

**National Institute of Open Schooling**  
**Senior Secondary Course : Early Childhood Care and Education**  
**Lesson 16 : Administration and Management of an ECCE Centre**  
**Worksheet-16**

1. An ECCE centre, like any other organization or enterprise, requires proper administration and good management, if it is to be successful and achieve the desired goals. Explain the meaning of administration. Enlist the activities which encompasses under administration.
2. Define administration and management in the context of an ECCE centre. Define different levels of management and role and responsibilities of different levels of management.
3. Explain various types of management styles. Discuss which type of management style you want to deploy in the context of an ECCE centre and why?
4. Discuss the term supervision and its need in the context of an ECCE centre.
5. Monitoring is very important in planning and implementation. Visit an ECCE centre in your surroundings and monitor different activities in progress to ensure that they are on course and on schedule in meeting the objectives. Prepare a monitoring report for the same.
6. Differentiate among Supervision, Monitoring and Mentoring in the context of an ECCE centre.
7. What do you mean by the term records? Discuss the need and importance of records at an ECCE centre? Being an administrator of the ECCE centre; mention the types of record you want to maintain at ECCE centre and why?
8. **Continue to Q7;** visit an ECCE centre in your surroundings and prepare a child's portfolio with the help of ECCE teacher.
9. All enterprises require funds to run successfully. Being an administrator of the ECCE centre; discuss the various sources/ways of raising finance for ECCE centre, proper management of finance and the correct utilization/allocation of fund.
10. Differentiate between accounting and auditing. Also discuss the significance of accounting and auditing including different types of auditing.