

63/1 (SEM-5) EDN HCC 511 (CC 11)

2021

(Held in 2022)

EDUCATION

Paper : CC-11

(Educational Management and Administration)

Full Marks : 80

Time : 3 hours

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

1. Choose the correct answer from the following :

1×6=6

(a) "The school is a special environment where a certain quality of life and certain types of activities and occupations are provided with the objective of securing child's development along desirable lines." Who said this?

(i) John Dewey

(ii) Ryburn

(iii) Ottaway

(iv) Harold Rugg

(2)

- (b) In which year was Assam Higher Secondary Council established?
- (i) 1986
 - (ii) 1984
 - (iii) 1884
 - (iv) 1864
- (c) Who is the head of the Education Department of different levels?
- (i) Director of Secondary Education
 - (ii) Deputy Director
 - (iii) Ministry of Education
 - (iv) Director of Elementary Education
- (d) The major problem of making the school management effective is
- (i) low literacy rate
 - (ii) high dropout rate
 - (iii) weak management
 - (iv) None of the above
- (e) In which year was UGC established?
- (i) 1953
 - (ii) 1973
 - (iii) 1853
 - (iv) 1867

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(Continued)

(3)

- (f) In _____ management the powers and responsibilities are distributed among different persons from top to grassroot level.
- (i) centralized
 - (ii) decentralized
 - (iii) autocratic
 - (iv) external

2. Answer the following questions : 2×5=10

- (a) What is centralized management?
- (b) What are human resources?
- (c) What do you mean by educational management?
- (d) Write two aspects of organization.
- (e) What is institutional planning?

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

- (a) Discuss the role of a teacher in educational management.
- (b) What are the major steps of institutional planning?
- (c) Briefly discuss the types of school time-table.
- (d) What are the characteristics of successful administration?

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(Turn Over)

(4)

- (e) Discuss the need and importance of educational planning.
- (f) Explain in brief the nature of educational management.
- (g) Distinguish between school organization and school administration.
- (h) Explain about the internal educational management.
- (i) What are the duties and responsibilities of the head of the institution?

4. Answer any *two* from the following questions :

10×2=20

- (a) Elaborate the functions of educational management.
- (b) Explain the values of co-curricular activities.
- (c) Discuss the scope of educational management.

5. Answer any *one* from the following questions : 14

- (a) Define supervision. Explain the needs and importance of supervision. 4+10=14
- (b) What is educational administration? Discuss the problems of educational administration. 4+10=14

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