

Avinashilingam Institute For Home Science And Higher Education For Women
Coimbatore – 641 043.
Continuous Internal Assessment Test I - February 2020
SEMESTER IV

Class : M.Ed
Major: Education

Time: 2 Hrs.
Max. Marks: 45

18MEDC13: Educational Management

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 role of administrator in the Educational Institutions
CO5: Apply the scientific practices of educational management in work

PART – A

6 x 1/2 = 3

Choose the correct answer

1. The functions of management include: CO₁ K₂
a. Planning b. Controlling c. Organising All the above d. POSDCORB
2. The father of Operational management theory is CO₁ K₁
a. Terry and Franklin b. Henry Fayol c. Hendry Franklin d. Elton Meo
3. Beliefs, values, and assumptions people have about their particular organisation are CO₅ K₂
elements of
a. Organisational Culture b. Productivity Improvement Processes
c. Dynamic Systems. d. Organisational Culture
4. One of the component of Systems approach is CO₅ K₂
a. Planning b. Output c. Reinforcement d. Refocusing
5. Activities and learning experiences that complement, in some way, what students CO₄ K₂
are learning in school refers to
a. Curricular activities b. Co curricular activities
c. Extracurricular activities d. syllabus
6. A positive feeling about your job resulting from an evaluation of its characteristics. CO₅ K₂
a. involvement b. engagement c. happiness d. satisfaction

PART – B

3 x 4 = 12

Answer ALL Questions

Answer should not exceed 200 words or one page

7. a. What are the objectives of educational management? CO₁ K₂
(or)
7. b. Explain the steps involved in planning of Educational Management CO₁ K₂
8. a. Describe the determinants of Job satisfaction CO₅ K₄
(or)
8. b. Explain different ways of ensuring effective Institutional discipline. CO₄ K₄
9. a. Bring out the various techniques used for classroom management CO₄ K₃
(or)
9. b. What is meant by Institutional planning? Discuss its dimensions. CO₅ K₄

PART – C

3 x 10 = 30

Answer the following

Answer should not exceed 600 words or four pages

10. a. Describe POSDCORB. Explain in detail the nature and function of educational management CO₄ K₂
- (or)
10. b. Define Systems approach and discuss in detail systems approach in educational management. CO₅ K₄
11. a. As a leader how will you foster democratic Institutional climate for effective performance. CO₅ K₆
- (or)
11. b. Explain different types and principles of effective staff meeting CO₄ K₄
12. a. Explain the principles and steps involved in organizing curricular and Co- curricular events CO₄ K₄
- (or)
12. b. Explain the basic principles to be remembered in time table construction CO₅ K₄

No. of copies required : 10

Staff incharge : Mrs. S.Andal