



THE RELEVANCE OF POSDCORB IN EDUCATIONAL INSTITUTIONS

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ABSTRACT Luther Gulic an American Political Scientist and Lyndall Urwick a British Management Consultant elaborate Henry Fayal's management ideas in their paper named notes on the theory of organisation in 1937. The POSDCORB stands for planning, organising, Staffing, Directing, Coordinating, Reporting and Budgeting. Gulic and Urwick gave the idea of POSDCORB. POSDCORB Planning methods give emphasis on the highest profit, Minimum Westage and Maximum success in any Educational Administration. POSDCORB can help any individual in achieving his goal. Similarly, educational institutions began to rise at the top of development by properly following POSDCORB management techniques. This paper discusses the core patterns of POSDCORB and its importance in School Administration. This paper also emphasises the importance of evaluation with Summary and recommendations.

Objectives: To study the effectiveness of POSDCORB towards School Administration.

Methodology: This study purely theoretical based. Content analysis of available documents, mainly the investigators, Collected data from different types of books, Journals written by others.

KEYWORDS : POSDCORB, effectiveness School Administration.

INTRODUCTION

Luther Gulic an American Political Scientist and Lyndall Urwick a British Management Consultant elaborate Henry Fayal's management ideas in their paper named notes on the theory of organisation in 1937. In doing so, they built on Fayol's previous 14 management principles. They give the idea POSDCORB. The POSDCORB stands for planning, organising, Staffing, Directing, Coordinating, Reporting and Budgeting. POSDCORB Planning principles were important to Gulic and Urwick, but where those principles were applied was not; focus was favored over locus, and no bones were made about it, As Urwick said in his paper (as cited in Henry, 2010). POSDCORB management concept took a number of facts within Organisational Structure and coordination into account. POSDCORB Planning methods give emphasis on the highest profit, Minimum Westage and Maximum success in any Educational Administration. Planning gives stress on the process of time management and determination of school administration where we want to reach. Organising is establishing an Organisation or school administration structure to execute the plan. Staffs are the wealth of an institution and they play a very crucial role in achieving the aim and objectives of an institution. Directing helps any Educational institutions in guiding, leading, motivating, and achieving organizational objectives. A good Co-ordinator is needed to run a school college or institutions for conducting Co-ordination among various department. Reporting enhance the communication among various sector of an institution. Budgeting prepared the blueprints of both quality and monetary terms and reflects the objectives of desire success. Ugwulashi (2012) discusses the following point given emphasis in this study. This POSDCORB management concept is applied in educational management.

Planning:

Planning is the first function of POSDCORB. Planning is the base of all other functions. Planning is a process of deciding the business objectives and charting out the methods of attaining those objectives. It determines what to do, how to do, when to do, who is going to do it. Planning involves the process of determining the selection and appropriate course of action for achieving objectives. It bridges the gap between where we stand today where we want to reach. Planning is the determinations of the future course of action to achieve the desired result of a school administration. Planning is the determination of school administration where we want to reach. Before starting a job all about mentions activities must be considered otherwise, the objectives of a business or school administration can not be planning gives stress on the process of time Management and Commitment. Proper leadership planning ensures having clear, shared goals is an important factor in increasing group conflict (Bsouza & Klein 1995). A successful school head wings the support of his / her staffs , students and Community, undoubtedly, because of openness in school Planning and finally determine the potency of the teachers or Manager to attain or Set out specific time to specific goals through identifying the strengths and weakness of the human capital resources, such as financial and material, available to the school.

Organising:

organising is the second step of POSDCORB. Organising is the Second main basic of POSDCORB Planning functions. Organising is establishing an organisation or school administration structure to execute the plan. Deciding the framework of working how many units and submit or school departments are needed how any education department is needed for school administration. To achieve the set-out goals, Organising plays a vital role. An effective Organisation helps to maintain a harmonious relationship among the academic staff and none teaching staff. It considers the whole school environment as a unit and highlights it's the path towards cumulative success, Better teaching and learning should be aimed or set out previously, and without a comment Organisation it can not be achieved.

For example, the head of the school creates a proper environment for creating a friendly situation for all the well wishes of the school. The organizing power or the potential of the head of the institution give spaces to everyone for working and taking Motivation for the all-round development of an institution.

Staffing:

Staffing is the third step of POSDCORB. Staffing is the third main basis of POSDCORB for Planning function. Staffing refers to knowing about the manpower requirements in educational institutions or organization. Staffing helps any school administration in determining suitable employees. Any School administration may Succeed only for good staff. Each and every department's work is done by Staffing. Staffing helps any organization to employ the right person in wright Jobs. Any School administration's entire trainee procedure and selection procedure, selection candidates fall under the staffing. Proper respect should be given to all the staff irrespective of their incapacibilities. Staffs are the human wealth of an institution and they play very crucial roles in achieving the aims and objectives of an institution.

Staffing is a very important step of the planning process and under this, the following steps are taken:

- i. The proper recruitment process for aspirations.
- ii. Selection of the best qualified from various job seekers.
- iii. Training of the staff to enhance their skills in various sectors.
- iv. Opportunity for promotion.
- v. The practice of compensation to getting and holding them up.

Directing:

Directing is the fourth Important function of POSDCORB. Directing is the fourth main basis is POSDCORB in the Planning function. Direction or instructions determine the work done by the employee of an institution and how to communicate with them. It is done by giving necessary instructions to them to perform in a Satisfactory Manner of an institution. Without direction, anything anyone can not work perfectly in life. Similarly, direction, in running a school or Educational Institutions is of very much importance. A proper direction leads everyone to work out regularly with punctuality. If the

direction is bad or it takes a curve towards the opposite of specific goals, everything will go in vain and the whole endeavor will collapse like the house of the cards. So, the proper direction is similarly required to run an institution or school smoothly. The proper direction is very economic and time-oriented to achieve the desired goals.

CO-ordinating:

Co-ordination is the fifth function of POSDCORB. Co-ordination is the fifth main basis of POSDCORB in Planning function. Co-ordination is a process that has to be designed and implemented by the manager or head of the institutions. Managers or heads of the institutions divide work into Specialized departments, at the same time raise the need for the Co-ordinations of all activities. The Manager or head of institutions is responsible for effective Coordination and for the implementations of the task of Coordinations, he has to follow a systematic approach. Co-ordination among the various sector of an institution is of utmost importance. Without Co-ordination, no specific or goal-oriented programme can not be achieved smoothly. As Agrwal & Vashistha (2013) suggest that the Co-Ordinating interrelating the various component and processes of the work. A good coordinator is needed to run a school, college or institution for conducting Co-ordination among various departments.

Reporting:

Reporting means Supplying that information to a person whom the executive is responsible for what is going on. A Clear report gender and institutions in the past good progress. Reporting watches good progress, problems with employees, new processes, Performance, etc. Reporting enhance communication among the various sector of an institution. A bad reporting or incomplete reporting creates among its members or workers and as a result, an environment of untrustworthiness is cultivated by everyone for everyone. The administrative structure of a school is built up by various committees. These committees can act smoothly only if there is a smooth reporting of information from one to another systematically any disputing or communication gap affects the whole system. So reporting should be adequately and regularly maintained without any kind of negligence, to run a school or Educational Institutions.

Budgeting:

Budgeting is the last and most important Step of POSDCORB. Budgeting is the Main and last basis of POSDCORB in planning function. Budgeting is a technique of Planning and Controlling the opportunities of an institution or organization. It is the Planning made before the actual expenditure is incurred. Budgeting prepares the blueprints of both quantity and monetary terms and reflects the objectives of the desired success. The preparation of the budget is very important for an institution as it highlights the aims and appropriate of an institution.

CONCLUSION

POSDCORB method gives emphasis on the highest Profile, minimum wastage and maximum success when applied for any institution. Educational institutions can reach the highest peaks of their desired aims and objectives if they Propensity apply the POSDCORB Planning process because it can give educational institutions the most scopes of all-round development and success. In this present techno world, we want to reach the top of success we try to fulfill our high ambition, in which modern man is incomplete. Waldo (1948) depended on the history of political theory to argue that the POSDCORB is not a natural administrative doctrine because it is infused with values (as cited in Al-Habil, 2010). POSDCORB can help any individual in achieving his goal. Similarly, educational institutions began to rise at the top of development by properly following POSDCORB management techniques.

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