

Total No. of Printed Pages—4

**2 SEM TDC EDNH (CBCS) C 4**

**2 0 2 2**

( 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?

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2. Fill in the blanks :  $1 \times 4 = 4$

- (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 :  $4 \times 5 = 20$

- (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.

$2+8=10$

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( Continued )

( 3 )

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. 11

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( Turn Over )

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

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