

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

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( Held in 2023 )

**EDUCATION**

Paper : EDNHC5116

**( Educational Management and Administration )**

Full Marks : 80

Pass Marks : 32

Time : 3 hours

*The figures in the margin indicate full marks  
for the questions*

1. Choose the correct answers from the following : 1×6=6

(a) School timetable means

(i) school working hours

(ii) activities in school

(iii) school controlling

(iv) None of the above

(b) The first and foremost function of management is

(i) planning

(ii) organizing

(iii) controlling

(iv) coordination

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( Turn Over )

( 2 ) .

- (c) Which of the following is not a type of administration?
- (i) Authoritarian
  - (ii) Democratic
  - (iii) Instructional
  - (iv) Laissez-faire
- (d) A plan prepared by a particular institution on the basis of its own development and improvement is called
- (i) educational plan
  - (ii) school plan
  - (iii) institutional plan
  - (iv) None of the above
- (e) NCERT was established in
- (i) 1961
  - (ii) 1956
  - (iii) 1964
  - (iv) 1986
- (f) In 'POSDCORB' CO stands for
- (i) cooperation
  - (ii) collection
  - (iii) coordination
  - (iv) correlation

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2. Answer the following questions : 2×5=10
- (a) Write two important characteristics of successful educational management.
  - (b) What is participatory management?
  - (c) Briefly explain the concept of inspection.
  - (d) Write two principles of organizing cocurricular activities.
  - (e) Write two needs of timetable in a school.
3. Answer any six of the following questions : 5×6=30
- (a) Discuss the role of a teacher in educational management.
  - (b) Write the differences between centralized and decentralized educational management.
  - (c) Write briefly about the functions of educational management.
  - (d) Describe the importance of educational supervision.
  - (e) Write briefly about the characteristics of institutional planning.

- (f) Explain the different types of school timetable.
- (g) Compare between administrative and academic educational supervision.
- (h) Write briefly about different types of institutional planning.
- (i) What are the functions of SCERT, Assam?

4. Answer any *two* of the following questions : 10×2=20

- (a) What are the objectives of educational management?
- (b) Describe the role of the Ministry of Human Resource Development (MHRD) in the education system in India.
- (c) What is educational planning? Write briefly about the functions of educational planning. 2+8=10

5. Answer any *one* of the following questions : 14

- (a) What do you understand by educational management? Write the principles of educational management. 4+10=14
- (b) What is organization? What are the functions of an organization? 2+12=14

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