



A STUDY ON ADMINISTRATIVE MANAGEMENT PRACTICES AND LEADERSHIP STYLES IN EDUCATION SECTOR

DR. ARJUN BHANUDAS BHAGWAT

Assistant Professor, Head & Faculty Incharge, Department of Commerce & Management,
Rayat Shikshan Sanstha's, S. S. G. M. College, Kopargaon,
Dist- Ahmednagar, 413601 (MH-INDIA)

Abstract

Administration decisions are shaped by public opinion, government policies, and social and religious factors, while management decisions are shaped by norms, opinions, and beliefs. In administration, planning and organizing work are important elements, while where management is concerned; it includes motivation and controlling functions. The types of competencies required by an administrator require administrative qualities rather than technical qualities. Management, technical skills and human relations management skills are important. Administration usually handles business operations, such as finance. It can be defined as a system of effectively organizing people and resources, so that they can successfully pursue and achieve common goals and objectives.

Key words: administration, leadership, management, practices, education etc.

Introduction:

Administrative leadership is about tasks to develop and sustain early childhood organizations. Successful administrative leaders are able to establish systems that protect and sustain the operational functions necessary to meet the needs of children and families. Administrator is a deterministic function, while management is an active function. It is also the case that governance makes decisions for an enterprise as a whole, while managerial managers decide the extent of the framework created by the members. From a management perspective, leadership is the act of taking on the work of others while working for the company's management goals. Such a person achieves success as a manager. His department's work was amazing. That is, what exactly is good leadership is a personality that inspires colleagues to work with you. Leadership is as innate as it is effortful. Administration is at the top level, while management is at a middle level. If the position of a person or the position of the administration is to be determined, it will be found that the company invests capital and profits from the organization. Management consists of a group of managerial individuals, who utilize their specialized skills to achieve the organization's goals. Administrators are usually found in government, military, religious, and educational institutions. Management of business is used by professional business. Administration is perhaps both an art and a science because administration ultimately results in their performance. Governance must include both leadership and vision. Management is actually a subset of administration, which deals with the technical and mundane aspects of an organization's operations. It is different from the executive or strategic work that management deals with personnel. Governance is above management, and controls the finances and licensing of an organization.



Problems of the Study:

There are many problems with administration and leadership. Planning and organization of work are important elements in administration. It includes motivational and regulatory functions. The type of competency required by an administrator requires administrative rather than technical qualities. Leadership values technical ability and human relationship management ability. Administration usually handles business operations such as finance. It can be defined as a system of organizing so that they can successfully pursue and achieve common goals and objectives. Management is really a synonym of administration. This has nothing to do with the other technical component of the organization as they only talk to each other in strategic work. Management is concerned with employees. If administration is superior to management and does not control the finances and licensing of an organization, then administration may assume a leadership role. Leadership and administration are closely related in the education sector. In the role of leadership, the principal performs his work, while in the role of administration, the executive committee appointed to control the other departments of the college is called administration, but the head of that administration is the principal of the college. Therefore, the principal sometimes has to perform both roles as a leader and an administrator. Therefore, when the principal is leading in the role of administrator, the committee he has to work with is to review the thoughts and written information of the administrator. While exercising leadership role, the principal also has to exercise the authority of other office bearers in the college or institution as an administrator. It is a real leadership problem when principals have to deal with many organizational responsibilities when they have to work as administrators.

Objectives of the Study:

Administrative management methods and leadership style in the education sector is the main purpose of the research and some specific objectives are given below for the researcher to write the said research paper.

1. To Study the administrative management practices.
2. To Study the leadership qualities and proper application.
3. To study the reviews of administration and leadership.

Significance of the Study:

Leadership is one of the most important principles of management. Leadership is very much needed in the implementation of any work. Various functions of administration are carried out in this manner. The success of an industrial organization depends on these. The larger the scope of an organization, the larger the production, the more the number of workers, the more technical and complex the work of production, the greater the importance and responsibility of administration. A government is a system in which a particular group of people governs a nation. Our country is a sovereign, socialist, secular, democratic and republican nation and we have adopted a parliamentary system of government.

Scope of the Study:

Although the scope of the subject is the entire world, the researcher has studied the manner in which administration management methods and leadership styles are conducted in some selected places in the country. Although the whole world is the scope of this subject, the researcher has tried to present the management in administration and leadership style in



management by studying the different publications of some selected researchers in the country as well as by studying the limited elements of research papers and research articles.

Period of the Study:

While studying the said research, the researcher has reviewed the management and leadership style in administration in Pune University and Kolhapur University considering the academic year 2021-22.

Limitation of the Study:

A limitation of this research is that the researcher has studied the selected elements of the administrative management method used in the aided and unaided college of Savitribai Phule Pune University and what leadership styles are studied in it to write the said research paper. Another limitation of this research is that the researcher has studied some limited elements from the point of view of reconciling these two factors, the role of leadership style in administrative management in two universities.

Research Methodology:

Researchers have used secondary research to research the same. In it, journals, research papers, research articles, magazines, fortnightly issues, annual issues, internet serials, reference books, reference reviews, research reference reviews and annual reports.

Research Method:

Researchers have used descriptive analysis method to conduct member research and mainly secondary research has been used in this

Results and Discussion:

An important feature of modern administration is that it has become an independent business or profession. More and more serious and unexpected new challenges are emerging in front of the business administration and it is now believed that only effective and efficient management can make the right way to meet them. When one person in a group influences another person in that group or another group, it is said to lead the group, but the process of raising the vision and expression of the individual and developing the personality is called leadership. In order to achieve the planned purpose in an educational group, orders have to be given and instructions have to be given as well as they have to be guided in their work and harmony has to be brought about between or in the work of various individuals and departments. Leadership is needed in many groups formed to achieve specific goals such as a business, an educational institution, a family, a college, a university, etc. An effective leader is needed to increase the effectiveness of the efforts of a group of individuals and to give proper direction to their efforts. The concept of leadership refers to the management of education. Many times in the field of education, the direction or process of encouraging others to achieve certain goals and accomplishing the tasks set by them i.e. the principal is called leadership. In the field of education, the whole process of trying to complete the expected work in a clean and efficient manner without using pressure but by helping each other is also called leadership. A person who leads in the field of education also guides others, organizes them and strives for the development of their personal qualities about the future as well as for the development of the field of education and for the sustainable welfare of the students. While the principal has to work as an administrator, others have to play a leadership role.

Leadership and Change:

First, some sociologists have expressed their views about change in social life, in which social change is a complex process, but it is seen as a way of progress because progress is impossible without change or change, so the role of the leader and the role of administration are very important in the process of change. In any new change in the society, in education sector, economic sector, social sector, political sector, religious sector, cultural sector, environmental sector, legal sector, if there is to bring about a radical change in any sector, the role of leadership and administration is considered as an important factor. The role of the leader is as important as the role of the administration when the society is making changes in the education process as well as in the life. If any important change in terms of overall school improvement is to be successfully implemented, it is essential to consider some specific factors in it. It involves obtaining a thorough understanding of the nature of the desired change, considering the reasons for the change, and showing the results by considering the effects on the entity concerned with the change. There are many leadership and administrative factors to consider in changing the current globalization, such as determining the sequence and pace of the change process and imparting the necessary knowledge and skills for implementation. Although leadership is also an affective and intellectual process, leadership is not successful unless the leader has a follower connection. Leadership has to deal with many problems.

Graphs No. 1 Qualities of Leadership

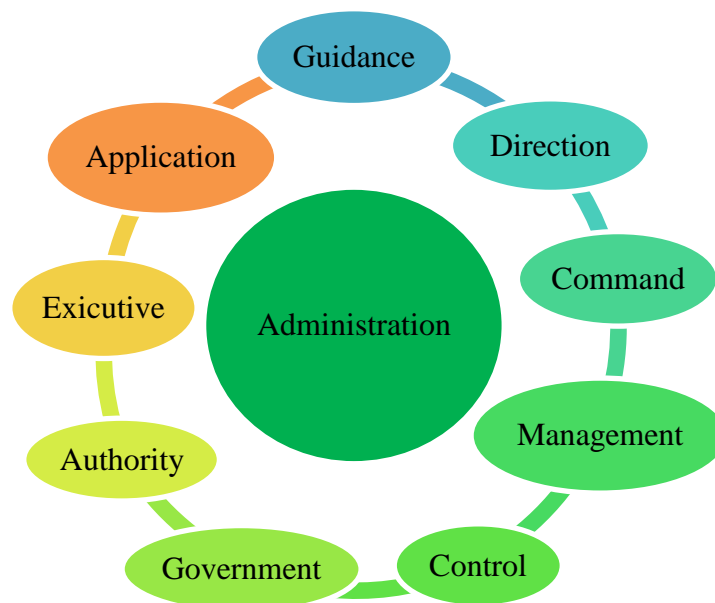


While considering leadership qualities, some technical knowledge, organizational skills, knowledge of human relations, sense of responsibility, decision-making ability, attitude to cooperate with subordinates, sufficient authority, etc. are also very important.

Administration and Leadership:

The study of administration and leadership is very important in the current globalization as the importance of education has started to decrease and leadership has started to play an important role in the business sector. But if any industry or any leadership style is to be developed, education is an important foundation to be laid at the beginning. In the current globalization after 1991 many small medium and large scale enterprises were started in India on the basis of overseas concept and then education like MBA in administration gained importance. As education like MS gained prominence, an MBA in education was being hired to perform leadership roles in many industries very well. But in the current scenario everyone is starting to develop their own leadership style. Although administration and leadership are two sides of the same coin, there is a real sense that in management, leadership has to add to administration, and while leading, administration has to support leadership. Leadership is required in every field Educational Political Religious Cultural Legal Financial and all other fields without leadership in any industry or business is becoming a situation after 2014 in present globalization. A situation is emerging from this concept of administration and leadership to create their own existence in their own industries and become employers rather than job seekers.

Graphs: No. 2 Administration

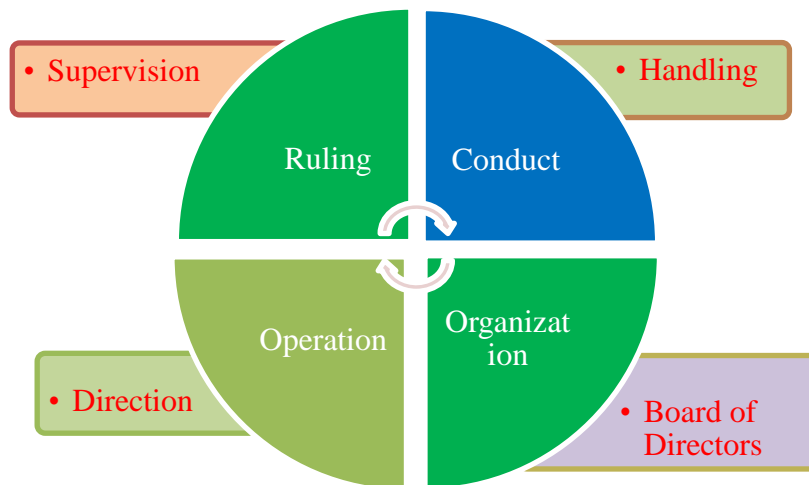


Leadership and Administration in the Education Sector:

The overall development of the students has been prioritized in the goal of the education process. For the achievement of this goal, not only the intellectual development of the students is important, but also the intellectual and emotional and social development of the students is very important. It is the need of the hour in the current modernization that teachers should make many efforts to inculcate the right values and ideals in today's students as ideal citizens of tomorrow. For this, teaching through discussions in the classroom,

encouraging students to express their own opinions, creating an environment for discussion, organizing debate competitions, implementing projects, giving priority to social issues in projects. It is very necessary to try to create social commitment in the students by conducting various activities such as programs conducted by NSS and NCC for social workers, organizing lectures for social awareness by schools. Taking into account the nature of all the above programs, the role of the principal and other professors is very important in their planning and execution. The Principal is performing his role as the head of the department very well. The leadership qualities of the teachers are useful; at the same time many colleges spend a lot of effort to develop the necessary planning, organization, coordination and adjustment etc. to increase the leadership qualities among the teachers.

Graphs: No. 3 Leadership



Leadership and Mahatma Gandhi:

Mahatma Gandhi has given us the miraculous thread to check whether our every policy and action is right or not. It is the key to check whether the action you are taking will help to enhance the life, dignity and fortune of the poorest of the poor. Public sanitation, maternal health, primary education, gender equality, women's empowerment, reduction of hunger, sustainable values and millennial values, while developing on the basis of the ideals given by Gandhiji in his life work, all these have been guided by Gandhi. To be honest, the Sustainable Development Goals are practical actions based on Gandhiji's own philosophy. Violent events, terrorism, economic inequality, socio-economic discrimination, epidemics and climate change crises all have profound effects on human lives, societies and countries. Leadership is essential to deal with all such issues. The values that Mahatma Gandhi highlighted for effective leadership can still guide the world today.



Conclusion:

Business is the act or function of practicing policies and plans set by management. Administration is a decisional function, while management is an executive function. Management makes important business-wide decisions, while management makes decisions within the constraints of a framework created by management. Administrators are mainly found in government, military, religious and educational institutions. Management, on the other hand, is used by business enterprises. Administration and management are separate functions and the relationship between these two functions is very close. Both these functions are two sides of the same coin and are mutually complementary. Management is a major function in industry and is concerned with the activities of implementing a predetermined policy within a framework set by the administration and using the organization to achieve specific objectives.

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