



Administrative Approach: In Higher Educational Institutions

KEYWORDS

Administration, Administrative Structure, Governing Boards, Key Responsibilities, University Level

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ABSTRACT This study talks about the administrative strategy of a higher education institutions such as a university The organization of internal governance is generally composed of a governing board (board of regents, board of directors), the university president (executive head, CEO) with a team of administrative chancellors and staff, the post-secondary institutions becomes even more diverse with the differences in defining the relationships between higher and tertiary education (university education), postsecondary education, technical and vocational education, and community college models of education. The issues are complicated by current debates over collegial and shared forms of governance contrasted to corporate and business forms of institutional governance.

Introduction:

Administration in higher educational institutions refers to the formally organized and managed. Academic activities or management is a branch of a university and college employees responsible for the maintenance and supervision of the institution and separate from the faculty and academics, although some persons may have joint responsibilities. Some type of separate administrative structure exists at almost all academics institutions. Maximum institutions are managed by employees who are also involved in academic or institutional work. Many administrators are academics who have advanced degrees and no longer teach or conduct research actively.

Key responsibilities:

Key administrative responsibilities in educational institutions are.

- ❖ Admissions
- ❖ Supervision of academic affairs such as hiring promotions, tenure and evaluation of faculties.
- ❖ Maintenance of official records supervised by Registrar.
- ❖ Maintenance and audit of financial flows and records.
- ❖ Oversight of student life and activities.
- ❖ Maintenance and construction of campus building.
- ❖ Maintenance of campus ground.
- ❖ Safety and security of people and property on the campus.
- ❖ Supervision and support of campus information technology.
- ❖ Fund raising from Private individuals and foundations.
- ❖ Research administration.
- ❖ Public affairs including relations with the media, the community and local, state and central governments.

Administrative Structure:

The structure for administration and management in higher educational institutions is very essential and formal. Any description of a general structure will therefore not apply to some or even many institutions and therefore any general statement of structures may be misleading.



Diagram: 1

Governing Boards:

A university's governing board, also known as the trustees, regents, or board of visitors, possesses fundamental legal authority over the university. The authority of the governing board is vested in it by the state wherein the school resides or, particularly in the case of older, private institutions, by legally binding royal or colonial charters. Both public and private governing boards are generally constituted of citizen trustees. In the public case those trustees are often political appointees who serve as a fundamental link between the institution and state and national political structures. The governing bodies in educational institutions have been set up for the smooth functioning of the institutions. The need of management and governance is no less emphasized in education system. In recent days the roles and responsibilities of the governing boards are become more complex.

The members of the governing body are taken either from various organizations of the society or from local administration or state or central administration. The governing body is responsible for various matters related to the administration of the institutions and it taken decision in this regard.

University Level:

- ❖ Chancellor
- ❖ Vice-Chancellor
- ❖ Proctor
- ❖ Registrar
- ❖ Director/Dean/Principal
- ❖ Other Administrative Staff

The governing body for all staff working in administration and management is the university administration.

Chancellor:

A Chancellor is the leader (either ceremonial or executive) of many public and private universities and related institutions.

In a few instances, the term chancellor is used for a student or faculty member within a high school or an institution of higher learning being either appointed or elected as chancellor in order to preside on the highest ranking judicial board or tribunal. They handle non-academic matters such as violations of behavior.

A university is typically supervised by a President or Chancellor who reports regularly to a Board of Trustees (made up of individuals from outside the institutions) and who serves as chief executive officer. Most large universities now use an administrative structure with a tier of Vice-Chancellor among whom Pro Vice-Chancellor for academic affairs serves as the chief academic officers.

Vice-Chancellor:

Vice-Chancellor for administration is a very senior role in a university including property, human resources, information technology and finance. The administrative functions of a university are many and varied, so he leads a large team of specialist profession managers.

Typically he runs committees, which comprise a mix of academics and professionals relating to these areas. He is also the line manager of the heads of each administrative function. He well as the Vice-Chancellor of academic affairs and research, to determine the university's strategic direction. That may be, for example to increase the number or diversity of students, to increase expertise in certain disciplines or to open a specialist institution.

Proctor:

In a university, an assistant to a vice-chancellor is called a proctor. These are sometimes teaching academics who take on additional responsibilities. Some of these responsibilities are in charge of Administration, Research and Development, Academic and Education affairs. In some universities, there are several proctor subordinate to the vice-chancellor, with pro-vice-chancellor being a position at an executive level ranking below deputy vice-chancellor.

The term proctor is sometimes used to denote senior executive positions equivalent to deans of colleges and schools universities. In this case the term dean is normally reserved for academic administrative positions concerned with programmes and students. Most universities, however, use the term proctor in the above sense.

Registrar:

A Registrar is an official in an academic institution (a college, university, or secondary school) who handles student records.

Typically, a Registrar processes registration requests, schedules classes and maintains class lists, enforces the rules for entering or leaving classes, and keeps a permanent record of grades and marks. In institutions with selective admission requirements, a student only begins to be in connection with the registrar's official actions after admission.

Registrar is usually referred to the head of the University's

administration. The role is usually combined with that of Secretary of the University's governing bodies and in these cases, the full title will often be "Registrar and Secretary" (or "Secretary and Registrar") to reflect these dual roles. Various grades of professional academic-related staff perform senior administrative and managerial roles in such universities on behalf of the Registrar or Head of Department and head subsections of the administration. Titles afforded to such staff include Academic Registrar, Assistant Registrar, Senior Assistant Registrar and Principal Assistant Registrar.

Directors:

Oversees the entire union operation and its personnel. Establishes the overall standards of performance through selection of administrative personnel, budgetary controls, and overall thrust and direction of programs and services. Usually reports to the chief student affairs officer on the campus. Serves as the primary communication link between the union and other campus departments and the community. Works directly with the union's governing board and stimulates and coordinates all staff and student effort to realize the union's educational and service objectives. May have direct supervisory responsibilities over particular functional areas, though wherever possible it is desirable to avoid these multiple assignments of direct supervision by appointing associate or assistant directors to supervise major functional areas.

Dean:

In academic administrations such as universities or colleges, a dean is the person with significant authority over a specific academic unit, or over a specific area of concern, or both. Deans may supervise various and more specific aspects of the institutions, or may be CEOs of entire campuses. They may report directly to the President or Chancellor. The division of responsibility among deans varies widely among institutions such as (Medical and Non-medical institutions) some are chiefly responsible for academic fields.

The dean of a college may be the equivalent to a Vice-Chancellor or Vice President for academic affairs. Below deans in the administrative hierarchy are heads of individual academic departments and of individual administrative departments from ground keeping to libraries to registrar of records. The dean supervises the faculty and staff of their individual departments.

Principal:

The Principal is the chief executive and the chief academic officer of a university or college. The Principal is a part of a divisional administrative team whose function is to support and assist the college in meeting the overall objectives of the division and the needs of individual students. The role of the Principal is to provide leadership, direction and co-ordination within the college. The Principal's main focus should be to develop and maintain effective educational programmes within his/her college and to promote the improvement of teaching and learning with his/her college. The Principal should strive to create an organization and or climate which foster student and teacher growth.

Other Administrative Staff:

Administration is a branch of university or college employees responsible for the maintenance and supervision of the institution and separate from the faculty or academics, although some personnel may have joint responsibilities. Some type of separate administrative structure exists at almost all academic institutions, as fewer and fewer schools are governed by employees who are also involved in academic or scholarly work. Many administrators are academics who have advanced degrees and no longer teach or conduct research actively.

Internal university administration is divided in to two groups one is responsible for the administration of academic affairs and other is for institutional administration. The academic

and institutional administrations are often conflict with one another.

Conclusion:

The institutional administration also challenges the traditional perception of the overall mission of the university's administration as one of academic support and facilitation.

The university are driven by professional expertise but led by

administrators. Within the academic administration, the president over a hierarchy that generally consists of a number of senior officers including a university Vice-Chancellor and the Deans of individual colleges and professional programmes. Academic administrators are traditionally drawn from the faculty ranks, where departmental leadership positions serve as preparation for university-wide academic roles.

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