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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 : 1×7=7

(a) _____ is the art of getting things done through the efforts of other people by making decision and giving leadership.

(b) Inspection and supervision are two important processes related with _____ function of educational management.

(c) Selecting the best option is the function of educational _____.

(d) Checking the accounts and records of school comes under _____ type of educational supervision.

- (e) Administration of Tezpur University is controlled by the Government of _____.
- (f) Students' union as cocurricular activity develops quality of _____ among students.
- (g) _____ is said to be the second school clock.

2. Answer any *four* of the following questions :

2×4=8

- (a) Write two important characteristics of successful educational management.
- (b) What is participatory management?
- (c) Write two points showing significance of educational planning.
- (d) "Educational supervision is a creative and cooperative effort." Explain in brief.
- (e) Briefly explain the concept of institutional planning.
- (f) Suggest two measures for improvement of administration of school education in your State.

3. Answer any *three* of the following questions :

5×3=15

- (a) Explain the nature of educational management.

- (b) Mention the guiding principles of democratic management.
- (c) Give some suggestions for the head of an educational institution to secure maximum support and cooperation of his staff members.
- (d) Show your acquaintance with the scope of educational supervision.
- (e) "Cocurricular activities as organized in our schools at present fail to achieve the desired aims." What suggestions will you offer to organize these activities properly?
- (f) Write a short note on any autonomous body related with educational management and administration in India.

4. Answer any *three* of the following questions :

10×3=30

- (a) What is understood by school organization? How does it differ from school administration? 4+6=10
- (b) What are the centralized and decentralized approaches in educational management? Explain the advantages of decentralized management in education. 3+3+4=10

- (c) Give one definition of educational supervision. Distinguish between inspection and supervision in education. $2+8=10$
- (d) "A good timetable is a mirror of smooth work in a school." Explain the statement and briefly indicate the fundamental principles to be borne in mind while planning a balanced school timetable. $2+8=10$
- (e) Briefly describe the responsibilities of Central and State Governments in educational administration in India. $5+5=10$
- (f) "No system of education can rise higher than its teachers." Describe the role played by a teacher in school management. 10
