



M. V. Vijayalakshmi

Avinashilingam Institute for Home Science and Higher Education for Women
(Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD)
Re-accredited with 'A++' Grade by NAAC. Recognised by UGC Under Section 12B
Coimbatore - 641 043, Tamil Nadu, India

Continuous Internal Assessment Test I – August 2024
SEMESTER- I

Class : I B.Ed.

Max. Marks: 60
Time: 2 Hrs

23BEDC03- 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

Choose the correct answer

6 x 1 = 6

1. Which of the following is a primary objective of educational administration? **CO1K2**
a. to design new teaching methodologies
b. to ensure the effective implementation of educational policies and practices
c. to develop new educational theories
d. to create national education standards
2. The first step in basic function of educational administration is **CO1K1**
a. directing
b. coordinating
c. planning
d. evaluating
3. Which of the following is a key function of educational inspection? **CO2K1**
a. developing new educational policies
b. evaluating and ensuring compliance with educational standards and regulations
c. conducting research on educational theories
d. planning extracurricular activities
4. Which type of supervision encourages employees to solve their own problems and gives them full freedom to do their jobs? **CO2K2**
a. Autocratic supervision
b. Corrective supervision
c. Preventive supervision
d. Laissez-faire supervision
5. The term describing the process of exchanging information, ideas, thoughts through speech, signals, and gestures is **CO3K1**
a. encoding
b. decoding
c. communication
d. feedback
6. In a classroom, who is responsible for encoding the message in the communication process? **CO3K2**
a. Teacher
b. Student
c. Textbooks
d. Blackboard

PART – B

Answer ALL questions

3 x 6 = 18

Each answer should not exceed 200 words

7. a. Examine the key differences between educational administration and educational management with definition **CO1K4**
(OR)
7. b. Explain the concept and nature of educational administration **CO1K2**
8. a. Explicate the meaning and aims of educational supervision **CO2K2**
(OR)
8. b. Analyze the defects in educational supervision and inspection in the current scenario **CO2K4**
9. a. Discuss the elements involved in an effective communication process **CO3K2**
(OR)
9. b. Elucidate the meaning and nature of communication in educational administration **CO3K2**

PART – C

Answer ALL questions

3 x 12 = 36

Answer should not exceed 800 words

10. a. Describe the basic functions involved in educational administration **CO1K3**
(OR)
10. b. Analyze the scope and objectives of educational management **CO1K4**
11. a. Explain in detail about the types of supervision **CO2K2**
(OR)
11. b. Explore the scope of educational supervision and qualities of supervisory staff **CO2K4**
12. a. Describe the steps involved in the process of communication **CO3K3**
(OR)
12. b. Define Communication. Analyze its importance and role in educational administration **CO3K4**

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