

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 : 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

★ ★ ★