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**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 I –March 2022

IV Semester

Class: II M.Ed.

Time:2Hrs.

Max.Marks:60

**20MEDC13:EducationalManagement**

**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**

6 x 1 = 6

Choose the correct answer

1. The function of guiding, counselling, motivating and leading people in the organisation to achieve its objectives is  
a. Planning  
b. Organising  
c. Directing  
d. Controlling  
CO1 K2
2. This is not the element of Systems approach  
a. Input  
b. Output  
c. Environment  
d. Problemsolving  
CO5 K2
3. A basic requirement of an educational institution and the basis of health of a school is  
a. Institutional Structure  
b. Organisational behaviour  
c. Organisational culture  
d. Institutional climate  
CO2 K2
4. A successful criteria for effective school management is  
a. To achieve planned target  
b. To improve performance  
c. To bring good discipline  
d. Empowering staff  
CO2 K2
5. The basic unit or grass root level of the larger educational planning is  
a. Budget planning  
b. Instructional planning  
c. Co-Curricular planning  
d. Institutional planning  
CO2 K2
6. A set of rules about how to behave and do business with other people refer to  
a. Code of conduct  
b. ethics  
c. Discipline  
d. Organizational climate  
CO2 K2

**PART- B**

**3 x 6= 18**

**Answer ALL the questions**

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

7. a. Explain the nature, objectives of Educational Management. CO5 K2
- Or
7. b. Explain the scope of Educational Management. CO1 K3
- 8.a. Describe the dimensions of Organizational climate CO2 K4
- Or
8. b. Explain how a teacher can create a conducive classroom environment CO2 K6
9. a. Explain the objectives of Institutional planning CO2 K2
- Or
9. b. Explain the types and principles of effective staff meeting. CO5 K4

**PART- C**

**3 x 12 = 36**

**Answer ALL the questions**

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

10. a. Define Educational management. Discuss in detail various function of Educational management. CO1 K2
- Or
10. b. Explain the Systems approach to Educational management. CO5 K2
11. a. Explain various strategies and techniques of ensuring effective Institutional discipline. CO5 K4
- Or
11. b. Explain the role of the leader in fostering democratic Institutional climate CO2 K4
12. a. Define institutional planning. Explain the role of Headmaster in preparing Institutional planning CO2 K4
- Or
12. b. Explain the various types and principles of staff meeting CO2 K2