

N.V.K.S.D. COLLEGE OF EDUCATION, ATTOOR
(AUTONOMOUS)

M. Ed. Degree Fourth Semester Examination, September 2020
(For the candidates admitted for the academic year 2018-2020)

Perspective course: TRENDS IN EDUCATIONAL MANAGEMENT AND ADMINISTRATION
Course code: M4PC1825

Time: 3 Hours

Maximum Marks: 70

SECTION A (10 x 1 = 10 marks)

Answer ALL the questions by selecting the appropriate answers.

1. The chief responsibility of the head of the institution is to
 - a) Organize and administer the guidance programmes
 - b) Provide leadership in instructional plan
 - c) Maintain school records
 - d) Handle discipline problems
2. The history of administration goes back to
 - a) 5000 BC
 - b) 4000 BC
 - c) 800 BC
 - d) 1000 BC
3. Management By Objectives(MBO) was introduced by
 - a) Hentry Fayol
 - b) Peter Duckor
 - c) Herzberg
 - d) Frederick Taylor
4. According to Fayol, elements of administration are
 - a) 4
 - b) 5
 - c) 6
 - d) 2
5. To make arrangements is the part of
 - a) Planning
 - b) Organizing
 - c) Commanding
 - d) Coordinating
6. Bureaucratic theory is advocated by
 - a) Campbell
 - b) Herzberg
 - c) Henry Fayol
 - d) Max Weber
7. Father of modern theory of management is
 - a) Tyler
 - b) Henry Fayol
 - c) Max Weber
 - d) Gullick
8. The concept of inspection was first introduced in
 - a) Pakistan
 - b) India
 - c) England
 - d) China
9. The primary goal of financial management is
 - a) To maximise the return
 - b) Increased productivity
 - c) To minimise the risk
 - d) To maximise the wealth of the owner
10. Human resource departments are
 - a) Line departments
 - b) Authority departments
 - c) Service departments
 - d) Functional departments

SECTION B (5x3 = 15 marks)

Answer all the FIVE questions in about 100 words each.

11. Differentiate between management and administration.
12. What are the types of administration?
13. What are the current trends in educational management?
14. Write a short note on fiscal management.
15. What is participatory school governance?

SECTION C (5 x 5 = 25marks)

Answer any FIVE questions in about 200 words each.

16. Explain the significance of MIS in effective management of educational institutions ?
17. Describe the functions of educational administration.
18. Outline the role and responsibility of NIEPA in educational administration and management.
19. Explain Fayol's principles of management.
20. Explain scientific management in education .
21. Elaborate the need of human resource in management
22. Discuss the concept of total quality education.

SECTION D (2x 10 = 20 marks)

Answer BOTH the questions in about 500 words each.

23. (a) Describe the characteristics and functions of educational administration
(Or)
(b) Explain the meaning and rationale for good governance. What is the role of leadership in good governance.
24. (a) Elaborate the bureaucratic management theory.
(Or)
(b) How do educational administration and supervision help in developing the educational systems in our country?