

2015

EDUCATION

(Major)

Paper : 6.5

(Educational Management and Administration)

Full Marks : 60

Time : 3 hours

The figures in the margin indicate full marks for the questions

1. Fill up the gaps : 1×7=7

(a) Management is a process of planning, coordinating, motivating and controlling of efforts of the others towards attainment of specific objectives.

(b) In centralised type of management, a group of top level managers/administrators enjoy the power and responsibility.

(c) Administration is the application of power and authority to make worker responsible for their actions.

time table

(d) — is said to be the second school clock.

(e) IITs are supervised by —. ~~ABDE~~

(f) UGC is an autonomous organization related to higher education in India.

(g) 1976 422 Amendment of the Indian Constitution transfer education from the State List to Concurrent List.

2. Answer any *four* of the following questions :

2×4=8

- (a) Write two principles of educational management.
- (b) Mention two points showing differences between school organization and administration.
- (c) Describe any two functions of a principal as educational manager.
- (d) Briefly explain the concept of inspection.
- (e) Write two principles for organizing cocurricular activities in a school.
- (f) Highlight two important roles of the Ministry of Human Resource Development in India.

3. Answer any *three* of the following questions :

5×3=15

- (a) What are the objectives of educational management? Discuss.
- (b) Discuss about the role of a teacher in school management.
- (c) Compare administrative and academic educational supervision.
- (d) Explain any five principles of timetable construction.
- (e) Explain five important functions of direction.
- (f) State the functions of NCERT.

4. Answer any *three* of the following questions :

10×3=30

- (a) - What is meant by educational management? Distinguish between educational management and educational administration. 2+8=10
- (b) Show your acquaintance with different types of educational management. 10
- (c) "Planning and organization are essential for the efficient and smooth functioning of an educational management." Discuss. 10

- (d) Define educational supervision. Describe the nature and scope of educational supervision. 2+4+4=10
- (e) What is institutional plan? Why is it necessary to prepare institutional plan? Discuss about five important characteristics of institutional planning. 2+3+5=10
- (f) Write an explanatory note on the problems of educational administration in your State. 10

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2013

EDUCATION

(Major)

Paper : 3.2

Full Marks : 80

Time : 3 hours

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

State True or False/Fill in the blanks : $1 \times 10 = 10$

1. Physical measurement exists in the physical and material world.
2. Mental measurement is objective.
3. Evaluation is a process of qualitative judgement.
4. Distractor analysis is a part of item analysis.
5. In an achievement test we always look for face validity.

6. Measurement is a process to determine — aspects.
 7. Objectivity may have two aspects, objectivity of items and objectivity of —.
 8. The credit for preparing first — test goes to Alfred Binet.
 9. — scales are most commonly used technique for measuring attitude.
 10. Achievement tests are broadly classified as standardised achievement test and — test.
-

Answer the following very briefly :

2×5=10

11. Write two differences between physical measurement and mental measurement.
12. What do you mean by reliability of a test?
13. Write two steps to determine objectivity of a test.
14. What do you mean by percentile norms?
15. Write two characteristics of projective techniques.

(3)

Answer any *four* of the following briefly (from
Question Nos. **16** to **21**) : 5×4=20

- 16.** Discuss the importance of evaluation in education.
- 17.** Briefly describe the face validity of a test.
- 18.** Describe Rorschach ink-blot test.
- 19.** What are diagnostic tests?
- 20.** How is attitude measured?
- 21.** What do you mean by vocational proficiency test?
- 22.** What is a psychological test? Discuss briefly the general procedure for item selection. 4+6=10

Or

What do you mean by Errors of Measurement? Explain the constant error of measurement. 4+6=10

- 23.** What is meant by validity of a test? Distinguish between content validity and predictive validity. 4+6=10

Or

Discuss the advantages and limitations of age norms.

5+5=10

24. Explain the importance of intelligence tests in educational evaluation.

10

Or

Discuss the norm-referenced and criterion-referenced test.

5+5=10

25. What is an aptitude test? Show your acquaintance with any one of the aptitude tests.

4+6=10

Or

Write short notes on the following :

5+5=10

(a) Rating scale

(b) Cumulative record card

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EDUCATION

(Major)

Paper : 6.5

**(Educational Management and
Administration)**

Full Marks : 60

Time : 3 hours

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

Answer either in English or in Assamese

1. Fill in the blanks :

1×7=7

খালী ঠাই পূৰ কৰা :

(a) The process of directing others towards the accomplishment of some objectives is known as ____.

কোনো নিৰ্ধাৰিত উদ্দেশ্যাবলী সম্পাদনৰ প্ৰতি লক্ষ্য
ৰাখি আনক নিৰ্দেশনা দান কৰা প্ৰক্ৰিয়াক ____
বুলি জনা যায়।

(b) Sense of responsibility of individuals is not cared in _____ management.

ব্যক্তিৰ দায়িত্ববোধক _____ ব্যৱস্থাপনাত বিচাৰ কৰা নহয়।

(c) Selection of best alternatives is the important function of educational _____.

উৎকৃষ্ট বিকল্পৰ বাছনি শৈক্ষিক _____ গুৰুত্বপূৰ্ণ কাৰ্য।

(d) NCERT is concerned with _____ stage of educational administration.

NCERT শৈক্ষিক প্ৰশাসনৰ _____ স্তৰৰ লগত জড়িত।

(e) The chief responsibility of the head-master of a school is to give _____.

এখন বিদ্যালয়ৰ প্ৰধান শিক্ষকৰ মুখ্য দায়িত্ব হৈছে _____ প্ৰদান কৰা।

- (f) The process of formally examining and evaluating a school's functioning, results and progress is ____.

এখন বিদ্যালয়ৰ কামকাজ, ফলাফল আৰু উন্নয়নক আনুষ্ঠানিকভাৱে পৰীক্ষা কৰা আৰু মূল্যায়ন কৰাৰ প্ৰক্ৰিয়াক ____ বুলি কোৱা হয়।

- (g) Educational ____ is involved with determination of prime policies and goals in educational setting.

শৈক্ষিক ____ শৈক্ষিক পৰিস্থিতিৰ মুখ্য নীতি আৰু লক্ষ্যসমূহৰ নিৰ্ধাৰণৰ লগত জড়িত।

2. Answer the following questions : $2 \times 4 = 8$

তলৰ প্ৰশ্নসমূহৰ উত্তৰ দিয়া :

- (a) What is the meaning of school administration?

বিদ্যালয় প্ৰশাসনৰ অৰ্থ কি ?

- (b) Write two importances of academic supervision.

শৈক্ষিক পৰ্যবেক্ষণৰ দুটা গুৰুত্ব লিখা।

- (c) Write two important principles of organizing cocurricular activities in school.

বিদ্যালয়ত সহপাঠ্যক্রমিক কাৰ্য্যাবলী সংগঠনৰ দুটা গুৰুত্বপূৰ্ণ নীতি লিখা।

- (d) Write two demerits of decentralized management.

বিকেন্দ্ৰীকৃত ব্যৱস্থাপনাৰ দুটা অসুবিধা লিখা।

3. Answer any *three* of the following questions : 5×3=15

তলৰ প্ৰশ্নসমূহৰ যি কোনো তিনিটাৰ উত্তৰ দিয়া :

- (a) Distinguish between educational management and educational organization.

শৈক্ষিক ব্যৱস্থাপনা আৰু শৈক্ষিক সংগঠনৰ মাজত পাৰ্থক্য দেখুওৱা।

- (b) Write five important principles of educational management.

শৈক্ষিক ব্যৱস্থাপনাৰ পাঁচটা গুৰুত্বপূৰ্ণ নীতি লিখা।

- (c) Show your acquaintance with autocratic management.

স্বৈৰতান্ত্ৰিক ব্যৱস্থাপনাৰ লগত তোমাৰ পৰিচিতি দেখুওৱা।

- (d) Compare between educational inspection and supervision.

শৈক্ষিক পৰিদৰ্শন আৰু তদাৰকিৰ মাজত তুলনা কৰা।

- (e) Discuss the role of a headmaster in educational planning.

শৈক্ষিক পৰিকল্পনাত এজন প্ৰধান শিক্ষকৰ ভূমিকা আলোচনা কৰা।

4. Answer any *three* of the following questions :

10×3=30

তলৰ প্ৰশ্নসমূহৰ যি কোনো তিনিটাৰ উত্তৰ দিয়া :

- (a) What is educational management?
Describe the nature of educational management.

3+7=10

শৈক্ষিক ব্যৱস্থাপনা কি? শৈক্ষিক ব্যৱস্থাপনাৰ প্ৰকৃতি ব্যাখ্যা কৰা।

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

শিক্ষাত ব্যৱস্থাপনাৰ কেন্দ্ৰীকৰণ কি? কেন্দ্ৰীকৃত ব্যৱস্থাপনাৰ সুবিধা আৰু অসুবিধাসমূহ আলোচনা কৰা।

- (c) Explain the various functions of educational management.

শৈক্ষিক ব্যৱস্থাপনাৰ বিভিন্ন কাৰ্যাবলী আলোচনা কৰা।

- (d) Explain the meaning of supervision. What are the various types of educational supervision? Discuss.

4+6=10

তদাৰকিৰ অৰ্থ ব্যাখ্যা কৰা। শৈক্ষিক তদাৰকিৰ বিভিন্ন প্ৰকাৰসমূহ কি কি? আলোচনা কৰা।

- (e) Define institutional planning. What are the various steps involved in institutional planning? Explain elaborately. 2+8=10

প্রাতিষ্ঠানিক পৰিকল্পনাৰ সংজ্ঞা দিয়া। প্রাতিষ্ঠানিক পৰিকল্পনাৰ লগত জড়িত বিভিন্ন পৰ্যায়সমূহ কি কি? বিস্তাৰিত আলোচনা কৰা।

- (f) Discuss briefly the role of MHRD in educational administration in India. What are the main problems of educational administration in our country? Illustrate. 4+6=10

ভাৰতবৰ্ষত শৈক্ষিক প্ৰশাসনত MHRD-ৰ ভূমিকা সম্পৰ্কে চমুকৈ আলোচনা কৰা। আমাৰ দেশৰ শৈক্ষিক প্ৰশাসনৰ মূল সমস্যাসমূহ কি কি? বৰ্ণনা কৰা।

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EDUCATION

(Major)

Paper : 6.5

(Educational Management
and Administration)

Full Marks : 60

Time : 3 hours

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

1. Fill up the gaps : 1×7=7

- (a) _____ is the art of getting things done through the efforts of other people by making decision and giving leadership.
- (b) Inspection and supervision are two important processes related with _____ function of educational management.
- (c) Selecting the best option is the function of educational _____.
- (d) Checking the accounts and records of school comes under _____ type of educational supervision.

(2)

- (e) Administration of Tezpur University is controlled by the Government of _____.
- (f) Students' union as cocurricular activity develops quality of _____ among students.
- (g) _____ is said to be the second school clock.

2. Answer any *four* of the following questions :

2×4=8

- (a) Write two important characteristics of successful educational management.
- (b) What is participatory management?
- (c) Write two points showing significance of educational planning.
- (d) "Educational supervision is a creative and cooperative effort." Explain in brief.
- (e) Briefly explain the concept of institutional planning.
- (f) Suggest two measures for improvement of administration of school education in your State.

3. Answer any *three* of the following questions :

5×3=15

- (a) Explain the nature of educational management.

- (b) Mention the guiding principles of democratic management.
- (c) Give some suggestions for the head of an educational institution to secure maximum support and cooperation of his staff members.
- (d) Show your acquaintance with the scope of educational supervision.
- (e) "Cocurricular activities as organized in our schools at present fail to achieve the desired aims." What suggestions will you offer to organize these activities properly?
- (f) Write a short note on any autonomous body related with educational management and administration in India.

4. Answer any *three* of the following questions :

10×3=30

- (a) What is understood by school organization? How does it differ from school administration? 4+6=10
- (b) What are the centralized and decentralized approaches in educational management? Explain the advantages of decentralized management in education. 3+3+4=10

(c) Give one definition of educational supervision. Distinguish between inspection and supervision in education. 2+8=10

(d) "A good timetable is a mirror of smooth work in a school." Explain the statement and briefly indicate the fundamental principles to be borne in mind while planning a balanced school timetable. 2+8=10

(e) Briefly describe the responsibilities of Central and State Governments in educational administration in India. 5+5=10

(f) "No system of education can rise higher than its teachers." Describe the role played by a teacher in school management. 10

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