



**Avinashilingam Institute for Home Science and Higher Education for Women**

(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)

Re-accredited with 'A+' Grade by NAAC. Recognised by UGC Under Section 12B

Coimbatore - 641 043, Tamil Nadu, India

Bachelor of Education Degree Examination – March 2021

I Semester

Class: I B.Ed.

Time : 3 Hours

Max. Marks : 100

**18BEDC03 Educational Administration**

**Part A**

**10 x 1 = 10**

**Choose the Correct Answer**

1. The most important cause of failure for teacher lies in the area of
  - a. inter personal relationship
  - b. lack of command over the knowledge of the subject
  - c. verbal ability
  - d. strict handling of the students
2. A teacher can establish rapport with his students by
  - a. becoming a figure of authority
  - b. impressing students with knowledge and skill
  - c. playing the role of a guide
  - d. becoming a friend to the students
3. Autonomy in higher education implies freedom in
  - a. Administration
  - b. Policy-making
  - c. Finance
  - d. Curriculum development
4. Value-education stands for
  - a. making a student healthy
  - b. making a student to get a job
  - c. inculcation of virtues
  - d. all-round development of personality
5. When a normal student behaves in an erratic manner in the class, you would
  - a. pull up the student then and there
  - b. talk to the student after the class
  - c. ask the student to leave the class
  - d. ignore the student
6. The chief responsibility of the Principal is
  - a. organize and administer the guidance programme
  - b. provide leadership in instructional plan
  - c. maintain school records
  - d. handle discipline problems
7. In teaching learning process supervision is usually carried out by
  - a. Principal
  - b. Teacher
  - c. Student
  - d. Parents
8. Communication is derived from Latin word
  - a. Community
  - b. Command
  - c. Communis
  - d. Committee
9. Institutional planning should be based on
  - a. Aim and needs
  - b. Timetable
  - c. Administration
  - d. Need
10. The basic purpose of supervision is to help
  - a. Teachers in improving methods
  - b. Teachers in understanding pupil
  - c. Children learn more effectively
  - d. Teachers in dealing pupils

**Part B**

**5 x 6 = 30**

**Answer ALL questions**

**Each answer should not exceed 400 words or two pages**

- 11.a. What is educational administration? Explain the concept of educational administration.  
(or)
- 11.b. Discuss the objectives and scope of educational administration and management.
- 12.a. Differentiate between supervision and inspection.  
(or)
- 12.b. Explain the different types of educational supervision.
- 13.a. Briefly explain the role of communication in effective management and administration.  
(or)
- 13.b. List out the barriers of communication in educational administration.
- 14.a. Justify the role of Headmaster in planning of school activities.  
(or)
- 14.b. Explain the role of teachers in school management and administration.
- 15.a. Clarify the administrative structure of education in the state.  
(or)
- 15.b. Explain the problems of teachers in government schools.

**Part C**

**5 x 12 = 60**

**Answer ALL questions**

**Each answer should not exceed 800 words or four pages**

- 16.a. Enumerate the basic functions of administration.  
(or)
- 16.b. How do educational administration and supervision help in developing the educational systems in our country?
- 17.a. Bring out the need of educational supervision and qualities of supervisory staff.  
(or)
- 17.b. Explain the scope of educational supervision and the defects in the present supervision and inspection.
- 18.a. Explain the methods of communication in educational administration.  
(or)
- 18.b. Explain how to overcome the barriers of communication in educational administration.
- 19.a. Explain the various approaches in school management and administration.  
(or)
- 19.b. Elucidate the involvement of agencies and other functionaries in school management and administration.
- 20.a. Explain the functions of state government in relation to secondary and higher secondary schools.  
(or)
- 20.b. Explain the functions of board of secondary education in controlling secondary schools.

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