



## 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 - June 2021

IV semester

Class: II M.Ed.

Time : 3 Hours

Max. Mark : 100

### 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 role of administrator in the Educational Institutions

CO5: Apply the scientific practices of educational management in work situation

#### Part A

10X1=10

#### Choose the Correct Answer

1. The function of educational administration and management is CO1 K2
  - a. Instructional task
  - b. Non-instructional task
  - c. Both a. and b.
  - d. None
2. The most powerful agent of social change is CO1 K2
  - a. Teacher
  - b. Students
  - c. Parents
  - d. school management
3. The actual achievements compared with the objectives of the job is CO5 K2
  - a. Job performance
  - b. Job evaluation
  - c. Job description
  - d. None
4. Which one of the following is the important quality of a good teacher? CO2 K2
  - a. Punctuality and Sincerity
  - b. Content mastery
  - c. Content mastery and reactive
  - d. Content mastery and sociable
5. Teachers use teaching aids to CO2 K2
  - a. make learning interesting
  - b. teach within understanding level of students
  - c. gain students attention
  - d. all the above
6. Education is a powerful instrument of CO5 K2
  - a. Social transformation
  - b. Personal transformation
  - c. Cultural transformation
  - d. All the above
7. Most conflicts have their roots in uncertainly and negotiation is a way managing the CO5 K2
  - a. Resultant risk
  - b. failure
  - c. Uncertainly
  - d. inputs
8. A successful teacher is one who is CO2 K2
  - a. Compassionate and disclinarian
  - b. quite and reactive
  - c. Tolerant and dominating
  - d. passive and active
9. NCERT was established on CO4 K1
  - a. 1961
  - b. 1975
  - c. 1948
  - d. 1965
10. The head quarter of ICSE is CO4 K1
  - a. New Delhi
  - b. Calcutta
  - c. Mumbai
  - d. Chennai

**Part B**  
**Answer ALL questions**  
**Each answer should not exceed 400 words or two pages**

**5 X 6 = 30**

11. a. Discuss the importance and scope of educational management. CO1 K4  
(or)
11. b. What are the objectives of 'Educational management'? CO1 K4
- 12.a. What is organizational management? Discuss the need for organizations. CO2 K4  
(or)
12. b. What are the characteristics of organizational climate? CO2 K2
- 13.a. Explain in detail the principles of effective staff meeting. CO4 K2  
(or)
13. b. Discuss importance of instructional planning. CO4 K2
14. a. List the qualities of a good headmaster. CO2 K4  
(or)
- 14.b. Explain the importance of stress Management. CO5 K2
- 15.a. Explain the characteristics of IGCSE. CO4 K4  
(or)
- 15.b. What are the types of Grant-in aid? explain. CO4 K2

**Part C**  
**Answer ALL questions**  
**Each answer should not exceed 800 words or two pages**

**5 X 12 = 60**

- 16.a. Explain the functions of educational Management planning, organizing, directing, controlling and Evaluating. CO1 K4  
(or)
- 16.b. Construct system approach to educational management. CO5 K4
- 17.a. Elaborate essential features of organizational management. CO2 K4  
(or)
- 17.b. Discuss role of the leader in fostering democratic institutional climate for effective performance. CO2 K4
- 18.a. Explain the principles of timetable construction for curricular and co-curricular activities. CO4 K2  
(or)
- 18.b. Explain institutional network. CO4 K2
- 19.a. Write short note conflict management with examples. CO5 K2  
(or)
- 19.b. Explain the essential records (i) General register (ii) Attendance register for staff and students. CO2 K2
- 20.a. Highlight the functions of NCERT and SCERT. CO4 K4  
(or)
- 20.b. Describe the characteristics of CBSE, ICSE, IB systems of Education in India. CO4 K4

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