



Maintained

## 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 - December 2021 I Semester

Class : I B.Ed.  
Major: Education

Time : 2 Hours.  
Max. Marks : 60

#### 21BEDC03 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 analyze role of administrator in the educational institutions  
CO5: apply the scientific practices of educational management in work situation

##### Part – A

6 x 1 = 6

##### Choose the Correct Answer

- Administration means CO1 K1
  - To run
  - To protect
  - To establish
  - To look after
- The act of getting people together to accomplish the desired goals is CO1 K2
  - Organization
  - Inspection
  - Supervision
  - Management
- A supervisor is one who CO2 K1
  - Inspects classroom
  - Gives direction
  - Criticizes the teaching method
  - Provides guidance
- Supervision is a continuous activity whereas Inspection is a CO2K1
  - General activity in a common place
  - Special activity in given moment
  - Complex activity in a situation
  - Specific activity in a specific time
- An exchange of information between the persons at a different level across departmental lines is CO3K3
  - Upward communication
  - Downward communication
  - Horizontal communication
  - Diagonal communication
- Effective communication is that in which CO3K3
  - Sender send a complete message
  - Communication is oral
  - Receiver understands the message of sender
  - Communication is in writing

**Part – B**

**3 x 6 = 18**

**Answer ALL questions**

**Each answer should not exceed 400 words or two pages**

7. a. Explain the concept of Educational Administration and Management. CO1 K2  
(or)
7. b. State the objectives of Educational Management. CO1 K1
8. a. Discuss about the need of educational inspection. CO2 K2  
(or)
8. b. Mention about the scope of educational supervision. CO2 K2
9. a. Analyze the role of communication in effective administration. CO3 K4  
(or)
9. b. Identify the ways to overcome the barriers of communication. CO3 K2

**Part – C**

**3 x 12 = 36**

**Answer ALL questions**

**Each answer should not exceed 800 words or four pages**

10. a. Describe the nature and scope of Educational Administration and Management. CO1 K2  
(or)
10. b. Discuss the basic functions of Administration. CO1 K3
11. a. Explain the different types of supervision and inspection. CO2 K4  
(or)
11. b. Enumerate the defects in the present supervision and inspection. CO2 K1
12. a. Discuss the various methods of communication. CO3 K2  
(or)
12. b. Explain about the barriers of communication in educational administration. CO3 K4

Staff Incharge: T. Premalatha & M. Vijayalakshmi