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(CBCS)

(6th Semester)

EDUCATION

TENTH PAPER

(Educational Planning and Management)

Full Marks : 75

Time : 3 hours

(PART : A—OBJECTIVE)

(Marks : 25)

The figures in the margin indicate full marks for the questions

SECTION—A

(Marks : 10)

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

1×10=10

1. The basis of all programmes of quantitative and qualitative improvement in education is

- (a) educational planning ()
- (b) educational management ()
- (c) educational finance ()
- (d) managerial behavior ()

2. Institutional planning is an effort to make use of available resources to the

- (a) minimum ()
- (b) adequate ()
- (c) sufficient ()
- (d) optimum ()

- 3.** How many principles of management has Henri Fayol listed?
- (a) 13 ()
 - (b) 14 ()
 - (c) 15 ()
 - (d) 16 ()
- 4.** Which one of the following is the characteristic of a decentralized management?
- (a) Rigidity in decision making ()
 - (b) Dictates policies and procedures ()
 - (c) Directs and controls all activities ()
 - (d) Division of responsibilities ()
- 5.** Financial management is concerned with
- (a) profit and loss of the organization ()
 - (b) procurement and utilization of fund ()
 - (c) investment in banks ()
 - (d) exchange of money with other countries ()
- 6.** Which one of the following is not a source of income in educational organization?
- (a) Land grants and endowments ()
 - (b) Government funds ()
 - (c) Loan from the bank ()
 - (d) Fees from the students ()
- 7.** The factor which does not affect the managerial behavior is
- (a) technical factor ()
 - (b) social factor ()
 - (c) political factor ()
 - (d) personal factor ()

8. A leader who gives orders only after consulting the group is called
- (a) laissez-faire leader ()
 - (b) autocratic leader ()
 - (c) democratic leader ()
 - (d) dictatorial leader ()
9. Supervision is a/an
- (a) faultfinding service ()
 - (b) guiding service ()
 - (c) punishment service ()
 - (d) authoritarian service ()
10. The primary functions of educational supervision is
- (a) providing leadership and improving teaching learning ()
 - (b) providing more money and improving inspection ()
 - (c) providing follow-up actions and improving the workload ()
 - (d) All of the above ()

SECTION—B

(Marks : 15)

Answer/Write on the following briefly :

3×5=15

1. Concept of educational planning

OR

Importance of educational planning

2. Bureaucratic type of management

OR

Technocratic type of management

3. Describe any three sources of income of educational organization.

OR

Factors affecting financial allocation

4. Concept of managerial behavior

OR

Role of a Manager

5. Supervisory procedures in education

OR

Importance of educational supervision

(PART : B—DESCRIPTIVE)

(Marks : 50)

The figures in the margin indicate full marks for the questions

1. What is educational planning? Highlight the important characteristics of educational planning. 2+8=10

OR

What is an institutional planning? Discuss the various steps involved in institutional planning. 3+7=10

2. Elaborate the various principles of management. 10

OR

What do you mean by decentralization of management? Discuss the merits and demerits of decentralization of management. 2+(4+4)=10

3. What is financial management? Discuss the problems involved in financing educational institutions. 2+8=10

OR

Describe any three problems in financing of the institutions in which you have studied. 10

4. Discuss the various factors affecting managerial behavior. 10

OR

Discuss the different styles of leadership in management. 10

5. What do you mean by supervision? Discuss the principles of democratic supervision. 3+7=10

OR

Discuss the various types of educational supervision. 10
