

**GROUP-A ELECTIVE COURSE –I**  
**M.ED. EC105: FUNDAMENTALS OF EDUCATIONAL ADMINISTRATION**

**Objectives:**

1. To enable the students to learn the basic concept of educational administration.
2. To acquaint the students with the elements of the process of educational administration.
3. To develop an understanding and an appreciation of the role of different agencies in educational administrations.
4. To develop understanding of the problems of educational administration in India.
5. To enable the students to comprehend the significance of educational administration at different levels.

**UNIT–I Meaning, Scope and Process of Educational Administration**

- 1.1 Meaning of Educational Administration
- 1.2 Scope and Importance of Educational Administration
- 1.3 Conceptual Difference: (a) Educational Organization (b) Educational Administration (c) Educational management
- 1.4 Process of Educational Administration
- 1.5 Concept of Educational Administration in Democratic and Communist Countries
- 1.6 Components Comprising the Emerging New Concept of Educational Administration

**UNIT–II: Institutional Administration**

- 2.1 Principles of Personal Administration
- 2.2 Role of the Following Agencies in Effective Institutional Administration:  
(a) Management (b) Teachers (c) Guardians
- 2.3 Place of Inspections and Supervision in the Development of the Institution
- 2.4 Ways and Means to Tackle the Following Administrative Problems:  
(a) Indifference of the Management (b) Lack of Co-operation of Teachers (c) Local Politics (d) Lack of Financial and Other Resources  
(e) Students Indiscipline

**UNIT-III Administrative System of Indian Education**

- 3.1 Educational Directives and Other Provisions in Republic Constitution of India
- 3.2 Educational Authorities:  
(a) Central (b) State (c) Local bodies
- 3.3 Post Independence Role of Government of India in Education
- 3.4 Evaluation and Development of Central Ministry of Education:  
(a) Organization and Activities of Ministry of Education  
(b) The Attached Autonomous and Subordinate Bodies  
(c) Advisory and statutory bodies in education i.e.  
(i) Central Advisory Board  
(ii) University Grant Commission  
(iii) N.C.E.R.T.

**UNIT-IV Finance**

- 4.1 Role of the Following Bodies in Financing Education:  
(i) Govt. of India (ii) State Government (iii) Local Bodies  
(iv) Private Agencies
- 4.2 Sources of Educational Finance:  
(i) Govt. Grant (ii) State Government (iii) Endowment donation, gifts (v) Capitalisation fees (vi) foreign aids etc.