

# Supervision and Monitoring of Educational Institutions

Presented by

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# Meaning of Supervision

- Gupta defines supervision as the activity that involves overseeing the subordinates at work to ensure they are working according to plans and policies of the organization.
- It is a face to face contact between the supervisor and his subordinates.

# Definition of supervision

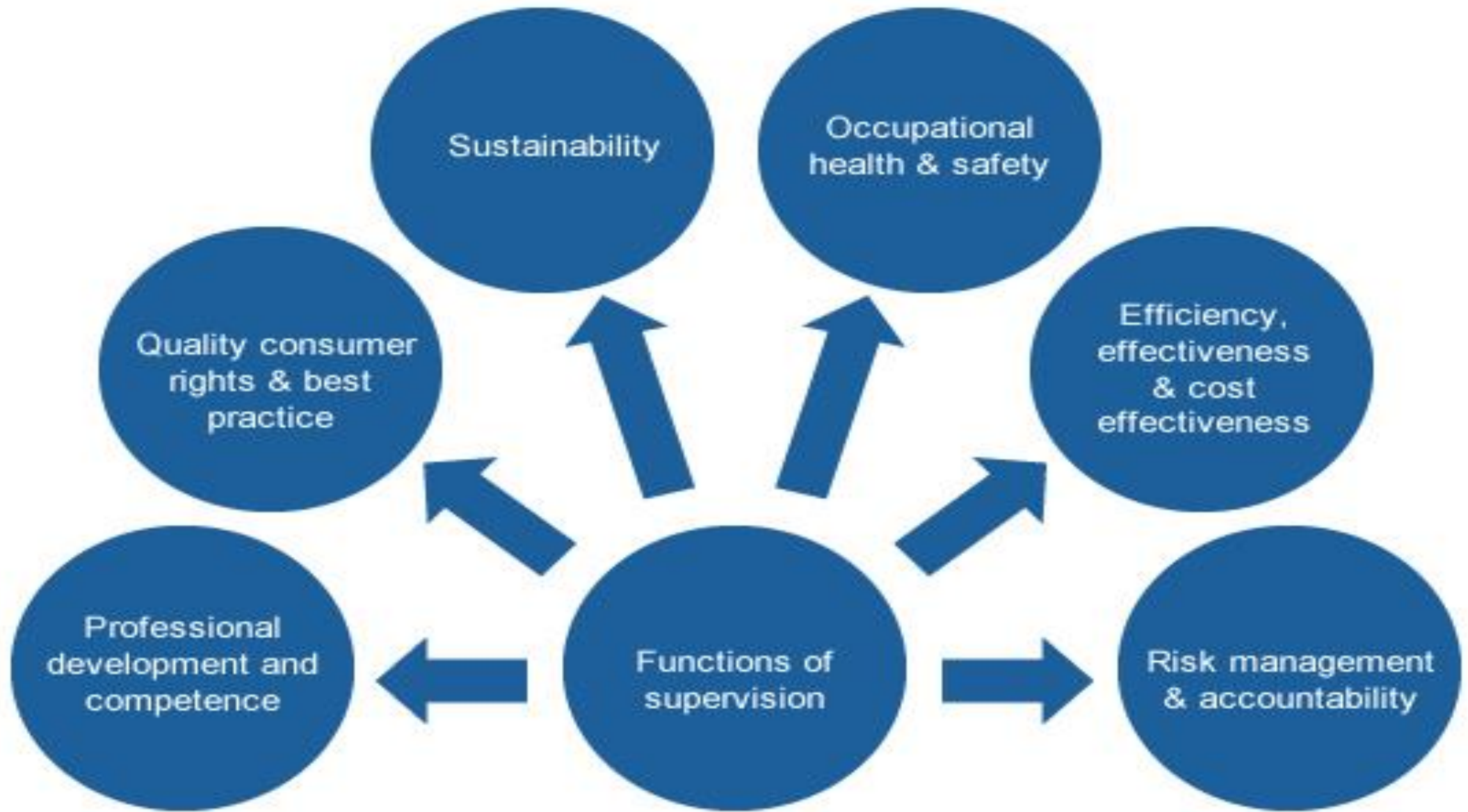
- Supervision is defined as guiding the activities of the people who perform the work. It includes:-
  - Planning
  - Organizing
  - Directing and
  - Controlling the work and activities of the subordinates

## **SUPERVISION**

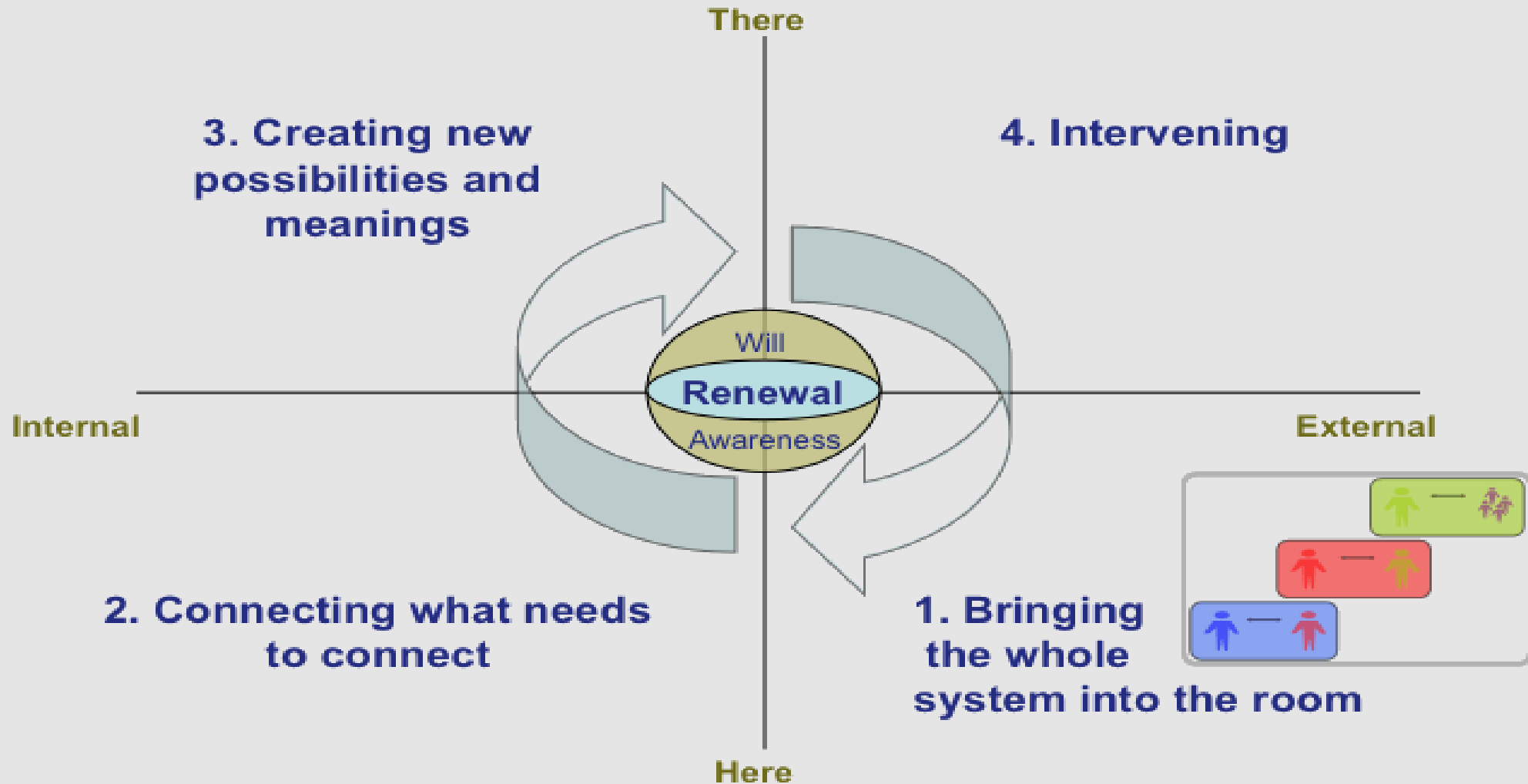
The supervision is a broad term. Supervision is for a longer time duration as well. The supervisor is bound to report the progress and the works done to the higher authorities. The word supervision commonly refers to the projects etc. The projects are supervised and not monitored. The supervision involves offering support, removing obstacles, holding accountable people, and setting expectation etc. The supervisor is responsible for the actions or the activities of the employees as well. If an employee of the project is not doing his job properly then the supervisor is the one answering to the higher authorities.

# Types of Supervision

- 1-Educational Supervision:** assessment of skills, evaluation of needs, provision of learning experiences, upgrading of knowledge and skills.
- 2-Administrative Supervision:** monitoring work and workload, assuring work completion, quality and quantity control appropriate implementation of agency policies and procedures.
- 3-Supportive Supervision:** providing support, understanding and assistance, understanding emotional needs. The supervisor provides employees with a supportive environment where they can enjoy high morale and job satisfaction.



# Supervision Process



# **Monitoring: Definition**

- **A continuous data collection and analysis process is implemented to assess a project ( a program or a policy) and compare it with the expected performance**

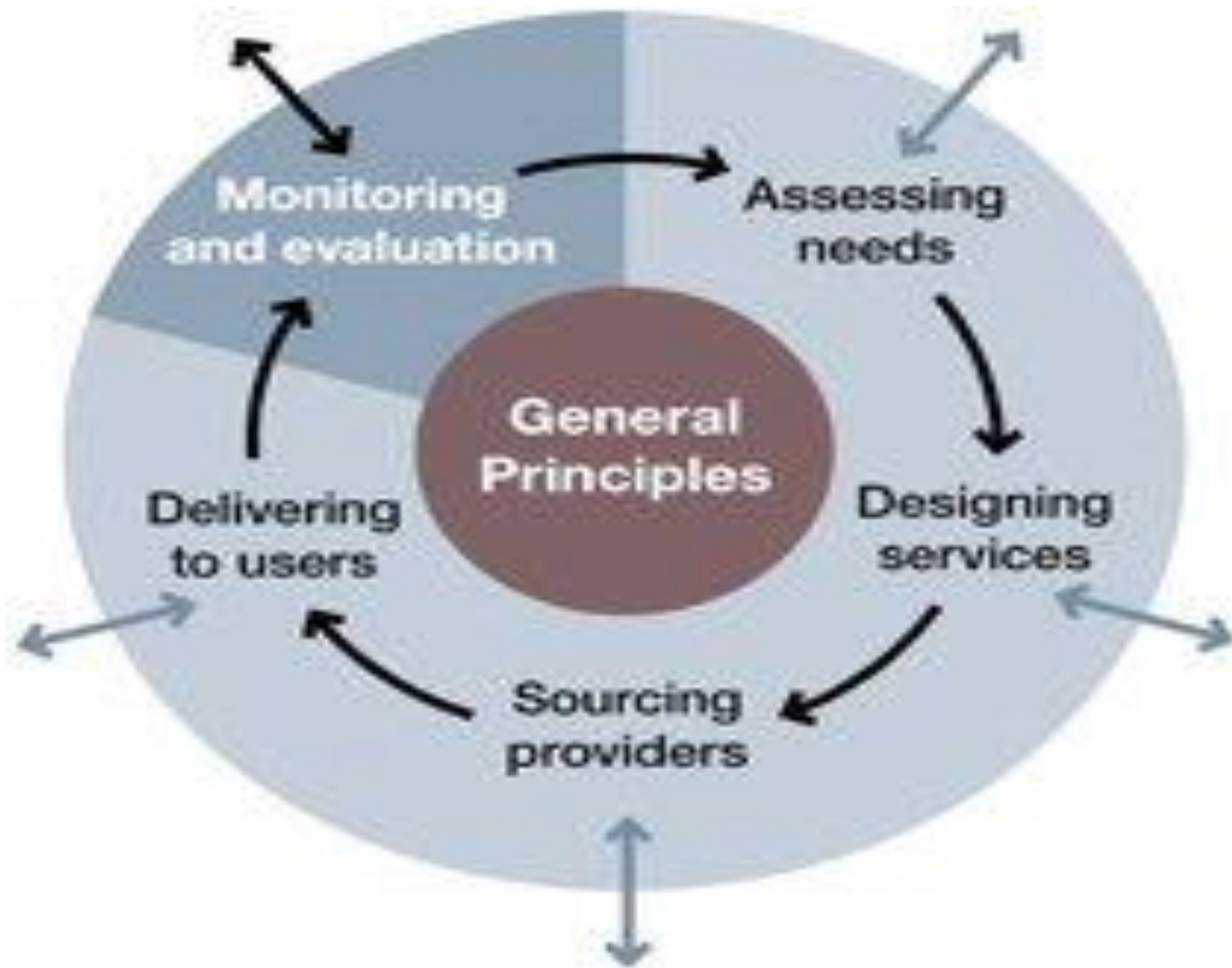
# Progress Monitoring: Definition



- A type of formative assessment (i.e., frequent evaluation), is often used to evaluate student learning.
- Progress monitoring is the ongoing process of collecting and analyzing data to determine student progress.

## MONITORING

The monitoring is not a very broad word. It doesn't mean a lot as well. We can say that it is a subtype of the supervision. The person who is monitoring the things is known as the monitor. Talking about the time duration, The monitoring is done for a very short time period. The monitoring is for the checking the progress. We can say that the monitor analyzes the situations as well. A monitor can react to the new opportunities and he can address the issues as well.



## Tools and Systems for Monitoring

- Formats, questionnaires, check-lists
- Classroom observations
- Systematic Classroom observation systems
- Self-report by teacher
- Student evaluations
- Analyzing classroom artifacts
- Portfolios
- Comprehensive web based monitoring systems

## Strategy in Education Model (cont'd)

(Eacott, 2008, p. 360-362)

- Implementing

- Translating strategy into action
- Staff understanding and commitment
- Improvement in current operations
- Timely

- Monitoring

- Where are we now?
- Where to next?
- How will we get there?
- How will we know when we get there?
- Requires a transparent system of data collection

## DIFFERENCE BETWEEN SUPERVISION AND MONITORING

- The supervision is a broad word. Supervision shows the big things and big actions as well big responsibilities. While the monitoring is a kind of type of the supervision.
- A supervisor has to submit the progress report to the higher authorities. While the monitor is free from this job.
- The supervisor is responsible for the actions of the employees. If a person is not doing his job well then supervisor is the one who gives the answer to the higher authorities. While the monitor is not responsible for the actions of the employees. And he does not have to defend his employees etc.
- A supervisor is in more interaction with the work. While in some cases, monitors don't have to be there at the workplace.

## The supervisor as a leader who has possession of the following two qualities:

1. A clear perspective of the school's goals and awareness of its resources and qualities and another is,
2. The ability to help others, contribute to this vision and to perceive and to act in accordance with it.

So it is now clear that the modern concept of supervision centers round the basic concept of instructional improvement through leadership and co-operation of all the agencies concerned.

## **Scope of Supervision:**

The scope of supervision is very wide which can be proved from the following aspects of education as the scope of supervision in education:

### **1. The Instructional Work:**

The first and foremost task of the supervisor is how to improve the instruction.

**For this, he/she supervises:**

- a. Method of teaching employed for different subjects.
- b. ICT/Audio-visual aids used.
- c. The time table.
- d. The distribution of work among teachers.
- e. The written work of students and its correction.
- f. Teachers lesson diaries and scheme of work.

## **2. Co-Curricular Activities:**

The supervisor supervises the organization of various co-curricular activities keeping in view their need and importance.

**These co-curricular activities are:**

- a. Games and sports
- b. Dramatics
- c. College magazines
- d. Library services
- e. Educational tours
- f. Field trips and
- g. Picnics/study tour

### **3. Records and Registers:**

The supervisor has to supervise all the records and registers of an educational institution or college by examining the following type of records:

- a. Admission Register
- b. Attendance Register
- c. The cash book
- d. The log book
- e. The Stock Register and
- f. The Receipt Book

#### **4. The College Environment:**

The college environment has a profound role bringing over an improvement of educational process

**For this the supervisor has to supervise the following aspects of the college environment:**

- a. College Discipline
- b. Relationship between the head of the institution and his staff, between staff and students
- c. Emotional climate of the college
- d. General behaviour of students
- e. Cleanliness of the surroundings
- f. Goodwill of the self-government formed by students
- g. Plantation of trees
- h. Morale of the classroom
- i. Relationship among teachers
- j. Hygienic conditions of the toilet, canteen and water supply
- k. Relationship of the head of the institution or college with the community members
- l. Beautification of the campus

## **5. Management:**

Supervision of management is also another aspect of the scope of supervision in education without which the overall improvement of teaching-learning process will never be successful.

**The supervision of the management of the educational institution includes the following aspects with it:**

- a. Co-operation of teachers and community members.
- b. The ability of the headmaster to run the college or institution.
- c. Co-operation, co-ordination and responsibility between teachers and principal in organizing any programme.
- d. Duties and responsibilities rendered by the teachers as the members of different sub-committees for different programmes.
- e. Problems with the managing committee.
- f. Achievements and failures of the college.

## **6. Guidance to Teachers:**

The supervisor has not only to supervise but also guide the principal and teachers in their efforts for ensuring qualitative improvement of education.

**For this supervision includes the following things in its jurisdiction:**

- a. Innovations in teaching
- b. Remedial instruction
- c. Community mobilization and support
- d. Conducting seminars, conferences, meetings and workshops to discuss about problems and their solution.

## 7. Developmental Activities:

The supervisor supervises the developmental activities of the college in the following heads:

- a. Tender and Procurement procedure of different committee,
- a. Justification of developmental activities, proposals for extension of the college building.
- b. Allotment receipt and the progress made.  
Difficulties faced and the steps taken by the principal to wipe out the difficulties, and
- c. Construction of the new building and its progress.

Thanks all