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(CBCS)

(6th Semester)

EDUCATION

TENTH PAPER

(Educational Planning and Management)

(Pre-Revised)

Full Marks : 75

Time : 3 hours

The figures in the margin indicate full marks for the questions

(SECTION : A—OBJECTIVE)

(Marks : 10)

Tick (✓) the correct answer in the brackets provided :

1×10=10

1. Educational planning is necessary to

- (a) ensure the success of education ()
- (b) minimize backward children ()
- (c) have better relationship among the students ()
- (d) broaden the outlook of the students ()

2. Institutional planning is an index of _____ in institution.

- (a) excellence ()
- (b) autonomy ()
- (c) quality ()
- (d) standard ()

3. Who is considered to be the father of modern concept of management?

- (a) Max Weber ()
- (b) F. W. Taylor ()
- (c) J. B. Thomas ()
- (d) Henri Fayol ()

4. Local needs are better looked after under the

- (a) centralized management ()
- (b) decentralized management ()
- (c) bureaucratic management ()
- (d) autocratic management ()

5. Financial management is concerned with

- (a) profit and loss of the organization ()
- (b) investment in banks ()
- (c) procurement and utilization of funds ()
- (d) stock exchange ()

6. Which one of the following factors determines financial allocation?

- (a) Constitutional provision ()
- (b) Maintenance of normal service ()
- (c) Demand for education ()
- (d) Unemployment of youth ()

7. Managerial behavior is mainly

- (a) to exercise absolute authority on the subordinates ()
- (b) to criticize and control the subordinates ()
- (c) the preference for maintaining status quo ()
- (d) to obey the boss ()

8. The opposite of democratic leadership is

- (a) laissez-faire leadership ()
- (b) transactional leadership ()
- (c) permissive leadership ()
- (d) authoritarian leadership ()

9. Supervision is a

- (a) fault-finding service ()
- (b) guiding and motivating service ()
- (c) disciplinary service ()
- (d) punishment service ()

10. Supervision should be primarily

- (a) preventive and critical ()
- (b) critical and corrective ()
- (c) constructive and creative ()
- (d) constructive and critical ()

(SECTION : B—SHORT ANSWER)

(Marks : 15)

Write briefly on/Answer the following :

3×5=15

UNIT—I

1. Importance of educational planning

OR

2. Characteristics of institutional planning

UNIT—II

3. Concept of educational management

OR

4. Technocratic management

UNIT—III

5. Factors affecting financial allocations in education

OR

6. Purposes of educational finance

UNIT—IV

7. Who is a manager?

OR

8. Concept of educational leadership

UNIT—V

9. Need of educational supervision

OR

10. Any three types of educational supervision

(SECTION : C—DESCRIPTIVE)

(Marks : 50)

Answer the following :

10×5=50

UNIT—I

1. Define the concept of educational planning. Discuss the various steps of educational planning. 3+7=10

OR

2. What is institutional planning? Write briefly on the importance of institutional planning. 3+7=10

UNIT—II

3. Elaborate the various principles of educational management. 10

OR

4. What is centralization of management? Mention the merits and demerits of centralized management. 3+7=10

UNIT—III

5. What do you mean by financial management? Discuss the various sources of income of educational organizations. 3+7=10

OR

6. Examine the different problems involved in financing educational institutions. 10

UNIT—IV

7. What do you mean by leadership styles? Discuss the different styles of leadership in management. 3+7=10

OR

8. Enumerate the various factors affecting managerial behaviour. 10

UNIT—V

9. Explain the concept of supervision. Write the principles of supervision. 3+7=10

OR

10. Describe the supervisory procedures in education. 10

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