

18BEDC03 Educational Administration

Course Outcomes:

- CO1: explain the concept of educational administration
- CO2: understand the role of the headmaster and the teacher in school management
- CO3: develop communication skills for educational administration
- CO4: critically analyse role of administrator in the educational institutions
- CO5: apply the scientific practices of educational management in work situation

PART – A

5 x 1 = 5

Choose the correct answer

1. Main responsibility of School Management lies on-
a. Principal b. Senior Staff c. Manager d. Management
CO 3 K2
2. Sin-qua-non of efficient administration is
a. Planning b. Manager c. Senior Staff d. Management
CO1 K1
3. The effective supervision is indicated by
a. Good relations between teacher and supervisors
b. Helping teacher in their teaching
c. Helping teachers becoming more self sufficient
d. Criticizing teacher's lessons
CO2 K2
4. Effective communication is that in which
a. sender sends a complete message b. Communication is oral
c. Receiver understands the message of sender d. communication is in writing
CO3 K3
5. The supervision which does not fulfil the basic purpose of Inspection
a. Creative b. Democratic c. Corrective d. Preventive
CO2 K2

PART – B

5 x 2 = 10

Answer the following in one or two sentences

6. Define Educational Administration. CO1 K1
7. Mention two objectives of Educational Management. CO1 K1
8. List two qualities of supervisory staff. CO2 K1
9. What is Inspection? CO2 K2
10. Sketch the process of communication. CO3 K3

PART – C

3 x 5 = 15

Answer ALL Questions

Answer should not exceed 200 words or one page

11. a. Discuss the nature of Educational Administration. CO1 K2
(or)
11. b. Highlight the scope of Educational Management. CO1 K2
12. a. Discuss the defects in the present supervision system. CO2 K3
(or)
12. b. Explain the need of Educational Inspection. CO2 K2
13. a. Explore the role of communication in Educational administration. CO3 K3
13. b. Discuss different methods of Communication. CO3 K2
(or)

PART – D

2 x 15 = 30

Answer the following

Answer should not exceed 700 words or four pages

14. a. Explain the basic functions of Administration. CO1 K2
(or)
14. b. Discuss the different types of supervision and inspection. CO2 K2
15. a. "Communication is important in educational administration" -
justify CO3 K3
(or)
15. b. Illustrate different statutory bodies involve in school supervision. CO2 K3
(or)