1. Choose the correct answer/Fill in the blanks:

(a) The scope of educational management is
   (i) organization
   (ii) programme planning
   (iii) goal development
   (iv) All of the above

(b) In common uses, the term ‘administration’ is synonymous with
   (i) supervision
   (ii) management
   (iii) planning
   (iv) All of the above

Full Marks: 60
Time: 3 hours

The figures in the margin indicate full marks for the questions
(c) Selecting the best option is the function of
   (i) educational administration
   (ii) educational planning
   (iii) educational supervision
   (iv) All of the above

(d) The chief objectives of educational supervision is
   (i) direction
   (ii) administration
   (iii) evaluation
   (iv) organization

(e) The modern educational supervision is

(f) Management is an art of taking —— from others.

(g) The main function of educational leadership is educational organization and ——.

2. Answer the following within 2 or 3 sentences each:

(a) What is democratic educational administration?

(b) Give the definition of education supervision.

(c) Write two important roles of a headmaster.

(d) What is an institutional plan?

3. Answer briefly any three of the following:
   5x3=15

(a) What is the scope of educational management?

(b) What do you mean by centralized and decentralized educational management?

(c) Why are cocurricular activities important for secondary school students?

(d) Distinguish between inspection and supervision.

(e) What are the roles of Central Government in educational administration in India?

4. Answer any three of the following:
   10x3=30

(a) Discuss the characteristics of successful educational management.

(b) What are the general principles of educational management?
(c) Discuss how supervision can help in improving efficiency of an educational institution.

(d) Explain the different steps involved in institutional planning.

(e) Explain the administrative structure of education in Assam.

(f) Discuss the principles to be followed in construction of a school timetable.

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