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**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

**Continuous Internal Assessment Test I - April 2022**

Class : I M.Ed.

Max. Marks: 60

**SEMESTER II**

Major: Education

Time: 2 Hrs.

**21MEDC09 : Educational Management**

**Course Outcomes:**

- CLO1: Explain the concept of educational administration  
CLO2: Understand the role of the headmaster and the teacher in school management  
CLO3: Develop communication skills for educational administration  
CLO4: Critically analyse role of administrator in the educational institutions  
CLO5: Apply the scientific practices of educational management in work situation

**PART – A**

**6 x 1 = 6**

**Answer all Questions  
(Multiple choice questions)**

1. An appropriate use of means and resources for realizing specific objectives is known as CO1 K 1
  - a. Planning
  - b. Management
  - c. Finance
  - d. Development
2. The human elements of educational management include CO1 K2
  - a. Children, parents and teachers
  - b. Buildings and grounds
  - c. Money
  - d. Books and equipment
3. Who is a visionary leader? CO2 K4
  - a. One who has medium-term perspective
  - b. One who has short-term perspective
  - c. One who has long-term perspective
  - d. One who has taken initiative for need satisfaction
4. Which of the following is an important characteristic commonly found in effective school administrators at primary level? CO2 K6
  - a. Mastery over subject knowledge
  - b. Leadership and management
  - c. Effective communication
  - d. Interpersonal relationship
5. In management, equity refers to CO3 K4
  - a. Fairness and equality
  - b. Financial compensation
  - c. Value of shares
  - d. Equality of gender
6. A chart which shows what is going on and where and who conducts the work CO3 K1
  - a. Time table
  - b. Schedule
  - c. Diary
  - d. Roster

**PART – B**

**3x 6 = 18**

**Answer the following questions**

**Answer should not exceed 400 words or two pages**

- |    |    |  |     |    |
|----|----|--|-----|----|
| 7. | a. | State the need of Educational management.<br>(or)                      | CO1 | K1 |
| 7. | b. | What are the objectives of Educational management?                     | CO1 | K4 |
| 8. | a. | What is classroom discipline?<br>(or)                                  | CO2 | K2 |
| 8. | b. | Mention the characteristics of democratic institutional climate.       | CO2 | K3 |
| 9. | a. | Give the importance of Institutional planning.<br>(or)                 | CO3 | K2 |
| 9. | b. | Why construction of time table for co-curricular activities important? | CO3 | K6 |

**PART – C**

**3 x 12 = 36**

**Answer the following questions**

**Answer should not exceed 800 words or four pages**

- |     |    |   |     |    |
|-----|----|---|-----|----|
| 10. | a. | Explain the functions of Educational management.<br>(or)                      | CO1 | K2 |
| 10. | b. | Describe the systems approach with proper example                             | CO1 | K4 |
| 11. | a. | Enlighten the dimensions of organizational climate.<br>(or)                   | CO2 | K3 |
| 11. | b. | Explore the role of the leader in fostering democratic institutional climate. | CO2 | K6 |
| 12. | a. | Explicate the principles of timetable.<br>(or)                                | CO3 | K4 |
| 12. | b. | Elucidate the different types of staff meeting.                               | CO3 | K1 |

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