

- the development of modern concept of educational administration ;
- the meaning and nature of leadership in educational administration ;
- the meaning and nature of educational supervision ;
- the concept of institutional planning ;
- the nature and sources of educational finance ;
- the advisory and supervisory structures.

**Contents**

*First Half : Nature and Scope of Educational Administration and Supervision*

**Unit-I : Modern Concept of Educational Administration**

- Development of Modern Concept of Educational Administration,
- Meaning and Scope of Educational Administration as a process and Bureaucracy ;
- Human Relations approach to educational administration ;
- Systems approach and specific trend in educational administration -
  - (i) Decision making,
  - (ii) Organisational development,

- (iii) PERT and
- (iv) Modern trends in educational management.

**Unit-II : Leadership in Educational Administration**

Meaning and Nature of Leadership in Educational Administration,

Theories of Leadership, Style of Leadership, Evaluation of Leadership.

**Unit-III : Modern Concept of Educational Supervision**

Meaning and Nature of Educational Supervision, Scope of Supervision as service activity and as process, Principles and Functions of Supervision.

*Second Half : The Practices of Educational Administration and Supervision*

**Unit-IV : Institutional Planning**

Institutional Planning for Educational Improvement ;  
Principles of curriculum development, Selection of instructional materials, Construction of time-table, Selection of teaching, non-teaching and administrative staff, Distribution of work-load for educational personnel ; Maintaining relations with authority, colleagues, teachers, students, parents and community.

**Unit-V : Educational Finance**

Principles followed in preparing educational budget ; Sources and management of funds ; Accounting procedure.