



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

Master of Education Degree Examination – July 2020
IV Semester

Class: II M.Ed.

Time : 2 Hours
Max. Marks : 60

18MEDC13 Educational Management

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 the role of administrator in the Educational Institutions
CO5: Apply the scientific practices of educational management in work situation

Part A **10 x 1 = 10**
Choose the Correct Answer

1. The factor affecting educational management is CO1 K1
a. environment b. personal
c. both a and b d. inter – personal relations
2. The main role played in modern educational management is by CO1 K2
a. Teachers b. Headmasters
c. Students d. all the above
3. The need of educational management is for CO1 K1
a. controlling b. organising
c. supervising d. attainment of educational objectives
4. The function of Headmaster of school is to CO2 K1
a. integrate b. delegate authority
c. determine policy d. all the above
5. The crisis in management is at _____ crisis. CO2 K2
a. organisational b. community
c. institutional d. all the above
6. The main characteristics of school management is CO1 K1
a. practicability b. efficiency
c. flexibility d. all the above
7. On an Excursion, you as a teacher would expect your students to CO2 K2
a. listen to others b. go for shopping
c. observe the place and ask questions d. learn nothing
8. One of the functions of educational management is CO4 K1
a. Espirit b. Planning
c. Intimacy d. Stimulus
9. Cumulative Record is used as a tool in the programe of CO5 K2
a. recapitulation b. pupil guidance and adjustment
c. validity d. reliability

10. Stress management is aimed at C05 K2
a. controlling a person's level of stress b. activating level of stress
c. boosting level of stress d. enhancing distress

Part B

5 x 4 = 20

Answer any five of the following
Each answer should not exceed 200 words or one page

11. Explain briefly short term and long term planning. C01 K2
12. What are the components of systems approach? C01 K2
13. How will you evaluate job satisfaction? C02 K2
14. Discuss any two dimensions of organisational climate. C02 K2
15. What are the principles of constructing Time Table in an institution? C02 K2
16. How will you conduct staff meeting? C04 K2
17. What is stress management? How will you overcome stress? C03 K2
18. Explain conflict management. C03 K2
19. Discuss the salient features of School Tribunal. C03 K2
20. Discuss the importance of Grant in Aid. C05 K2

Part C

3 x 10 = 30

Answer any three of the following
Each answer should not exceed 600 words or three pages

21. What is educational management? Discuss its need and importance. C01 K2
22. Discuss in detail the functions of educational management. C01 K2
23. Discuss in detail classroom management. C03 K2
24. Discuss the role of the leader in fostering institutional climate. C03 K2
25. Discuss the meaning and importance of Institutional planning. C03 K2
26. What are the principles and steps of organizing co-curricular activities? C02 K2
27. Elaborate the qualities of Headmaster in an institution. C04 K2
28. Discuss the importance of managing and maintaining essential records in a management. C04 K2
29. Discuss in detail Secondary school code. C05 K2
30. Discuss the role and functions of NCERT. C05 K2
