* Meaning of Educational Administration :—

⇒ Educational administration is a comprehensive effort to achieve some specific educational objectives. It deals with the educational practices, dynamic side of education, educational institutions from the schools and colleges to the secretariat. It is concerned with both human and material resources.

* Principles of Educational Administration

Justice
Equality of opportunity
Structural Democracy
Operational Democracy.
Prudence.
Adaptability, Flexibility and stability.

* The main Functions of Educational Administration

- Execution (Plans)
- Direction (line of action)
- Supervision (of work done in the field)
- Advice (methods of work)
- Stimulation (work efficiency)
- Exploration (new vistas)
- Leading (Learner's Programmes)
- Assistance (adopting feedback, diagnosing weaknesses)

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* The scope of Educational Administration
① Planning.
② Budgeting
③ Organising.

* Educational Administration Further Influences.
- Establishment and working of infrastructure.
- The organisation and conduct of examination.
- The organisation and function of guidance and counselling cell on the campus.
- Preparation of curriculum according to ability and aptitude.
- The time table and academic celender.
- The co-curricular Programmes.
- organisation and distribution of work.
services like. midday meals, School uniforms, books, medical checkups etc.

- Educational Administration is a non-profit making task.

* Objectives of Edu. Administration.
- To provide proper educational to Students.
- To Ensure Adequate utilization of all Resources.
- To ensure Professional Ethics and Professional development among Teachers.
- To ensure qualitative improvement of education.
- To giving excellent Training in democratic environment.
- To get the work done
- To mobilize the Community.

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* POSDCORB

P - Planning
O - organizing
S - Staffing
D - Directing
Co co-ordinating
R - Reporting
B - Budgeting.

This Term given by Henri. Fayol. and it was elebosated by Luther Gulick and Lyndall Urwick.

* Principles by Gulick and Urwick — Most important Principles for the Organization.

① Fitting People into the Structure.
② One Top Executive
③ Unity of command
④ Span of control
⑤ Line and Staff.
⑥ Delegation
⑦ Maching ~~Authority~~ Responsibility with Authority.

* supervision have three types of relation

① Direct single relation
② Direct group relation
③ cross relation.

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