

- principles and functions of administration

Principles of extension administration

- Principle of hierarchy
 - Definite subordinate – superordinate relationship of line positions
- Principle of authority
 - Power to issue orders and enforce obedience

Principles of extension administration

- Principle of responsibility with matching authority
 - Important in decentralization
 - Responsibility should be delegated with authority
- Principle of span of control
 - Number of subordinates one has to supervise
 - Enhances organisational effectiveness

Principles of extension administration

- Principle of communication
 - Upward
 - Downward
 - Horizontal
- Principle of organisational structure
 - Changes are inevitable
 - Should be subjected to continuous adaptations as condition warrant

Functions of extension administration

- Planning
 - Things to be done and methods to be adopted for accomplishing the organisational purpose
 - Approaches – top down, Bottom up
- Organisation
 - Building up the structure of authority through which the entire work to be done is arranged into well defined sub division
- Staffing
 - A place for everything and everything in its place

Functions of extension administration

- Directing
 - Making decisions and issuing orders and instructions embodying them for guidance to the staff
- Coordination
 - Interrelating various parts of the work and eliminating overlapping of the conflict
- Reporting
 - Keeping both superordinates and subordinates informed of what is going on
- Budgeting
 - Allocation of funds to various departments

Conclusion

- Understanding principles of administration helps in efficient implementation of programmes
- Helps in putting the right man to the right place