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( 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. Educational Planning is necessary to

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

2. Institutional planning is based on the principles of \_\_\_\_ utilization of the resources available in the school and community.

- (a) maximum ( )
- (b) sufficient ( )
- (c) optimum ( )
- (d) None of the above ( )

- 3.** “Theory and practice of the organization and administration of existing educational establishments and systems.” Who gave this definition for educational management?
- (a) Paul Munroe ( )
  - (b) G. Terry Page and J. B. Thomas ( )
  - (c) Henri Fayol ( )
  - (d) Shelly Umama ( )
- 4.** Which one of the following is not Henri Fayol’s Principle of Management?
- (a) Authority ( )
  - (b) Discipline ( )
  - (c) Leadership ( )
  - (d) Esprit de corps ( )
- 5.** Which one of the following is the main source of income for educational organization?
- (a) Fees from the students ( )
  - (b) Endowments and land grants ( )
  - (c) Donations ( )
  - (d) All of the above ( )
- 6.** Major factor that influences educational finance is
- (a) removal of disparities in educational opportunity ( )
  - (b) maintenance of normal service ( )
  - (c) demand for education ( )
  - (d) unemployment of youth ( )
- 7.** The factor which does not affect the managerial behaviour is
- (a) personal factor ( )
  - (b) social factor ( )
  - (c) geographical factor ( )
  - (d) political factor ( )

8. Under decentralized management, all powers and responsibilities are distributed and shared by
- (a) central body ( )
  - (b) top to bottom ( )
  - (c) local body ( )
  - (d) autonomous body ( )
9. Supervision is a
- (a) guiding and stimulating service ( )
  - (b) fault finding service ( )
  - (c) punishment service ( )
  - (d) disciplinary service ( )
10. "Supervision is assistance in the development of a better teaching-learning situation." Who said this?
- (a) William A. Yeager ( )
  - (b) S. N. Mukherjee ( )
  - (c) Fred C. Ayer ( )
  - (d) Kimbal Wiles ( )

SECTION—B

( Marks : 15 )

Write briefly on the following :

3×5=15

1. Importance of educational planning
2. Bureaucratic type of management
3. Factors affecting financial allocations
4. Concept of managerial behaviour
5. Principles of democratic supervision

( PART : B—DESCRIPTIVE )

( Marks : 50 )

*The figures in the margin indicate full marks for the questions*

1. Explain the concept of educational planning and its need and importance. 4+6=10

**OR**

What is meant by institutional planning? Describe any five steps involved in the process of institutional planning. 5+5=10

2. Explain the concept of educational management. Elaborate any five principles of management. 5+5=10

**OR**

What is centralization of management in education? Discuss the merits and demerits of centralized management. 4+6=10

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

**OR**

What is financial management? Discuss the problems of financing educational institutions in India. 3+7=10

4. What do you understand by managerial behaviour? Discuss the various factors affecting managerial behaviour. 4+6=10

**OR**

What are leadership styles? Discuss the different styles of leadership in management. 4+6=10

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

**OR**

Discuss supervisory procedures in education. 10

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