

Mavinay



**Avinashilingam Institute for Home Science and Higher Education for Women**  
(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)  
Re-accredited with A++ Grade by NAAC. Recognised by UGC Under Section 12B  
Coimbatore - 641 043, Tamil Nadu, India

**Continuous Internal Assessment I- February 2023**  
**SEMESTER II**

**Class: I M.Ed.**

**Time: 2Hrs.**

**Max.Marks: 60**

**21MEDC09 : 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 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**

- The process of comparing the actual performance with the set standards of the company to ensure that activities are performed according to the plans and if not taking corrective action is  
a. Planning  
b. Organising  
c. Directing  
d. Controlling  
CO1 K2
- This is an element of Process component of Systems approach  
a. Human resources  
b. Financial results  
c. Management activities  
d. Products or services  
CO1 K2
- 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
- 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
- 'Institutional planning is a milestone in the journey towards the improvement of education' is said by  
a. M.B.Buch  
b. E.W.Franklin  
c. Hendry Fayol  
d. F.W. Taylor  
CO2 K1
- This consists of shared values, norms, attitudes and perceptions that influence how people in an organization behave.  
a. Code of conduct  
b. Organizational ethics  
c. Organisational 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. List out any six characteristic features and objectives of Educational Management. CO1 K2
- Or
7. b. Explain the concept and advantages of Systems approach CO5 K3
- 8.a. Describe the concept and various dimensions of Organizational climate CO2 K2
- Or
8. b. List out the characteristics of democratic Institutional climate CO2 K2
9. a. Explain the need and importance of Institutional planning CO2 K2
- Or
9. b. Define institutional planning. Explain the objectives of Institutional planning CO2 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 functions 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 for effective performance and job satisfaction CO2 K4
12. a. Explain the importance of time table and the various principles involved in the time table construction for curricular and co-curricular activities CO2 K4
- Or
12. b. Explain the various types and principles of effective staff meeting CO2 K2

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