

**Avinashilingam Institute for Home Science and Higher Education for Women
(Deemed to be University) Coimbatore – 641 043**

Bachelor of Education Degree Examination – November 2018
I Semester

Class : I B.Ed.

Time: 3 Hrs
Max. Marks: 100

18BEDC03 Educational Administration

Part – A

10 X 1 = 10

Choose the Correct Answer

1. The individual in the group given the task of directing and coordinating is
a. Leader
b. Supervisor
c. Instructor
d. Guide
2. The power delegated and distributed throughout an organization can be technically termed as
a. Control
b. Command
c. Decentralization
d. Centralization
3. Which one of the following is central to interpersonal relationship ?
a. Organization
b. Communication
c. Decision making
d. Coordination
4. In teaching learning process supervision is usually carried out by
a. Principal
b. Teacher
c. Parents
d. Society
5. Authoritarian model is more suitable for
a. Confidence
b. Improvement
c. Achievement
d. Discipline
6. Execution of plans and decisions is the part of
a. Planning
b. Organizing
c. Commanding
d. Coordinating
7. The degree to which organizational resources contribute to productivity is
a. Efficiency
b. Effectiveness
c. Output
d. Production
8. Which is not the characteristic of authoritative administration ?
a. Rudeness
b. Suppressing the sub-ordinates
c. Strict discipline
d. Sharing
9. The effectiveness of school administration can best be judged through
a. Head Master's Performance
b. Neat and Spacious buildings
c. Learning outcomes
d. Teacher-student relations
10. How funds in a given period will be obtained and spent is
a. Allocation
b. Expenditure
c. Budget
d. Receipt

Answer the following questions

Answer should not exceed 400 words or two pages

11. a. Explain the need and significance for teachers to study educational administration and management.
(or)
11. b. Define Supervision. Discuss the scope of supervision in the context of school administration.
12. a. Narrate the qualities required for a good educational administrator.
(or)
12. b. Analyze the defects in the present supervision and inspection patterns. Suggest ways and means to develop it.
13. a. Highlight the various roles and functions of a teacher in school management.
(or)
13. b. Explain Social-Justice approach in school management and administration.
14. a. Write short notes on the structure of administrative process in education.
(or)
14. b. Analyze the various problems faced by a teacher in an educational administrative setting.
15. a. Describe the laissez-faire style of educational administration. List down the various problems of this administration style.
(or)
15. b. Write the need for educational administration at various levels of education.

Part – C

5 X 12 = 60

Answer the following questions

Answer should not exceed 800 words or four pages

16. a. Explain the basic functions of educational administration.
(or)
16. b. Explain the various types of supervision at different levels of education with relevant illustrations.
17. a. Elucidate the place and influence of psychological and sociological factors involved in educational administration.
(or)
17. b. Give a description of how educational administration and supervision aids in the development of education.
18. a. Describe the role of Headmaster in planning of school activities.
(or)
18. b. Give a detailed account on the i. Man-power approach and ii. Social demand approach in school management and administration.
19. a. Discuss the major roles of communication in educational management and administration.
(or)
19. b. Define leadership. Highlight the appropriate leadership functions in motivating personnel in an educational institution.
20. a. State the essential features of educational organizations. Identify four management functions in your educational institution that needs to be improved and suggest your views on improving it.
(or)
20. b. Elaborate the functions of the Secondary Board of Education in controlling secondary schools.