

Total number of printed pages-7

**63/1 (SEM-5) CC11/EDNHC5116**

**2024**

**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) In which year was the concept of management introduced in the field of education ?
- (i) 1960
  - (ii) 1970
  - (iii) 1980
  - (iv) 1990

- (b) School timetable means
- (i) school working hours
  - (ii) activities in school
  - (iii) school controlling
  - (iv) the process of teaching people subjects at a school
- (c) NCERT was established in
- (i) 1961
  - (ii) 1956
  - (iii) 1964
  - (iv) 1986
- (d) The major role of a Headmaster is
- (i) execution
  - (ii) motivating
  - (iii) monitoring
  - (iv) All of the above
- (e) "Supervision is the assistance in the development of a better teaching-learning process."
- The above statement is made by
- (i) Burton
  - (ii) Wiles
  - (iii) Flyer
  - (iv) Dewey
- (f) A plan prepared by a particular institution on the basis of its own development and improvement is called
- (i) educational plan
  - (ii) school plan
  - (iii) institutional plan
  - (iv) curriculum planning
- (g) The full form of NCTE is
- (i) National Council of Teacher Education
  - (ii) National Council of Technical Education
  - (iii) National Council of Theoretical Education
  - (iv) National Council of Travelling Education

(h) The characteristics of school administration is

(i) flexibility

(ii) creativity

(iii) strictness

(iv) commanding

(i) One objective of educational supervision is

(i) to improve quality of education

(ii) educational planning

(iii) distribution of curriculum

(iv) All of the above

(i) The first activity of daily school routine of elementary stage is

(i) classroom teaching

(ii) morning assembly

(iii) physical training

(iv) shouting number table

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

(a) Write *two* important characteristics of successful educational management.

(b) Write *two* needs of timetable in school.

(c) Mention *two* objectives of educational supervision.

(d) Mention *two* problems of educational administration in Assam.

(e) Write *any two* functions of planning.

(f) Mention *any two* types of educational management.

(g) Write *any two* characteristics of institutional planning.

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

(a) Describe the importance of educational supervision.

(b) Write the differences between centralized and decentralized educational management.

- (c) Explain the need of educational management.
- (d) Describe the functions of educational management.
- (e) Describe *five* importances of institutional planning.
- (f) Explain the role of MHRD in the field of education.
- (g) Discuss the role of Headmaster in school management.
- (h) Mention *five* qualities of educational supervisor.
- (i) Describe the characteristics of institutional planning.
- (j) Explain the role of SCERT in school education.

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

- (a) What is educational planning? Write briefly about the functions of educational planning. 2+8=10
- (b) What is decentralized educational management? Discuss the advantages of decentralized educational management. 2+8=10

- (c) Discuss the role of central government in educational administration in India.
- (d) Discuss the need and importance of co-curricular activities in school.

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

- (a) What do you understand by educational management? Write the principles of educational management. 4+10=14
- (b) What do you mean by organization? Discuss the functions of an organization. 2+12=14
- (c) Explain the meaning of educational supervision. Discuss the principles of educational supervision. 4+10=14