



A COMPREHENSIVE TRAINING POLICY FOR TECHNICAL TEACHERS

Module 8: Institutional Management and Administrative Procedures

RATIONALE

The Institutional Management and Administrative Procedures is an online SWAYAM course as a part of AICTE - National Initiative for Technical Teachers Training. It is designed to provide an interactive learning experience to the faculty members and also to develop basic skills to effectively and efficiently manage their departments /institution, there-by contribute in the holistic growth and development of the institution. It is an important fact that when the quality of education in the Indian institutions is a big question mark, the role of a teacher as a leader of teaching learning process and as a manager in executing varied needed tasks for enhancing the efficiency and effectiveness of the teaching system becomes very important. In addition to managerial capabilities needed by a teacher, he should be well acquainted with the administrative procedures used for the holistic growth and development of his institution. As the public perception of the engineering-professionals coming out the technical institutions is also on a downward spiral, which can be seen from various reports by national and international agencies, it is important that the students coming out of the institutions are churned with needed skills, both hard and soft, making them relevant to the highly competitive world of work. Here also, the role of a teacher becomes extremely important. This module has been aimed to develop professional teachers who shall lead the institutions on the path of success both internally with its up to date growth and development and externally by producing competent professionals. The module is structured with lectures, experiential sharing through videos, tasks and assignments. The module shall pave the way for the participants to explore the answers of following questions:

- What is institutional management and why it has become so important in today's scenario?
- What is the scope of institutional management process?
- Why institutional planning is important for its growth and development?
- How a strategic plan is made for an institution?
- How organising helps in optimum utilisation of institutional resources?
- How networking, teaming and partnering with different stakeholders can play a significant role in the success of an institution?
- How institutions are to be staffed with relevant human resources following applicable rules and regulations?
- How training and development are important for the competency of teachers?
- How skills of leadership, communication and motivation can play a role in enhancing efficiency and effectiveness of institutions?
- How academic audit can be a tool for institutional evaluation?
- How controlling systems are vital for monitoring the performance of institutions?



MODULE OUTCOME

After completing the learning tasks in this module, the learners will be able to:

- ✦ Explain the concept and importance of Institutional Management in today's scenario.
- ✦ Identify the process involved in Institutional Management.
- ✦ Explain the importance of planning in institutional management and development.
- ✦ Prepare a strategic plan for the department/institute and prioritise thrust areas for its growth and development.
- ✦ Prepare institutional design/ chart highlighting clearly authority accountability relationship.
- ✦ Form teams for different projects and programmes and effectively network with other agencies/organisations.
- ✦ Determine manpower requirements and recruit, select and place relevant individuals applying appropriate rules and regulations.
- ✦ Direct the activities of individuals through effective means of communication, motivation and leadership.
- ✦ Manage planned change by setting SMART goals and innovative approaches.
- ✦ Evaluate performance and prepare action plan for improvement.
- ✦ Develop students with managerial skills to emerge as leaders in their own sphere of work.

CONTENTS

- Unit 1: Introduction to Institutional Management
- Unit 2: Institutional Management Process: Institutional Planning
- Unit 3: Planning: Strategic Planning for Future Growth and Development
- Unit 4: Institutional Management Process: Organising for Optimisation
- Unit 5: Organising: Partnering for Success
- Unit 6: Institutional Management Process: Staffing with Relevant Human Resources
- Unit 7: Staffing : Promotion and Compensation for Job Satisfaction
- Unit 8: Staffing: Financial and Purchase Procedures for Institutional Management
- Unit 9: Institutional Management Process: Directing through Academic Leadership
- Unit 10: Directing through Institutional Communication
- Unit 11: Directing through Motivation for Higher Performance
- Unit 12: Directing through Planned Change & Innovation for Institutional Growth and Development
- Unit 13: Directing: Managing Goals, Time and Attitude
- Unit 14: Institutional Management Process: Monitoring and Controlling for Higher Performance
- Unit 15: Controlling: Performance Appraisal and Management
- Unit 16: Controlling: Institutional Evaluation for Continuous Improvement

