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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

Master of Education Degree Examination - May 2022
IV Semester

Class: II M.Ed.

Time : 3 Hours
Max. Marks : 100

20MEDC13 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 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. A modern concept that lays more stress on democratic decentralization and participation is **CO1 K1**
 - a. Educational management
 - b. Educational administration
 - c. Total Quality management
 - d. Decision making
2. The process of thinking before doing is **CO1 K4**
 - a. Planning
 - b. Organising
 - c. Directing
 - d. Controlling
3. The handling of problems by a teacher while teaching is called **CO2 K3**
 - a. Classroom organisation
 - b. Classroom management
 - c. Time management
 - d. Conflict management
4. Which reflects the atmosphere of the organisation? **CO2 K2**
 - a. Organisational behaviour
 - b. Organisational climate
 - c. Organisational activities
 - d. Organisational program
5. A plan which is need based and not grant based **CO3 K4**
 - a. Organisational planning
 - b. Administrative planning
 - c. Institutional planning
 - d. Educational planning
6. Role of teachers in Institutional planning **CO3 K4**
 - a. Identification of needs
 - b. Preparation of improvement programme
 - c. Implementing the project
 - d. Evaluating the project
7. The regular review of teacher's job performance **CO4 K1**
 - a. Performance review
 - b. Development discussion
 - c. Performance evaluation
 - d. Performance appraisal
8. Which provides complete picture of the student achievements, abilities as well as drawbacks? **CO4 K4**
 - a. Teacher record
 - b. Student performance summary
 - c. Anecdotal record
 - d. Cumulative record card
9. NCERT was established in the year **CO5 K1**
 - a. 1961
 - b. 1979
 - c. 1959
 - d. 1962
10. Preparation of a code of professional ethics of teachers is one of the functions of **CO5 K1**
 - a. SCERT
 - b. NCTE
 - c. DIET
 - d. MHRD

Part B **5 x 6 = 30**
Answer ALL questions
Each answer should not exceed 400 words or two pages

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|--|--------|
| 11.a. State the objectives of Educational management.
(or) | CO1 K1 |
| 11.b. Mention the importance of Educational management. | CO1 K2 |
| 12.a. Define Effective Classroom management with illustration.
(or) | CO2 K2 |
| 12.b. Examine the characteristics of democratic institutional climate. | CO2 K4 |
| 13.a. Give the importance of staff meeting.
(or) | CO3 K2 |
| 13.b. What is meant by Institutional Network? | CO3 K2 |
| 14.a. Analyse the need for Performance appraisal.
(or) | CO4 K4 |
| 14.b. List the activities of Parents Teachers Association. | CO4 K2 |
| 15.a. Name the types of Leave.
(or) | CO5 K1 |
| 15.b. Write the salient features of secondary school code. | CO5 K4 |

Part C **5 x 12 = 60**
Answer ALL questions
Each answer should not exceed 800 words or four pages

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| 16.a. Describe the functions of Educational management.
(or) | CO1 K2 |
| 16.b. Explain the systems approach to Educational management. | CO1 K4 |
| 17.a. Explicate the ways of ensuring effective institutional discipline.
(or) | CO2 K4 |
| 17.b. Analyse the role of leader in fostering democratic institutional climate for effective performance of teachers. | CO2 K4 |
| 18.a. "The time table is a necessary tool for the efficient working of a school" –
Justify the statement.
(or) | CO3 K5 |
| 18.b. Enlighten the criteria of assessing quality of educational institutions. | CO3 K3 |
| 19.a. Explore the qualities of Headmaster.
(or) | CO4 K2 |
| 19.b. Illustrate recent trends in yoga with examples. | CO4 K4 |
| 20.a. Summarize the types of Grant-in-Aid in the field of education.
(or) | CO5 K4 |
| 20.b. Critically analyse the National and International systems of education. | CO5 K4 |
