

SUMMARY

To be successful, it's mandatory to be managed and administered. Good management and administration ensure the planning and arrangement of all factors of production being carried out in the organization. It helps to assemble and organize resources in an effective manner to achieve the set goals. It also helps the organization to achieve organizational goals and manage the various requirements effectively and efficiently. Similarly, an ECCE centre also requires good administration and management to achieve its goal of providing the required learning environment that will promote and ensure the holistic development of children.

In this lesson, you learnt about administration and management of ECCE centre to achieve its goal of ECCE centre. Administration and management of ECCE centre gives direction to the efforts of all stakeholders towards achievement of predetermined goals.

ADMINISTRATION

Administration is the controlling act of managing activities of an organization. It encompasses:

- Creating rules and regulations to run the centre
- Making decisions, as and when required, in the interest of the stakeholders and self.
- Recruitment of staff
- Directing the activities of various units to achieve set goals and ensuring efficient performance
- Connecting links between senior management and employees

MANAGEMENT

- Management refers to the coordination of all activities being carried out in the ECCE centre in order to achieve its objectives.
- The coordination encompasses activities like creating policies and organizing, planning, controlling and directing the ECCE centre's resources to achieve the objectives of ECCE centre.
- Good management helps to motivate all to work towards the common goals of the ECCE centre.

ADMINISTRATION AND MANAGEMENT IN THE CONTEXT OF AN ECCE CENTRE

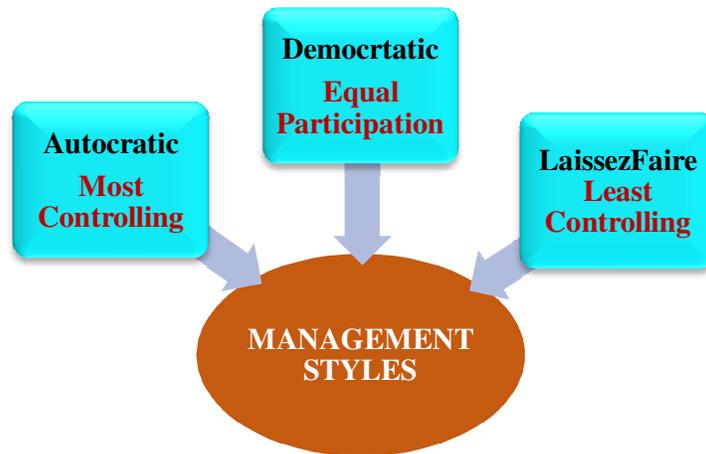
Build Your Understanding:

In an ECCE centre, Administrator is responsible for the administration of the centre whereas Management focuses on managing people and their work, while administration focuses on making the best possible utilization of the organization's resources

Both administration and management are concerned with the basic functions of planning, organizing and controlling. **Three Levels of Management -**



MANAGEMENT STYLES



RESPONSIBILITY OF ECCE MANEGEMENT

- The direction and supervision of the work of all staff
- Recruitment, induction and training of staff
- Overall safety and well-being of the children and staff
- Setting policies and procedures
- Ensuring compliance with the child-care regulations and all other relevant legislation
- Management of the finances of the service

SUPERVISION

Supervision is essentially the practice of monitoring the performance of ECCE centre staff, noting the merits and demerits and using suitable techniques to improve the shortcomings.

Benefits of Supervision	Purpose or Reasons for Supervision
<ul style="list-style-type: none"> ▪ Provides opportunity for learning in case there are any gaps ▪ Helps in understanding ground realities and challenges ▪ Motivates the ecce teacher to perform well ▪ Helps in making the teacher aware of new guidelines and notices 	<ul style="list-style-type: none"> ▪ Checking on the availability of teaching-learning materials (TLM) ▪ Advising on the appropriateness of the TLM. ▪ To promote curriculum change and innovation ▪ To provide feedback on teacher performance ▪ Identifying needs for staff development ▪ To provide professional support and guidance to the teacher.

MONITORING

Monitoring is about supervising activities in progress to ensure that they are on course and on schedule in meeting the objectives. It involves regular collection and analysis of information/ data on aspects of the programme's activities. **Monitoring provides useful information for:**

- Analyzing the programme
- Determining whether the inputs are well utilised
- Identifying problems faced and finding solutions
- Ensuring all activities are carried out properly and in time

MENTORING

- Very often supervision and mentoring are used synonymously; but they are different.

- Mentoring is a partnership of mutual benefits between the mentor (teacher/caregiver) and children.
- Based upon encouragement, constructive comments, openness, mutual trust, respect and a willingness to share.

Functions of the Mentor –

- Helps the mentee about a specific issue
- Coaches the mentee on a particular skill
- Facilitates the mentee’s growth by sharing resources and networks
- Challenges the mentee to move beyond his or her comfort zone
- Creates a safe learning environment for taking risks
- Focuses on the mentee’s holistic development

RECORDS

Records are the documented information generated, collected or received in the starting, conduct or completion of an activity.

School records are a unified, comprehensive collection of documentation concerning all services provided to children.

BENEFITS OF KEEPING RECORDS

- To build a picture of each individual child
- To monitor individual’s progress in all areas of development
- Helps to spot gaps and suggest improvements.
- To make it easier to construct formal and informal reports on the progress of children
- Helps to plan effectively for all children as per the need of child
- highlights the difference between what we expect about the children to learn and what they actually learn
- provides continuity from one class to next class
- Storage of information about administration, staff and children of a school.
- avoid incidence of fraud, overspending and financial waste by keeping record of financial transactions

COMMON RECORDS IN PRE SCHOOL



MANAGEMENT OF RECORDS

- ✓ Records regarding day-to day activities which are on separate papers/sheets should be compiled in a file,
- ✓ All the files should be labeled.
- ✓ Should be arranged subject-wise and kept in a cabinet drawer preferably under lock and key.
- ✓ The cabinet drawers in which the files are stored must also be labeled.

MOBILISATION AND UTILIZATION OF RESOURCES

Raising Finances		
Grant-in-aid from the Government	Community Involvement to help and contribute as per their capacity. Popular methods of community involvement for raising finances are	
<ul style="list-style-type: none"> ✓ Annual grant given by the Government for ECCE centre ✓ Loans ✓ Mini-grants can be requested by the ECCE owner 	Fair/Functions	<ul style="list-style-type: none"> ✓ Can organize fair or cultural functions at the centre. ✓ The centre could display and sell articles made by children or parents/community members.
	Volunteerism	<ul style="list-style-type: none"> ✓ "A penny saved is a penny earned". ✓ Skilled people can also help by providing voluntary services for ECCE centre.
	Renting Out the Space	<ul style="list-style-type: none"> ✓ As ECCE centre's maximum working hours are till 1:00 pm; after this indoor space can also be rented for other purposes
	Donations	<ul style="list-style-type: none"> ✓ From parents as well from community people ✓ A fixed fee can be charged from all parents for providing services to their children.
	Organize Materials & Stationery Donation Camp	<ul style="list-style-type: none"> ✓ Many people may not be able to donate in cash but they can help by donating old toys, clothes, vehicles, used containers learning material which can be used by children of the centre

ACCOUNTING AND AUDITING

- The main objective of auditing is to enable the ECCE staff to form an opinion on the accuracy of the financial statements prepared by them for a given period.
- The secondary objective of auditing is to detect or prevent errors. Auditing, therefore, enhances staff skills in financial management and evaluates performance.

Auditing is of two types:

Internal Auditing

- Intended to ensure regular and frequent checking on a centre's financial transactions and records.

External Auditing

- To establish the truth and fairness of the accounts.
- It gives added credibility to unaudited financial statements and financial records

IMPORTANCE OF ACCOUNTING AND SOCIAL AUDITING

- ✓ **Accounting and Social Auditing** is the process of communicating the social and environmental effects of organizations' economic actions, to particular interest groups within society and to society at large.
- ✓ **Social Accounting** may be defined as identification and recording of business activities regarding social responsibility.
- ✓ **Social Accounting** is very important tool to measure the performance of any organization in view of social responsibility

Objectives of Social Accounting:

- ✓ Effective utilization of resources
- ✓ Provides an ongoing record of ECCE centre
- ✓ Receiving feedback on how things are going
- ✓ Identify the areas where things are working well and not so well
- ✓ Know how well the aims and objectives are achieved

MANAGEMENT AND UTILISATION OF FUNDS

- ✓ Financial management at ECCE centre deals with procurement and allocation of funds.
- ✓ A financial plan is essential for effective and efficient utilisation of funds.
- ✓ Provides evidence of funding sources
- ✓ It also deals with monitoring their use that is, whether funds are used for the purposes for which they were meant.
- ✓ All financial transactions need to be recorded promptly and accurately.
- ✓ Monthly review of expenses and income should be conducted.
- ✓ If possible, external auditing of the centre's financial records should be done annually.

STEPS OF FINANCIAL PLANNING

- ✓ Preparing a budget to forecasting the expenditures and estimating the revenues
- ✓ Gives an n idea of the financing gap or the difference between income and expenditure
- ✓ Adjust your income and expenditure figures
- ✓ Based on budget, one can establish a plan of action for a specific period of time.

EVALUATE YOURSELF

Q1. Describe the role of supervision, mentoring and monitoring in ECCE Centre.

Q2. Discuss the various sources/ways of raising finance for ECCE centre, management of finance and the importance of accounting and auditing.

PRACTICE YOUR KNOWLEDGE

Discuss different types of records and importance of these records maintained at ECCE centre. Visit an ECCE centre in your neighbourhood and prepare records of three types.