

School Management and Administration

Unit – III Lesson 1

EDUCATIONAL ADMINISTRATION

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Unit III - EDUCATIONAL ADMINISTRATION

Unit - III

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

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Introduction

- ❖ Educational administration is a specialized activity dedicated to organizing human and material resources to achieve constructive academic goals.
- ❖ While often used interchangeably with "management," administration specifically focuses on the strategic execution and oversight of the entire educational program.

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Key Pillars of Administration

- ❖ **Core Functions:** Effective school leadership relies on planning, organization, direction, and coordination.
- ❖ **Dynamic Nature:** Institutions must constantly evolve through training, research, and proactive problem-solving.
- ❖ **Historical Context (India):** Originally viewed as a religious obligation with liberal grants, modern administration has shifted from simple funding to complex policy-making and regulation.
- ❖ **Impact:** Administration is the "heart" of the enterprise—good administration ensures success, while poor administration leads to failure.



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Meaning of administration

- ❖ The word "administration" has been derived from the Latin word "minister," which means 'service rendered to others for their welfare'.
- ❖ Administration means **management, control, and arrangement**. It implies the integration and development of the child.
- ❖ School administration must be structured **to ensure every activity is directed toward a single goal**: creating an environment where each child has the freedom to develop according to their unique interests and abilities.

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Definitions of administration

- ❖ **According to Brook Adams**, "administration is **the capacity to coordinate many and often conflicting social energies in a single organism** so adroitly that they shall operate as a unit."
- ❖ **According to L.S. Chandrakant**, although there is no single accepted definition of administration, **there is general agreement that it is concerned with the dealing with and coordinating of the activities of groups of people.**

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Educational administration

- ❖ Deals with educational practices.
- ❖ It is the dynamic side of education that deals with educational institutions, from the schools and colleges to the secretariat, in **a comprehensive effort to achieve some specific educational objectives**. It is **concerned with both human and material resources**

The human elements in educational administration include

- ❖ (i) teachers,
- ❖ (ii) parents,
- ❖ (iii) children, and
- ❖ (iv) other employees in general.

On the material side, there are

- (i) buildings and grounds,
- (ii) money, and
- (iii) equipment and instructional supplies.

Beyond these two elements are ideas, laws and regulations, community needs, and so on.

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Definition of Educational Administration

- ❖ Educational administration is defined as the process of controlling, organizing, and directing both human and material resources in an educational institution.
- ❖ **According to Graham Balfour**, educational administration is to enable the right pupils to receive the right education from the right teachers at a cost within the means of the state under conditions that will enable the pupils to profit from their training.
- ❖ **According to Jesse B. Sears**, "In education, administration contains much of what we mean by the word government and is closely related in content to such words as supervision, supervision, planning, oversight, direction, organisation, control, guidance, and regulation."

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AIMS AND OBJECTIVES OF EDUCATIONAL ADMINISTRATION

In the words of P.C. Wren, "school administration that does not facilitate education is a parasite and a debauchery of public funds.

1. Providing good education

- ❖ Educational administration should aim to provide a good education.
- ❖ **Graham Balfour** has stated very aptly, 'The purpose of educational administration is to enable the right education from the right teachers at a cost within the means of the state, which will enable students to profit by their learning.'
- ❖ **Kandel opines**, 'Fundamentally, the purpose of educational administration is to bring pupils and teachers under conditions that will more successfully promote the end of education.'

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AIMS AND OBJECTIVES OF EDUCATIONAL ADMINISTRATION

2. Providing high chairs to the best-fitted persons

- ❖ Educational administration in the emerging Indian society should aim at providing high positions on the basis of merit and fitness.

3. Providing proper facilities, freedom, and encouragement to meritorious teachers

- ❖ **Professional Status:** Treat teachers as creative builders rather than administrative clerks, according them the status and respect their role deserves.
- ❖ **Autonomy & Freedom:** Grant teachers the freedom to innovate and act, while administrators should learn to value the brilliance of junior staff.
- ❖ **Inclusive Governance:** Active cooperation with the teacher community is essential; teachers must have a voice in shaping school policies to avoid frustration.
- ❖ **Supportive Environment:** Provide necessary facilities and encouragement to foster a culture of research, initiative, and virtuous growth.
- ❖ **Collaborative Leadership:** The administrator should act as "first among equals," prioritizing collective progress over rigid hierarchy.

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AIMS AND OBJECTIVES OF EDUCATIONAL ADMINISTRATION

4. Integrating School Administration

- ❖ **Unified Purpose:** Administrators, staff, and students must work collaboratively toward the common good, moving beyond individual roles.
- ❖ **Equality and Non-Discrimination:** A successful system eliminates internal discrimination to foster a cohesive environment.
- ❖ **Democratic Participation:** Effective administration values the capacity of every individual to participate in and influence the policies and activities that affect them.

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AIMS AND OBJECTIVES OF EDUCATIONAL ADMINISTRATION

5. Understanding mass psychology

- ❖ A director of education, an inspector of schools, or a headmaster must frequently meet the young students to get a feel for their changing moods, needs, emotions, and fancies.
- ❖ No officer can rule the young on the strength of power alone. They have to set things right by correcting emotional imbalances and understanding their psychology.
- ❖ The authorities of school administration must understand the mass psychology of students and teachers and provide the necessary leadership.

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AIMS AND OBJECTIVES OF EDUCATIONAL ADMINISTRATION

6. Encouraging direct democracy in schools

- ❖ Direct democracy should be encouraged in school administration.
- ❖ Important matters should be decided in the presence of the staff and students and not by the headmaster alone.
- ❖ The headmaster of a school should deal with each aggrieved student or aggrieved party directly and not through any other agency.

AIMS AND OBJECTIVES OF EDUCATIONAL ADMINISTRATION

7. Providing justice

- ❖ A teacher, being an intellectual worker, can work better if they feel satisfied with the way they are administered. Unless they get peace of mind, they cannot teach in the class.
- ❖ Educational administrators should aim to give justice to the teachers in respect of recruitment, promotion, and transfer. For this, they must frame fair and just rules to guide them and put a stop to any favouritism and bias.
- ❖ Effective teaching can be stimulated by the right method of recruitment based on worth and merit and uniform rules of transfer and promotion for every teacher, as it creates an atmosphere of peace and satisfaction.

AIMS AND OBJECTIVES OF EDUCATIONAL ADMINISTRATION

8. Implementing the educational plans in an efficient and effective manner

- ❖ Planning is a significant management technique.
- ❖ Educational administration can achieve all the goals of education fully and comprehensively by preparing ideal plans.

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AIMS AND OBJECTIVES OF EDUCATIONAL ADMINISTRATION

9. Making people in the key posts as educational administrators

- ❖ Along with conservation, facilities must be provided to generate new ideas among the teachers.
- ❖ Encouraging teachers to use improved teaching methods and make teaching effective.
- ❖ Developing and boosting the morale of teachers
- ❖ Encouraging better understanding and interpersonal relations among students and teachers.
- ❖ providing proper guidelines to teachers.
- ❖ Secure the active cooperation of the Department of Education
- ❖ Doing Proper supervision
- ❖ Encouraging better understanding and interpersonal relations among students.
- ❖ Encouraging teachers to make teaching interesting and lively.
- ❖ Encouraging students to improve their learning standards.
- ❖ Securing the active cooperation of the community
- ❖ Motivating students for more and better organised efforts
- ❖ Motivating teachers to get involved in the progress of students
- ❖ Encouraging innovation and experimentation with new ideas.
- ❖ Providing pre-service and in-service training facilities for the teachers

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AIMS AND OBJECTIVES OF EDUCATIONAL ADMINISTRATION

10. Expanding education

- ❖ The target of universalizing education has not yet been realized. It is one of the important objectives of the administration to see that expansion takes place according to targets. The selection of places for the opening of new schools should be done keeping in mind academic considerations.

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THE SCOPE OF EDUCATIONAL ADMINISTRATION

1. Production

- ❖ It refers to the realization of the goals of education set up by the society. Educational administration has, therefore, to interpret the aims of education to the educational workers such that they may shape the final product of education in the desired form and shape.

2. Assuring/ Ensuring public use

- ❖ It means that the product of the organization, its goals and services are so produced, that they become acceptable to the public for its use and benefit.

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THE SCOPE OF EDUCATIONAL ADMINISTRATION

3. Finance and accounting

- ❖ Educational administration is also concerned with receiving and spending money necessary for the operation and activities of the educational machinery with proper maintenance of records.

4. Personnel

- ❖ Personnel are especially important for the educational enterprise where the whole work is centred round the impact of one type of human beings, the teachers, upon another type of human beings, the students. The scope of educational administration, therefore, spreads over the personnel.

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THE SCOPE OF EDUCATIONAL ADMINISTRATION

5. Coordination

- ❖ Ensures the close inter-relations and integration of different functional activities of the organization such as personnel, finance, and production of desired results for the integration and realization of the desired goals.

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THE SCOPE OF EDUCATIONAL ADMINISTRATION

Scope of aspects

1. Legal structure

- ❖ It refers to the law, rules, and regulations to be framed in order to determine the agencies of education, their types, powers, and standards of educational institutions to be run by them, to decide the question of decentralization of management, and to set up organizational and administrative machinery.

2. Pupils

- ❖ They are the focal point of the educational enterprise. It is for them that the entire process of education and its constituents exist. The rules for their admission, promotion, discipline, etc., have to be framed and implemented

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THE SCOPE OF EDUCATIONAL ADMINISTRATION

Scope of aspects

3. Personnel

- ❖ Manpower plays the key role of education, and proper attention has to be paid to them. Good service conditions, attractive salaries, security of tenure, welfare, service, and retirement benefits have to be offered to bring in the best available talent. Schemes for their direction, guidance, and supervision have to be drawn up.

4. Finance

- ❖ It includes income and expenditure, as well as their accounting and auditing. Rules and regulations have to be framed for budgeting, spending, and controlling funds and resources.

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THE SCOPE OF EDUCATIONAL ADMINISTRATION

Scope of aspects

5. Curriculum

- ❖ Administration has to pay close attention to the teaching–learning programme and process, and to matters of preparation, selection, and supply of textbooks and other instructional material. Educational administration has to deal with curriculum construction and its day-to-day development. It also has to look after the continuous evaluation and progressive improvement of the educational programmes.

6. Physical facilities

- ❖ Important pupil services, such as health and recreation, psychological services, testing and records, guidance and counselling, co-curricular activities, etc., have to be organized and administered for the benefit of the young. .

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THE SCOPE OF EDUCATIONAL ADMINISTRATION

Scope of aspects

7. Public relations

- ❖ Educational administration should maintain effective public relations. It involves the maintenance of records, issuing periodical reports, information, and bulletins about past achievements and future proposals.

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THE SCOPE OF EDUCATIONAL ADMINISTRATION

Scope of educational administration in India

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

These are:

- ❖ Pre-primary or pre-school Education.
- ❖ Elementary or primary Education.
- ❖ Secondary Education.
- ❖ Higher Secondary or Post secondary Education and,
- ❖ Higher or tertiary Education.

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THE SCOPE OF EDUCATIONAL ADMINISTRATION

Scope of educational administration in India

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 and
- ❖ Technical and professional Education including Engineering, Medical, MBA, and Computer Education.

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THE SCOPE OF EDUCATIONAL ADMINISTRATION

Scope of educational administration in India

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

- ❖ Democratic Administration
- ❖ Autocratic Administration
- ❖ Nominal Administration
- ❖ Real Administration

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THE SCOPE OF EDUCATIONAL ADMINISTRATION

Scope of educational administration in India

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

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

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THE SCOPE OF EDUCATIONAL ADMINISTRATION

Scope of educational administration in India

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

- ❖ a. Central level
- ❖ b. State level
- ❖ c. District level
- ❖ d. Block level and
- ❖ e. Institutional level