2015

EDUCATION
(Major)

Paper: 6.5

(Educational Management and Administration)

Full Marks: 60

Time: 3 hours

The figures in the margin indicate full marks for the questions

1. Fill up the gaps:

(a) — is a process of planning, coordinating, motivating and controlling of efforts of the others towards attainment of specific objectives.

(b) In — type of management, a group of top level managers/administrators enjoy the power and responsibility.

(c) — is the application of power and authority to make worker responsible for their actions.

1 × 7 = 7
(d) — is said to be the second school clock.

(e) IITs are supervised by —.-.

(f) — is an autonomous organization related to higher education in India.

(g) — Amendment of the Indian Constitution transfer education from the State List to Concurrent List.

2. Answer any four of the following questions:

(a) Write two principles of educational management.

(b) Mention two points showing differences between school organization and administration.

(c) Describe any two functions of a principal as educational manager.

(d) Briefly explain the concept of inspection.

(e) Write two principles for organizing cocurricular activities in a school.

(f) Highlight two important roles of the Ministry of Human Resource Development in India.

3. Answer any three of the following questions:

(a) What are the objectives of educational management? Discuss.

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

(c) Compare administrative and academic educational supervision.

(d) Explain any five principles of timetable construction.

(e) Explain five important functions of direction.

(f) State the functions of NCERT.

4. Answer any three of the following questions:

(a) What is meant by educational management? Distinguish between educational management and educational administration.

(b) Show your acquaintance with different types of educational management.

(c) "Planning and organization are essential for the efficient and smooth functioning of an educational management." Discuss.
(d) Define educational supervision. Describe the nature and scope of educational supervision. 2+4+4=10

(e) What is institutional plan? Why is it necessary to prepare institutional plan? Discuss about five important characteristics of institutional planning. 2+3+5=10

(f) Write an explanatory note on the problems of educational administration in your State. 10

☆☆☆