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

**2 0 2 3**

( May/June )

**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 of the following : 1×4=4

(a) "Management is a multipurpose organ that manages a business and manages a manager and manages worker and work." Who said this?

(b) Write any one nature of educational management.

(c) Write any one function of educational leadership.

(d) What does the word 'super' mean?

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2. Fill in the blanks :  $1 \times 4 = 4$
- (a) The full form of MBO is \_\_\_\_.
- (b) \_\_\_\_ leaders have an attitude of trust and reliance on their employees.
- (c) Grass-root level planning is also known as \_\_\_\_.
- (d) The word budget has been taken from \_\_\_\_ language.
3. Write short notes on the following :  $4 \times 5 = 20$
- (a) Differences between centralized and decentralized management
- (b) Principles of educational leadership
- (c) Institutional planning
- (d) Qualities of a good educational supervisor
- (e) Role of finance committee
4. What is meant by educational management? Discuss the nature and scope of educational management.  $2+4+4=10$
- Or
- Define educational management. Discuss about some modern trends of educational management.  $2+8=10$

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5. What is leadership? Discuss the factors influencing leadership styles.  $2+8=10$
- Or
- Define leadership. Describe the democratic leadership style in education.  $2+8=10$
6. What is educational planning? Discuss the need and scope of educational planning.  $2+4+4=10$
- Or
- Describe the concept and importance of school development plan. 10
7. What is educational supervision? Discuss the nature and scope of educational supervision.  $2+5+4=11$
- Or
- What is supervision? Differentiate between supervision and inspection.  $3+8=11$
8. (a) What is educational finance? Discuss the principles of managing educational finance.  $2+4=6$
- (b) Discuss the sources of educational finance. 5

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