



Muniruk.

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 II – April 2023
II SEMESTER

Class : I M.Ed
Major: Education

Time: 2 Hrs
Max. Marks: 60

21MEDC09 Educational Management

Course outcomes

At the end of the course, students will:

- 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

Choose the correct answer

6 x 1 = 6

1. The assessment and accreditation of institutions of higher education in India is done by CO4K1
a. MHRD b. National Board of Accreditation
c. UGC d. NAAC
2. For better quality Indian institutions have opened CO4K1
a. IQAC Programme b. TQM Programme
c. Shodh Ganga cells d. Six sigma cells
3. It is a record book that keeps track of the visitors on site, their identity, the company they represent, who they came to visit, the purpose of coming in, contact details, time in and time out. CO4K1
a. Cumulative record b. Visitor Log book
c. Anecdotal record d. Personal record
4. This leave is admissible to a member of the staff shall be 30 days in a calendar year CO5K1
a. Half pay leave b. Commuted leave
c. Earned leave d. Medical leave
5. The National Talent Search Examination is conducted by CO5K1
a. ICSE b. UGC c. NCERT d. SCERT
6. Focus is more on comprehensive knowledge than practical learning experience in CO5K2
a. IB b. CBSE c. ICSE d. IGCSE

PART – B

Answer ALL questions

3 x 6 = 18

Each answer should not exceed 400 words or two pages

7. a. Suggest some stress and conflict management techniques. CO4K6
(OR)
7. b. List out the principles involved in organizing curricular and co-curricular events CO4K2
8. a. Explain in detail various leaves available to Staff CO5K2
(OR)
8. b. Elucidate various qualities of Head master CO2K4
9. a. Explain the types of grant-in-aids. CO5K2
(OR)
9. b. Discuss the need and importance of Code of Conduct in schools CO5K4

PART – C

Answer ALL questions

3 x 12 = 36

Each answer should not exceed 800 words or four pages

10. a. Explain the importance of institutional network. CO4K4
(OR)
10. b. Explain the criteria of assessing the quality of educational institution CO5K2
11. a. Explain the criteria of performance appraisal of teachers CO4K4
(OR)
11. b. Explain in detail various records to be kept in a school CO4K4
12. a. Discuss the functions of NCERT and SCERT CO5K4
(OR)
12. b. Elucidate the important characteristics of ICSE, IB and IGCSE boards CO5K4

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Staff in-charge: Mrs. S. Andal