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EDUCATIONAL ADMINISTRATION

- ✓ Purpose
- ✓ Process
- ✓ Importance
- ✓ Difference from
General Administration

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Educational Administration

Meaning and Definitions of Administration

- **Herman:** Administration = determination of policies, objectives, broad programmes; Management = executive function, actual direction of human efforts.
- **Nigro:** Administration = organisation and use of men and materials to accomplish a purpose.
- **Oliver Tead:** Administration = process/agency determining aims and policies; Management = guiding operations to realise aims.
- **Spreigal:** Administration = determinative function; Management = executive function.
- **Oxford Dictionary:** Administration = business management of public affairs, government, etc.

- Business → Shop
- Institutions → Hospitals, Post Office, School
- Government

Administration in education relates to: supervision, planning, guidance, direction, organisation, control, evaluation, decision-making, regulation.

☞ It deals with human beings, hence it is an **art**, not a science.

Meaning of Educational Administration

- Defined by **Ordway Tead:** "A comprehensive effort to direct, guide and integrate human strivings towards specific ends."
- Educational administration = dynamic side of education.
- Philosophy sets goals, psychology explains principles, administration tells the *do-how*.
- Concerned with both **human** and **material** resources.

Human Elements:

- Children
- Parents
- Teachers
- Other employees (school, university, board of education at local/state/national levels)

Material Elements:

- Money
- Buildings & grounds
- Equipment & instructional supplies

Other Elements:

- Ideas, laws, regulations, community needs.
- ☞ Integration of all = **Educational Administration.**

S. No.	General Administration	Educational Administration
1	Not a human process in all aspects.	Human process, controlled by philosophical, sociological, historical, political factors.
2	Rigid, static, not dynamic.	Must be dynamic, allows changes.
3	No scope for experimentation.	Scope for experimentation, trial and error.
4	Ignores inner personality of individuals.	Concerned with inner development of personality (moral, cultural).
5	Concerned with production & profit motive.	No profit motive.

Process of Educational Administration (POSDCORB)

(Based on Gulick & Urwick, derived from Henri Fayol's work)

POSDCORB Functions

1. Planning

- Plans must be flexible to adapt to unforeseen situations.
- Variables: changing priorities, lack of equipment/grants, staff transfers/leaves.
- Decision-making and planning are necessary due to uncertainties.

2. Organising

- Combination of human effort + material equipment + ideas/principles.
- Organisation in education includes:
 - Human beings → schools, classes, committees, staff.
 - Materials → buildings, furniture, libraries, labs, workshops, museums.
 - Ideas/principles → school systems, curricular/co-curricular activities, schedules, norms.
- **J.B. Sears:** Organisation = arrangement of persons, materials, procedures, ideas into a meaningful whole.

3. Staffing

- Personnel function: selection, assignment, training, favourable working conditions.
- Administrator must:
 - Select competent leaders.
 - Assign employees to suitable jobs.
 - Encourage initiative, reward fairly, correct mistakes.
 - Prevent vested interests from harming general welfare.
 - Provide pleasant physical & social working conditions.

4. Directing

- Administrator = leader, responsible for guiding operations.
- Must issue clear instructions, avoid unnecessary details, ensure goals are achieved.
- Good administrators require determination, persistence, endurance, courage.
- Direction builds faith in cooperative enterprise, success, leadership integrity.

5. Coordinating

- Harmonising persons, materials, ideas, principles into a unified programme.
- Requires competence in:
 - Understanding relations among people.
 - Allocating tasks.
 - Division of labour.

6. Reporting

- Recording and reporting are essential.
- Administrator is answerable to parents, higher authorities, society.
- Must maintain faithful records and send reports regularly.

7. Budgeting

- Financial planning and accounting.
 - Funds must be allocated equitably and justly.
 - Controls must prevent misuse (“budget padding”).
 - Integrity in handling finances is essential.
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Here are the structured notes from **Page 4** of your document:

Purposes of Educational Administration

Key Thinkers

- **Kandel:** Purpose = bring pupils and teachers under conditions that promote education effectively.
 - **K.G. Saiyidain:** Administration should be a bridge between ideas/scientific knowledge and practical problems.
 - **Sampurnananda:** Should inspire teachers, build confidence, stimulate effort, and support them when courage fails.
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Main Purposes

- i. Frame well-defined policies and programmes for effective teaching-learning.
- ii. Use appropriate materials for human development.
- iii. Execute programmes dynamically to achieve objectives.
- iv. Ensure growth of children and adults.

- v. Promote growth of personnel involved in management.
 - vi. Fulfil aims of education → good citizenship, order, discipline.
 - vii. Ensure economy in expenditure (spend less, achieve more).
 - viii. Ensure efficiency in execution.
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Characteristics of Successful School Administration

(a) Flexibility

- Should be dynamic, adaptable, not rigid.
- Balance between rigidity and elasticity.
- Flexibility ≠ chaos; must maintain norms and standards.

(b) Practicability

- Must provide practical measures, not just theory.
- Objectives must be achievable to avoid frustration.

(c) Efficiency

- Proper utilisation of human and material resources.
- Right person at right place, right work at right time.
- Well-planned and executed activities.

(d) Achievement of Objectives

- Must lead to successful achievement of educational goals:
 - Healthy social living
 - Development of physical, social, moral, intellectual, aesthetic qualities
 - Democratic living

✎ Fill in the Blanks – Practice Set

1. Administration involves two concepts i.e. _____ and _____.
 2. Administration deals with the _____ **individual**.
 3. Educational administration is mainly concerned with the inner development of _____.
 4. Organisation is the primary factor in efficient _____.
 5. Educational administration is a _____ **process**, influenced by philosophical, sociological, historical, and political factors.
 6. General administration is concerned with production and _____ **motive**, while educational administration has no profit motive.
 7. The administrator is a _____ who guides others towards established goals.
 8. The main purpose of educational administration is to educate _____, _____, **and** _____.
 9. Reporting and recording are essential because the administrator is _____ to parents, higher authorities, and society.
 10. Budgeting refers to financial _____ **and** _____.
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✓ **Answers**

1. Management, Organisation
2. Human
3. Human personality
4. Management
5. Human
6. Profit
7. Leader
8. Youth, Children, Adults
9. Answerable
10. Planning, Accounting

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