilities of the educational manager and develop managerial skills.
- 2. It includes the study of educational planning at macro levels, its goals, principles, approaches and procedures. At a micro level it helps in understanding and facilitates: Institutional planning and Educational administration.
- 3. Helps in decision making and problem –solving, communication and managing information and building effective teams.
- 4. Helps in planning of co-curricular activities, academics and preparation of time-table.
- 5. Helps in the maintenance of school records, evaluating students' achievements.
- 6. Financing and budgeting of the institution.