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63/1 (SEM-5) CC11/EDNHC5116

2023

EDUCATION

Paper : EDNHC5116

(Educational Management and
Administration)

Full Marks : 80

Pass Marks : 32

Time : Three hours

**The figures in the margin indicate
full marks for the questions.**

1. Choose the correct answer from the following : *(any six)* 1×6=6
 - (a) "Educational management is theory and practice of the organization and administration of existing educational establishment and systems."
The above statement is made by
 - (i) Henri Fayol
 - (ii) James
 - (iii) G. Terry Page and J. B. Thomas
 - (iv) Taylor

Contd.

(b) The characteristic of school administration is

- (i) Flexibility
- (ii) Creativity
- (iii) Strictness
- (iv) Commanding

(c) Which of the following is an important characteristic commonly found in effective school administrators ?

- (i) Master over subject knowledge
- (ii) Effective communication
- (iii) Leadership and management
- (iv) Interpersonal relationship

(d) "Supervision is the assistance in the development of a better teaching learning process" — who says ?

- (i) Burton
- (ii) Wiles
- (iii) Flyer
- (iv) Dewey

(e) What is the purpose of a budget in education management ?

- (i) To evaluate student performance
- (ii) To assess the effectiveness of the teachers
- (iii) To improve student learning outcomes
- (iv) To allocate resources to different programmes

(f) What does the first two letters 'PO' of the POSDCORB refer to ?

- (i) Problem and organization
- (ii) Planning and organization
- (iii) Planning and order
- (iv) Protection and objection

(g) The Ministry of Human Resource Development (MHRD) was created on September, 26

- (i) 1985
- (ii) 1975
- (iii) 1995
- (iv) 1982

(h) The other activities carried out in school apart from classroom teaching are

- (i) social activities
- (ii) curricular activities
- (iii) national cadet corps
- (iv) co-curricular activities

(i) A directorate of Madrasa Education Assam was inaugurated in the year

- (i) 2003
- (ii) 2004
- (iii) 2005
- (iv) 2006

(j) The Secondary Education Board of Assam is set up in the year

- (i) 1963
- (ii) 1862
- (iii) 1962
- (iv) 1953

2. Answer **any five** following questions : 2×5=10

(a) Mention the scope of educational management.

(b) What is participatory management ?

(c) What do you mean by school organization ?

(d) Write two principles for organizing co-curricular activities in a school.

(e) State two objectives of educational supervision.

(f) Briefly explain the concept of institutional planning.

(g) Highlight two important roles of the ministry of human resource development in India.

3. Answer **any six** from the following questions : 5×6=30

(a) Distinguish between educational administration and school administration.

(b) Discuss about the role of a teacher in school management.

(c) Compare administrative and academic educational supervision.

- (d) Describe *five* importance of institutional planning.
- (e) Write the nature of educational management.
- (f) Explain the scope of educational supervision.
- (g) Discuss *five* types of co-curricular activities in school.
- (h) Explain *any five* principles of time table construction.
- (i) Explain *five* important functions of direction.
- (j) Write *five* characteristics of successful school administration.

4. Answer the following questions : **(any two)**
10×2=20

- (a) "Planning and organization are essential for the efficient and smooth functioning of an educational management." Discuss.
 - (b) What is democratic management ? Suggest some practical measures for democratic management of a school.
- 4+6=10

- (c) Define educational supervision. Write about the functions of educational supervision.
 - (d) Briefly describe the responsibilities of central and state governments in educational administration in India.
- 2+8=10
5+5=10

5. Answer the following questions : **(any one)**
14×1=14

- (a) What do you understand by decentralized educational management ? What are its characteristics ? Discuss the advantages of decentralized educational management.
 - (b) What do you mean by educational administration ? Write an explanatory note on the problems of educational administration in your state.
 - (c) What is school time-table ? Discuss about the importance and types of school time-table.
- 3+5+6=14
4+10=14
2+4+8=14