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(CBCS)

(6th Semester)

EDUCATION

TWELFTH (B) PAPER

(Educational Planning and Management)

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

2. Institutional planning is based on the principles of ____ utilization of available resources.

(a) maximum ()

(b) sufficient ()

(c) optimum ()

(d) adequate ()

3. Educational management which makes no attempt to install a uniform pattern of national system of education is

(a) decentralized ()

(b) centralized ()

(c) bureaucratic ()

(d) technocratic ()

4. "Management is to forecast and plan, to organize, to command, to coordinate and to control." Who gave this definition?

(a) E. F. L. Breech ()

(b) Peter F. Drucker ()

(c) M. B. Buch ()

(d) Henry Fayol ()

5. The main source of income of the educational institution is received from

(a) the Government ()

(b) the United Nations ()

(c) loan from banks ()

(d) local community ()

6. Which of the following is a major factor affecting financial allocation?

(a) Investment in banks ()

(b) Constitutional provision ()

(c) Unemployment of youth ()

(d) Educational organization ()

7. The factor which does not affect managerial behaviour is

(a) political factor ()

(b) social factor ()

(c) geographical factor ()

(d) psychological factor ()

8. One-way or top-down communication without feedback is a feature of

(a) consultative leadership ()

(b) democratic leadership ()

(c) laissez-faire leadership ()

(d) autocratic leadership ()

9. Supervision is a/an

(a) authoritarian service ()

(b) disciplinary service ()

(c) guiding and stimulating service ()

(d) fault-finding service ()

10. 'Fault finding' or 'police character' is

(a) corrective-type supervision ()

(b) creative-type supervision ()

(c) preventive-type supervision ()

(d) permissive-type supervision ()

(SECTION : B—SHORT ANSWER)

(Marks : 15)

Write briefly on the following :

3×5=15

UNIT—I

1. Importance of educational planning

OR

2. Steps in institutional planning

UNIT—II

3. Aspects of educational management

OR

4. Autocratic management

UNIT—III

5. Public funds in educational finance

OR

6. Any three factors affecting financial allocation

UNIT—IV

7. Concept of managerial behaviour

OR

8. Laissez-faire style of leadership

UNIT—V

9. Importance of supervision

OR

10. Supervisory procedure

(SECTION : C—DESCRIPTIVE)

(Marks : 50)

Answer the following questions :

10×5=50

UNIT—I

1. What do you understand by educational planning? Discuss the nature and characteristics of educational planning. 4+6=10

OR

2. What is institutional planning? Describe the importance of institutional planning. 4+6=10

UNIT—II

3. Elaborate the various principles of management. 10

OR

4. What do you mean by democratic management? Mention the merits and demerits of democratic management. 3+7=10

UNIT—III

5. What is financial management? Discuss the various sources of income of educational organizations. 3+7=10

OR

6. Discuss the problems of financing education in India. 10

UNIT—IV

7. What are the various factors affecting managerial behaviour? Discuss. 10

OR

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

UNIT—V

9. Define supervision. Discuss the various types of educational supervision. 3+7=10

OR

10. Describe the principles of supervision. 10
