

**Continuous Internal Assessment Test I - February 2019**  
**SEMESTER IV**

Class : II M.Ed.

Max. Marks: 45  
Time: 2 Hrs.

**17MEDC13: Educational Management**

**PART – A**

6 x ½ = 3

Choose the correct answer:

1. Fayol's functions of management include:
  - a. Planning, designating, completing, cooperating
  - b. Punishing, commanding, organising, coordinating, controlling
  - c. Preparing, commanding, operating, consulting, controlling
  - d. Planning, commanding, organising, coordinating, controlling
2. The father of Operational management theory is
  - a. Terry and Franklin
  - b. Henry Fayol
  - c. Henry Fayol
  - d. Elton Meo
3. In "POSDCORB" CO stands for
  - a. Coordinating
  - b. Cooperation
  - c. Correlation
  - d. Collection
4. Leadership is the ability to
  - a. motivate
  - b. influence
  - c. succeed
  - d. All of the above
5. A set of rules about how to behave and do business with other people refers to
  - a. Ethics
  - b. Organisational climate
  - c. Educational Management
  - d. Code of Contact
6. The basic unit or grass-root level of the larger educational planning is
  - a. Curricular planning
  - b. Instructional planning
  - c. Co-Curricular planning
  - d. Institutional planning

**PART – B**

3 x 4 = 12

Answer ALL questions

**Each answer should not exceed 200 words or one page**

7. a. Define educational Management. Also explain the objectives of educational management.  
(or)
7. b. Give an account on the nature and scope of educational management.
8. a. Describe the dimensions of Organizational Climate.  
(or)
8. b. Illustrate the methods of ensuring effective institutional discipline.
9. a. What are the objectives of Institutional planning?  
(or)
9. b. Give an account of the different types of time table.

3 x 10 = 30

**PART – C**

Answer ALL questions

**Each answer should not exceed 600 words or three pages**

10. a. Discuss in detail the various function of educational management.  
(or)
10. b. Give an account on systems approach in educational management.
11. a. Explain how a teacher can create a conducive environment in the classroom considering the different factors of it.  
(or)
11. b. Describe the effective ways of ensuring effective classroom management.
12. a. What is a Time table and explain the need, importance and principles of good time table construction.  
(or)
12. b. Discuss the various types of Staff meeting and high light the principles of Effective Staff meeting.