

SCHOOL MANAGEMENT AND ADMINISTRATION

UNIT – III: EDUCATIONAL ADMINISTRATION

- Definition, aims, objectives, scope, types and functions of Educational Administration
- Relationship between educational management and educational administration
- Theories of educational administration Meaning and nature of leadership
- Styles of leadership and Measurement of leadership

Meaning of Administration

- It is concerned with both human and material resources/elements.
- The integration of these 'elements' into a 'whole' is educational administration.
- Educational administration deals with the educational practices.

Definition of Administration

- It is regarded as the process of integrating the appropriate human and material resources that are made available and made effective for achieving the purposes of a program of an educational institution.
- It means to achieve the goals of Education through effective and manipulation of available inputs.

Objectives of Educational Administration

1. To provide proper education to students.
2. To ensure adequate utilization of all resources.
3. To ensure professional ethics and professional teachers development among teachers.
4. To organize educational programmes for acquainting students with the art of democratic living and giving them excellent training in democratic citizenship.
5. 5. To mobilize the community.
6. To ensure qualitative improvement of education.
7. To train the students in developing scientific attitude and objective outlook among them towards all aspects and activities of life.

Scope of Educational Administration

1. The educational Administration encompasses all the levels of education in its jurisdiction.

- ✓ Pre-elementary or Pre-school Education.
- ✓ Elementary or Primary Education.
- ✓ Secondary Education.
- ✓ Higher Secondary Education or Post Secondary Education and
- ✓ Higher or Tertiary Education.

Scope of Educational Administration

2. It covers all forms of education such as:

- ✓ Formal Education
- ✓ Non-formal Education and Adult Education
- ✓ General Education
- ✓ Vocational Education
- ✓ Special Education
- ✓ Teacher Education
- ✓ Integrated Education
- ✓ Technical and Professional Education including Engineering, Medical, MBA, and Computer Education.

Scope of Educational Administration

3. It includes all types and strategies of management that encompasses the following:

- ✓ Democratic Administration
- ✓ Autocratic Administration
- ✓ Nominal Administration
- ✓ Real Administration

Scope of Educational Administration

4. Educational Administration covers the following aspects relating to management in its jurisdiction:

- ✓ Planning
- ✓ Organizing
- ✓ Directing
- ✓ Coordinating
- ✓ Supervising
- ✓ Controlling
- ✓ Evaluating

Scope of Educational Administration

5. Educational Administration takes place at various levels such as:

- ✓ Central Level
- ✓ State Level
- ✓ District Level
- ✓ Block Level
- ✓ Institutional Level

Activities and Programmes under the Scope of Educational Administration

- ❖ Deciding the purposes of the institution or school.
- ❖ Planning for academic or curricular and co-curricular activities.
- ❖ Preparing the time table and the time schedules for various activities.
- ❖ Assigning duties and responsibilities to the staff members
- ❖ Organizing curricular and co-curricular.
- ❖ Coordinating by efforts of people to achieve the purpose.
- ❖ Taking measures for staff development.

Activities and Programmes under the Scope of Educational Administration

- ❖ Maintaining order and discipline
- ❖ Management of Materials
- ❖ Management of finance
- ❖ Maintaining records and registers up to date
- ❖ Maintaining human relationships
- ❖ Supervision of the work of teachers and other employees

Types of Administration

- Centralised and decentralised administration
- Democratic
- Autocratic or Authoritation
- Laissez -Fair

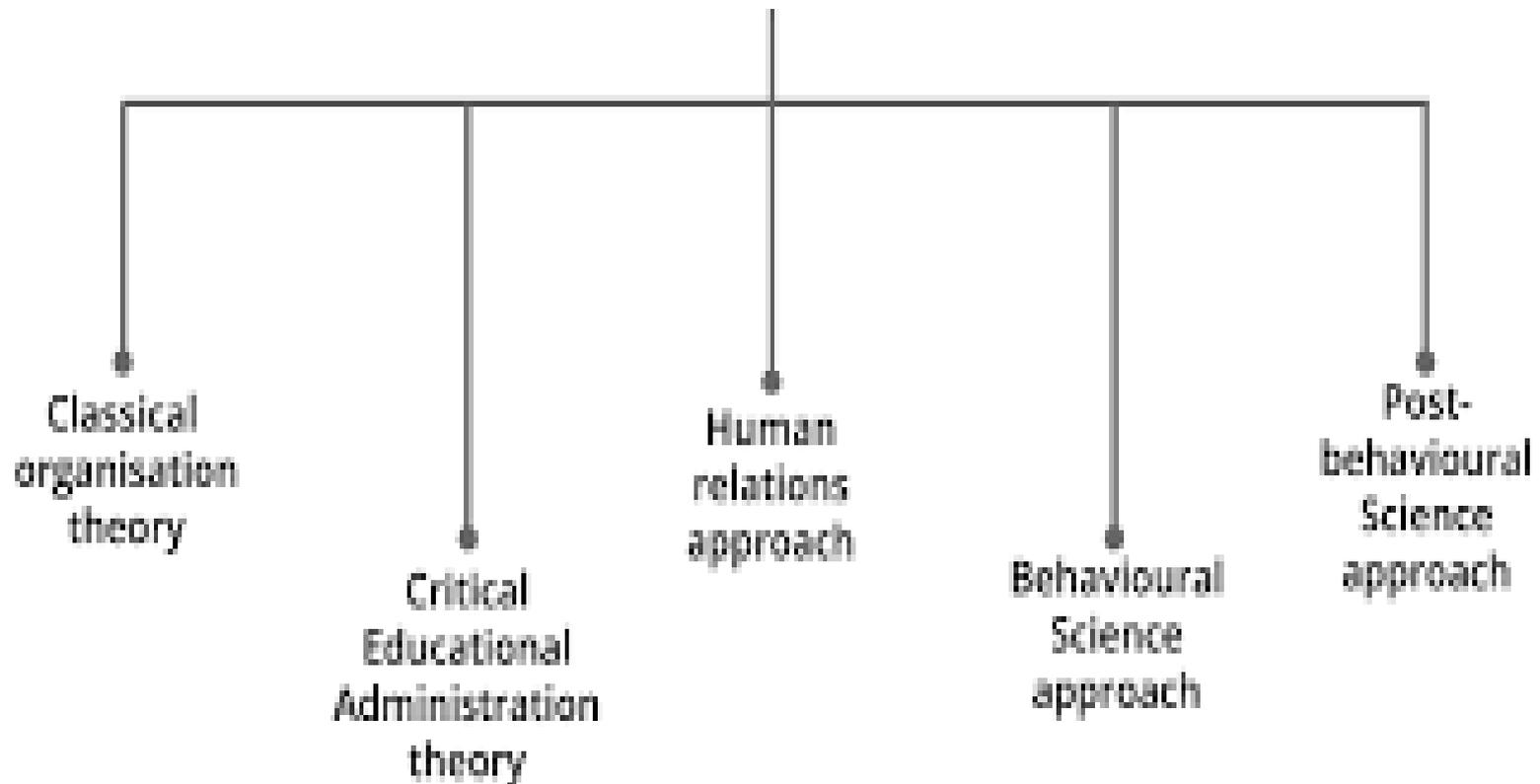
Functions of Educational Administration

- Planning
- Organizing
- Directing
- Coordinating
- Supervising
- Controlling
- Evaluating

Theories of educational administration

Meaning and nature of leadership

Theories of Educational Administration



The main features of Scientific management Theory

- It finds out best method for performing each job.
- It selects employees by using scientific selection procedure.
- It believes in having close relationship with management and employees.
- It uses division of labour.

Scientific management Theory

-Frederick Winslow Taylor

- Scientific Job Analysis
- Selection of Personnel
- Management Cooperation
- Functional Supervising

Administrative Management Theory

- According to Fayol: Basic functions of management.
- Planning
- Organizing
- Commanding
- Coordination
- Controlling

Fayol: Principles of management

- Division of Work
- Authority
- Discipline
- Unity of command
- Unity of direction
- Subordination of individual interest
- Centralization
- Scalar chain
- Order
- Equity
- Stability of personnel and Initiative

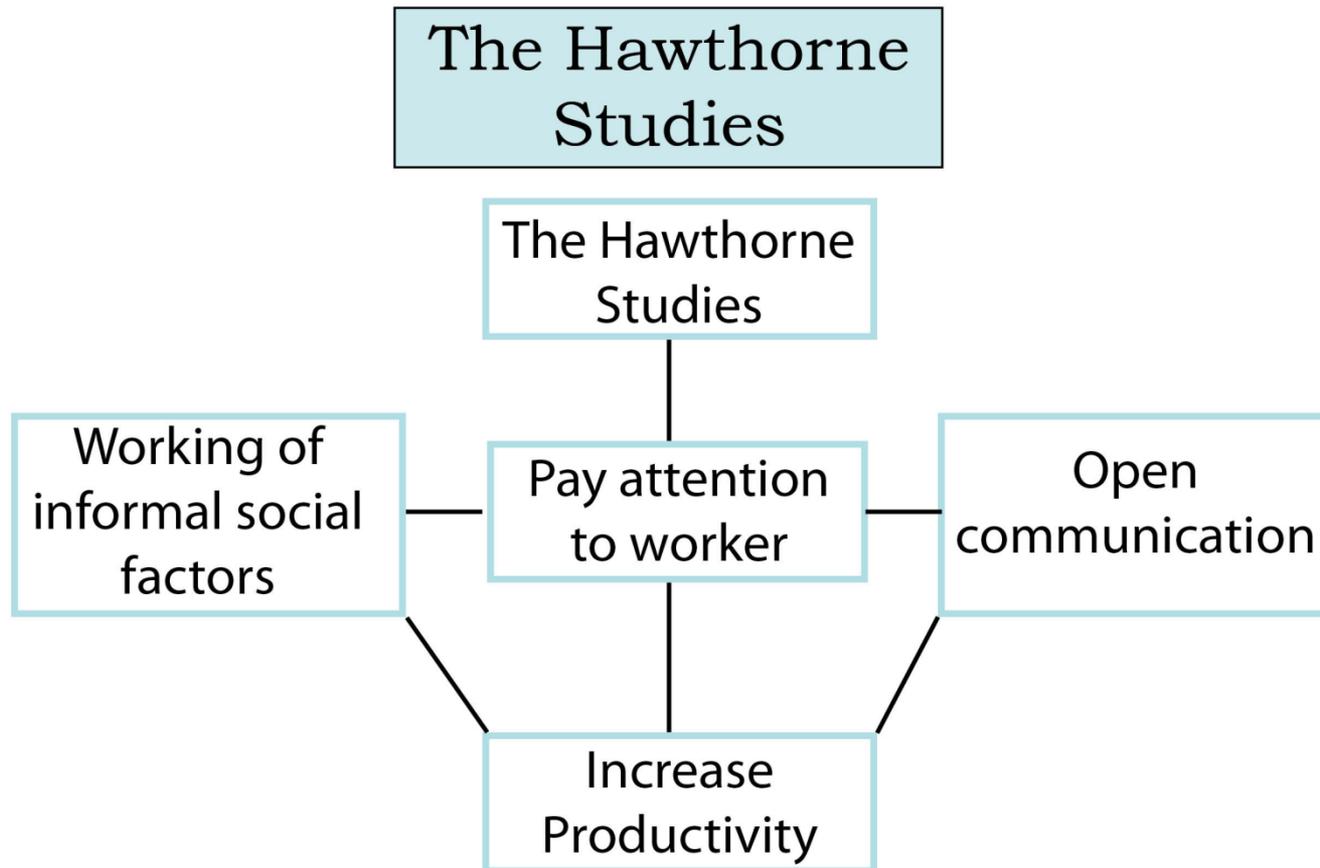
Luther Gulick another classical theorist coined the term **POSDCORB** that refers to seven functions of management.

- planning,
- organizing,
- staffing,
- directing,
- coordinating,
- reporting and budgeting.

Critical Educational Administration Theory

- "Critical theory attempts to raise people's consciousness about their living and working condition through logic and debate, but in the process it relies on the generation and analysis of ideologies"
-Hoy (1994)

Human Relations Approach



Behavioural Science Approach

- Behavioral scientists considered both the classical rational-economic model and the human relation social model to be incomplete representations of employees in the work setting.

Behavioural Science Approach

- In the year 1970, Abraham Maslow a psychologist advanced a theory of human motivation that was later adopted by many managers. Theory of Maslow was based on motivation and he considered three viewpoints: 1. Human beings have needs that are never completely satisfied. 2. Human action is aimed at fulfilling the needs that are unsatisfied. 3. These needs can be classified in a hierarchy from the lowest to highest.

1. Physiological

2. Safety

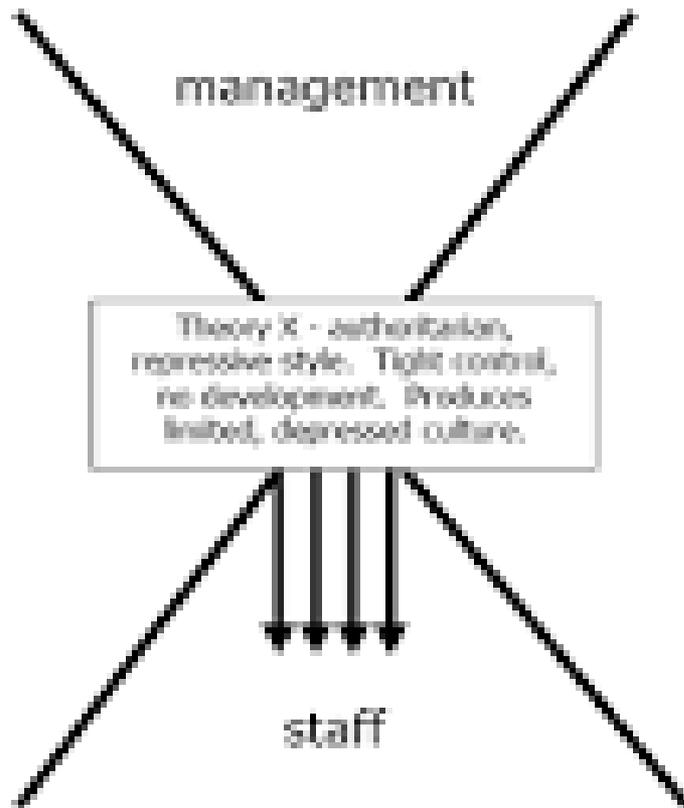
3. Social belonging

4. Esteem needs

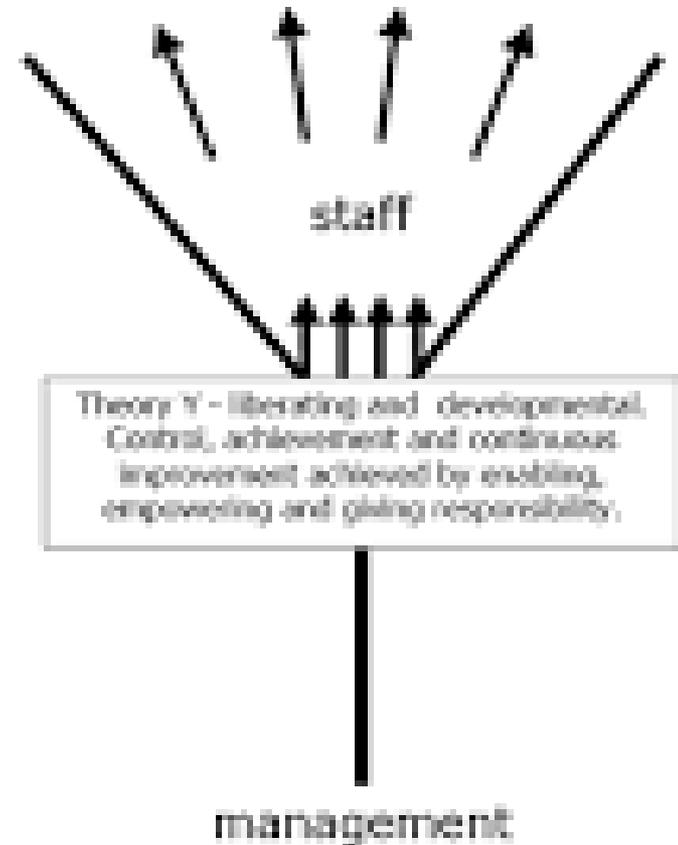
5. Self actualization

Theory of 'X' and theory of 'Y' of McGregor in Educational Administration

'Theory X'



'Theory Y'



Difference between Theory X and Theory Y

Theory X	Theory Y
Worker is lazy and dislikes work	People are not lazy by nature but the treatment in organization makes them so
They are unambitious and avoid responsibility	They are ambitious and they accept responsibility under proper conditions
They are not bothered about organizational objectives – they should be directed	They will exercise self control and self direction – need not be directed

Post-behavioural Science Era

- Three interrelated concepts-that are school improvement, democratic community and social justice form the development of the next era of the profession-that is the post-behavioural science era.- Murphy (2002).
- School improvement
 - Encouraging collective learning
 - Aligning with state standards
 - Providing support
 - Democratic community
 - Social justice

