

**AVINASHILLINGAM INSTITUTE FOR HOME SCIENCE AND HIGHER
EDUCATION FOR WOMEN**

Coimbatore – 641 043.

Continuous Internal Assessment Test I - August 2018
SEMESTER I

Class : I B.Ed
Branch: Education

Time: 2 Hrs.
Max. Marks: 60

18BEDC03 Educational Administration

COURSE OUTCOMES:

- CO1: Educate about the concept and concerns of educational administration
- CO2: Discuss about the role of the headmaster and the teacher in school management
- CO3: Describe the concept and importance of communication and its possible barriers in educational administration

PART – A

Choose the correct answer

5 x 1 = 5

1. Sin-qua-non of efficient administration is
a. Planning b. Co-ordination c. Organising d. Controlling
CO1 K1
2. Main responsibility of School Management lies on
a. Principal b. Senior Staff c. Manager d. Management
CO2 K2
3. The effective supervision is indicated by
a. Good relations between teacher and supervisors
b. Helping teacher in their teaching
c. Helping teachers becoming more self sufficient
d. Criticizing teacher's lessons
CO2 K1
4. The supervision which does not fulfill the basic purpose of Inspection is
a. Creative b. Democratic c. Corrective d. Preventive
CO3 K3
5. Effective communication is that in which
a. sender sends a complete message
b. Receiver understands the message of sender
c. Communication is oral
d. communication is in writing
CO3 K4

PART – B

Answer the following in one or two sentences

5 x 2 = 10

6. Define Educational Management.
CO2 K1
7. List any four objectives of Educational administration.
CO1 K1
8. Infer the necessity of Inspection.
CO2 K2
9. List any four aims of Supervision and Inspection.
CO3 K1
10. Draw the Communication Channel.
CO3 K4

Answer should not exceed 200 words or one page

- 11. a. Analyze the merits and demerits of democratic administration. CO1 K4
(or)
- 11. b. Distinguish Educational administration and Educational Management. CO2 K4
- 12. a. What are the areas to be inspected in a School? CO3 K1
(or)
- 12. b. Enumerate the defects in present inspection and supervision. Suggest suitable corrective measures to overcome it. CO3 K6
- 13. a. Differentiate between Inspection and Supervision. CO3 K4
(or)
- 13. b. Elucidate the qualities of a good Supervisor. CO3 K3

PART – D

Answer the following

Answer should not exceed 700 words or six pages

2 x 15 = 30

- 14. a. Explain the basic functions of Educational Administration. CO1 K6
(or)
- 14. b. Give an detail account on different types of Inspection and Supervision. Suggest the best type with justification. CO2 K6
- 15. a. Explain the various methods of Communication. Determine the best method of Communication for effective management and communication. CO3 K6
(or)
- 15. b. Elucidate the barriers of Communication in Educational administration and Suggest suitable measures to overcome those barriers. CO3 K5