

P R E F A C E

"The purpose of 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, which will enable pupils to profit by their learning" - this is what Sir Graham Balfour wrote about the purpose of educational administration. Thus, it is absolutely necessary to evolve an efficient system of educational administration so that these objectives can be achieved.

The present study, a timely contribution to the literature, reviews the present administrative practices in secondary schools in the two districts in West Bengal and thus brings out the differences as to such practices among them and highlights the problems associated therewith. This study covers all the major aspects of School

Administration, viz., Finance, Personnel, Physical Resources, Teacher-student Ratios etc.

This study is divided into seven chapters:

Chapter :I is devoted to the introductory discussions like Rationale of Educational administration, Research Design, Objectives of the present attempt.

Chapter: II deals with the organisational and managerial aspect of the schools and discusses the powers, functions of the various committees and other participants in the school administration.

Chapter: III concerns itself with the administration of physical resources e.g. school building, lands and other resources needed for running the schools.

Chapter: IV relates to administration of finance. This chapter presents an analysis of the various heads of both income and expenditure of the schools and reviews the present procedures as to maintenance of accounts, conduct of audit, preparation of budget etc.

Chapter:V concerns itself with a very important aspect of administration - the personnel administration. This chapter gives an insight into the current procedures as to assessment of staff requirement, recruitment and selection of staff, compensation etc. This chapter also intended to study the job satisfaction among the teachers.

Chapter: VI presents an analysis of the existing Teacher-pupil ratio in the schools constituting our sample and brings out the disparities among them in regard to student strength in relation to teaching staff.

Finally, Chapter:VII summarises the results of the study and also offers suggestions for improvement in the existing practices.

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Raja Rammohunpur
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