

**MA EDUCATION  
THIRD SEMESTER  
EDUCATIONAL MANAGEMENT  
MAE – 301**

**SET  
B**

[USE OMR SHEET FOR OBJECTIVE PART]

Duration: 3 hrs.

Full Marks: 70

**(Objective)**

Time: 30 mins.

Marks: 20

*Choose the correct answer from the following:*

*1 × 20 = 20*

1. The full form of MBO is
  - a. Management by objectives
  - b. Managing by objectives
  - c. Management before operation
  - d. Management before operating
2. A process that aims at maintaining the institutions of education and making them function efficiently and effectively is called
  - a. Educational planning
  - b. Educational management
  - c. Educational finance
  - d. Human resource development
3. To assess the achievement at the end of instruction is
  - a. Formative Assessment
  - b. Diagnostic Assessment
  - c. Summative Assessment
  - d. Placement Assessment
4. PERT stands for
  - a. Programme Evaluation Review Technique
  - b. Population Evaluation Review Technique
  - c. Programme Evaluation Review Technology
  - d. Population Evaluation Review Technology
5. The process of school development planning is enhance by
  - a. To promote desirable goals
  - b. To achieve agreed standard
  - c. To judge success
  - d. Motivation
6. Planning is the .....step of educational management.
  - a. First
  - b. Third
  - c. Second
  - d. Forth
7. Investment in Industry is an example of
  - a. Social justice approach
  - b. Rate of returns approach
  - c. Manpower planning approach
  - d. Social demand approach
8. Organization is one of the important function of .....
  - a. Management
  - b. Leadership
  - c. Cooperation
  - d. None of these
9. ....can be defined as the process by which goals are achieved through collective and cooperative human effort in a suitable environment.
  - a. Supervision
  - b. Administration
  - c. Planning
  - d. Organization

10. Leadership would be 3'Ps
  - a. Person, people and purpose
  - b. Person, people and perspective
  - c. Person, people and pleasure
  - d. Person, people and peace
11. In educational management function of budgeting is
  - a. Financial planning
  - b. Control and expenditure
  - c. Accounting
  - d. None of the above
12. An appropriate use of means and resources for realizing specific objectives is known as
  - a. Planning
  - b. Management
  - c. Finance
  - d. Development
13. The basic purpose of supervision is to help
  - a. Children learn more effectively
  - b. Teachers in improving methods
  - c. Teachers in understanding pupil
  - d. Teachers in dealing pupils
14. Educational administration is a process of
  - a. Utilizing appropriate resources for development of human qualities
  - b. Manage activities of educational institutions
  - c. Planning, organizing, directing and controlling
  - d. None of the above
15. A successful criteria for effective school management is
  - a. To get planned target
  - b. Improve performance
  - c. Stress on future performance
  - d. None of the above
16. Leadership is the process by which an executive can ....., guide and influence the behavior of others.
  - a. Order
  - b. Plan
  - c. Direct
  - d. All of these
17. Social justice approach emphasizes justice to the disadvantaged sections of society and is based on
  - a. Article 15
  - b. Article 30
  - c. Article 25
  - d. Article 45
18. Factors of leadership are leader, follower, communication and .....
  - a. Environment
  - b. Interpersonal relation
  - c. Situation
  - d. None of these
19. Educational management is a ..... activity.
  - a. Meaningful
  - b. Alternative
  - c. Cognitive
  - d. Purposeful
20. The constituents of educational management are:
  - a. Educational planning, technical skill, human relation and motivation
  - b. Educational planning, organization, controlling and supervision
  - c. Educational organization, management, planning and action planning
  - d. Educational supervision, planning, controlling and organization

**(Descriptive)**

Time : 2 Hr. 30 Mins.

Marks : 50

[ Answer question no.1 & any four (4) from the rest ]

1. Discuss the meaning and nature of educational management. What are the basic principles of educational management? 4+6=10
2. How the quality of leadership is related to educational administration? Discuss two theories of leadership. 6+2+2=10
3. Discuss elaborately the approaches to educational planning. 10
4. How educational administration and organization go hand in hand? Discuss the factors affecting educational planning and administration. 5+5=10
5. What do you mean by institutional planning? Discuss its needs and importance. 3+7=10
6. A teacher can use different kind of skills to managing the classroom. Discuss. 10
7. Discuss the role of TQM and PERT in quality management of education. 5+5=10
8. Write short notes on: 5+5=10
  - a) Styles of leadership
  - b) Supervision as a process

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