

2 0 1 5

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 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.

(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 :

2×4=8

(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 :

5×3=15

(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 :

10×3=30

(a) What is meant by educational management? Distinguish between educational management and educational administration. 2+8=10

(b) Show your acquaintance with different types of educational management. 10

(c) "Planning and organization are essential for the efficient and smooth functioning of an educational management." Discuss. 10

- (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

★ ★ ★