



## 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

### Bachelor of Education Degree Examination - February 2022 I Semester

Class: I B.Ed.

Time : 3 Hours  
Max. Marks : 100

#### 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 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

10 x 1 = 10

1. Educational Administration is the process of CO1 K1
  - a. utilizing appropriate resources for development of Human qualities
  - b. manage activities of educational institutions
  - c. planning, organizing, directing and controlling human resources in educational setting
  - d. none of the above
2. \_\_\_\_\_ is the characteristic of bureaucracy in Educational Administration. CO1 K3
  - a. Co-curricular activities
  - b. Fund raising
  - c. Organization
  - d. Division of labour
3. There are \_\_\_\_\_ types of Educational Administration in general. CO2 K2
  - a. Two
  - b. Three
  - c. Four
  - d. Five
4. In Educational Management the function of "reporting" are CO2 K3
  - a. Documentation
  - b. Record Keeping
  - c. Inspection
  - d. all the above
5. Supervision should be primarily CO3 K3
  - a. preventive and critical
  - b. preventive and corrective
  - c. constructive and creative
  - d. construction and critical
6. The school policy should be determined by CO3 K1
  - a. the professional educators
  - b. Headmasters
  - c. Citizens
  - d. Citizens and educators
7. The chief responsibility of the Principal is CO4 K2
  - a. organize and administer the guidance programme
  - b. provide leadership in instructional plan
  - c. maintain school record
  - d. handle discipline problems
8. Education supervision means CO4 K2
  - a. assistance in development of teaching learning process
  - b. discipline through which we control affairs of others
  - c. preparing for future desired goals
  - d. both a and b
9. Effective classroom communication can transform CO5 K4
  - a. academic administration
  - b. academic marketing
  - c. teaching learning process
  - d. management strategies
10. The important determinant of effective school management is CO5 K4
  - a. communication skills
  - b. positive reinforcement
  - c. pupils achievement
  - d. teaching skill

**Part B**

**5 x 6 = 30**

**Answer ALL questions**

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

- 11.a. Distinguish between Educational administration and management. (any six) CO1 K2  
(or)
- 11.b. Describe the scope of educational administration and management. CO1 K2
- 12.a. Criticize the aims and needs of educational supervision. CO2 K4  
(or)
- 12.b. Write a short note on qualities of supervisory staff. CO2 K3
- 13.a. Examine the role of communication in effective management and administration. CO3 K4  
(or)
- 13.b. Point out the possibilities to overcome the barriers of communications in educational administration. CO3 K4
- 14.a. Explain the role of teacher in school management and administration. CO4 K4  
(or)
- 14.b. Appraise on staff development programmes. CO4 K5
- 15.a. Describe the administration structure of education in the state. CO5 K2  
(or)
- 15.b. Summarize the problems of teachers and administrators in government schools. CO5 K5

**Part C**

**5 x 12 = 60**

**Answer ALL questions**

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

- 16.a. Explain the concept, nature and objectives of Educational Administration. CO1 K2  
(or)
- 16.b. Highlight the basic functions of Educational administration. CO1 K4
- 17.a. Enumerate the different types of supervision with examples. CO2 K2  
(or)
- 17.b. Compile the defects in the present supervision and inspection. CO2 K6  
Suggest ways to prevent the defects.
- 18.a. List out the barriers of communication in educational administration and management in present scenario. CO3 K4  
(or)
- 18.b. Explain the various methods of communication in educational administration. CO3 K3
- 19.a. Analyse the various approaches of management. CO4 K4  
(or)
- 19.b. Summarize the roles and responsibilities of a Head Master in school administration and management. CO4 K5
- 20.a. Construct a structure and features of online classroom management for modern classroom. CO5 K2  
(or)
- 20.b. Examine the functions of the Board of State Government in controlling primary, secondary and higher secondary schools. CO5 K4

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