



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 [now MoE]
Re-accredited with an 'A++' Grade by NAAC CGPA 3.65/4, Category I by UGC
Coimbatore - 641 043, Tamil Nadu, India

Continuous Internal Assessment Test I – August 2025
I Semester

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. Educational administration mainly focuses on achieving: **CO1K1**
a. Goals b. Subjects c. Timetable d. Recreation
2. Which of the following is a basic function of administration? **CO1K1**
a. Teaching b. Planning c. Budgeting d. Training
3. ___ type of supervision promotes cooperation **CO2K1**
a. Autocratic b. Democratic c. Clinical d. Bureaucratic
4. Lack of proper training in supervisors leads to: **CO2K1**
a. Popularity b. Employment c. Affection d. Inefficiency
5. Communication helps administrators in better **CO3K1**
a. Entertaining b. Comparing c. Memorising d. Decision-making
6. Downward communication in a school flows from **CO3K1**
a. Principal b. Student c. Parent d. Teachers

PART – B

Answer ALL questions

3 x 6 = 18

Each answer should not exceed 200 words

7. a. Explain the key elements of educational administration. **CO1K2**
(or)
7. b. Explain the Basic Functions of Educational Administration. **CO1K2**
8. a. Write the differences Between Supervision and Inspection **CO2K4**
(or)
8. b. Write the differences Between administrative and academic supervision **CO2K4**
9. a. Explain the importance of communication in educational administration **CO3K2**
(or)
9. b. Explain the needs of communication in educational administration **CO3K2**

PART – C

Answer ALL questions

3 x 12 = 36

Answer should not exceed 800 words

10. a. Explain the Objectives of Educational Administration and Management **CO1K2**
(or)
10. b. Explain the Scope of Educational Administration and Management **CO1K2**
11. a. Enumerate the defects in the present system of supervision and inspection. **CO2K2**
Suggest suitable remedies.
(or)
11. b. Enumerate the qualities of supervisory staff with examples **CO2K2**
12. a. Assess how the role of communication helps in successful management. **CO3K5**
(or)
12. b. Assess the similarities and differences between verbal, written, and nonverbal communication? **CO3K5**

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