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2 SEM TDC EDNH (CBCS) C 4

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(June/July)

EDUCATION

(Core)

Paper : C-4

(**Educational Administration and Management**)

Full Marks : 80

Pass Marks : 32

Time : 3 hours

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

1. Answer briefly : 1×4=4

(a) "Management is the art of getting things done through the efforts of other people." Who said this?

(b) Write any one function of educational management.

(c) Mention any one principle of educational leadership.

(d) Who is called the Father of TQM?

2. Fill in the blanks :

1×4=4

- (a) The full form of SWOT is _____.
- (b) One of the leadership development programmes is _____.
- (c) _____ is an important source of educational finance.
- (d) Equality and equity is a principle of _____ planning.

3. Write short notes on :

4×5=20

- (a) Difference between management and administration
- (b) Functions of educational leadership
- (c) Grassroot level planning
- (d) Total Quality Management
- (e) Use of computer in management of finance

4. What is educational management? Describe the different types of educational management.

2+8=10

Or

Define educational management. Discuss the different types of resources in education.

2+8=10

5. Define leadership. Discuss the nature and principles of educational leadership. 2+4+4=10

Or

What is leadership style? Describe the Laissez-faire leadership style in education.

2+8=10

6. What is educational planning? Discuss the nature and principles of educational planning. 2+8=10

Or

What is long-term planning in education? Describe the factors that affect in educational planning.

2+8=10

7. What do you mean by educational supervision? Discuss the objectives and functions of educational supervision. 3+8=11

Or

Describe the problems in conducting educational supervision.

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8. (a) What is educational finance? Discuss the importance of maintenance of records in educational finance. 3+3=6
- (b) What is educational budget? Discuss the process of preparing institutional budget. 2+3=5
