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

**2023**

**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) "Educational management is theory and practice of the organization and administration of existing educational establishment and systems."

The above statement is made by

(i) Henri Fayol

(ii) James

(iii) G. Terry Page and J. B. Thomas

(iv) Taylor

*Contd.*

- (b) The characteristic of school administration is
- (i) Flexibility
  - (ii) Creativity
  - (iii) Strictness
  - (iv) Commanding
- (c) Which of the following is an important characteristic commonly found in effective school administrators ?
- (i) Master over subject knowledge
  - (ii) Effective communication
  - (iii) Leadership and management
  - (iv) Interpersonal relationship
- (d) "Supervision is the assistance in the development of a better teaching learning process" — who says ?
- (i) Burton
  - (ii) Wiles
  - (iii) Flyer
  - (iv) Dewey

- (e) What is the purpose of a budget in education management ?
- (i) To evaluate student performance
  - (ii) To assess the effectiveness of the teachers
  - (iii) To improve student learning outcomes
  - (iv) To allocate resources to different programmes
- (f) What does the first two letters 'PO' of the POSDCORB refer to ?
- (i) Problem and organization
  - (ii) Planning and organization
  - (iii) Planning and order
  - (iv) Protection and objection
- (g) The Ministry of Human Resource Development (MHRD) was created on September, 26
- (i) 1985
  - (ii) 1975
  - (iii) 1995
  - (iv) 1982

- (h) The other activities carried out in school apart from classroom teaching are
- (i) social activities
  - (ii) curricular activities
  - (iii) national cadet corps
  - (iv) co-curricular activities
- (i) A directorate of Madrasa Education Assam was inaugurated in the year
- (i) 2003
  - (ii) 2004
  - (iii) 2005
  - (iv) 2006
- (j) The Secondary Education Board of Assam is set up in the year
- (i) 1963
  - (ii) 1862
  - (iii) 1962
  - (iv) 1953

2. Answer **any five** following questions :  $2 \times 5 = 10$

- (a) Mention the scope of educational management.

- (b) What is participatory management ?
- (c) What do you mean by school organization ?
- (d) Write *two* principles for organizing co-curricular activities in a school.
- (e) State *two* objectives of educational supervision.
- (f) Briefly explain the concept of institutional planning.
- (g) Highlight *two* important roles of the ministry of human resource development in India.

3. Answer **any six** from the following questions :  
 $5 \times 6 = 30$

- (a) Distinguish between educational administration and school administration.
- (b) Discuss about the role of a teacher in school management.
- (c) Compare administrative and academic educational supervision.

- (d) Describe *five* importance of institutional planning.
- (e) Write the nature of educational management.
- (f) Explain the scope of educational supervision.
- (g) Discuss *five* types of co-curricular activities in school.
- (h) Explain *any five* principles of time table construction.
- (i) Explain *five* important functions of direction.
- (j) Write *five* characteristics of successful school administration.

4. Answer the following questions : **(any two)**  
10×2=20
- (a) "Planning and organization are essential for the efficient and smooth functioning of an educational management." Discuss.
  - (b) What is democratic management ? Suggest some practical measures for democratic management of a school.  
4+6=10

- (c) Define educational supervision. Write about the functions of educational supervision. 2+8=10
- (d) Briefly describe the responsibilities of central and state governments in educational administration in India.  
5+5=10

5. Answer the following questions : **(any one)**  
14×1=14
- (a) What do you understand by decentralized educational management ? What are its characteristics ? Discuss the advantages of decentralized educational management. 3+5+6=14
  - (b) What do you mean by educational administration ? Write an explanatory note on the problems of educational administration in your state. 4+10=14
  - (c) What is school time-table ? Discuss about the importance and types of school time-table. 2+4+8=14