

**P.G. DIPLOMA EXAMINATIONS**

**DECEMBER 2020**

**TEACHER AND EDUCATIONAL MANAGEMENT**

**CONCEPT AND PRINCIPLES OF MANAGEMENT**

**Time : 3 Hours**

**Maximum Marks : 75**

**SECTION – A (5×5=25)**

**Answer any FIVE of the following questions in about 250 words each :**

1. What are the four main types of Educational Planning?
2. Suggest the essential elements and characteristics of Educational Planning.
3. Mention the advantages of Institutional Planning.
4. What are the objectives of Academic Planning?
5. List down the various functions of a leader.
6. Write a brief note on “Tutorial Function of a Teacher”.
7. What do you mean by Managerial Skills? Describe.

**SECTION – B (5×10=50)**

**Answer any FIVE of the following questions in about 800 words each :**

8. “POSDCORB” , Explain in detail.
9. What are the types of Educational Management ? Describe.
10. Describe the role of teacher in Classroom Management.
11. “Teacher as a Planner in the Communicative System”. Justify
12. What do you mean by Educational Planning? Discuss the scope and goals of Educational Planning.
13. As a Head of the Institution, what are the necessary steps would you take in the preparation of Institutional Planning?
14. Write short note on the following
  - (i) Organisational Behaviour
  - (ii) Organisational Climate

**P.G. DIPLOMA EXAMINATION****DECEMBER 2020**

Teacher &amp; Educational Management

**SCHOOL MANAGEMENT AND FINANCING****Time: 3 Hours****Maximum Marks: 75**

PART - A (5x5 = 25 Marks)

Answer any **five** questions:

1. List down the responsibilities of an Educational Manger.
2. Bring out the principles of classroom discipline.
3. What are the defects in Grant-in-aid System?
4. Write a brief note on local educational authorities.
5. What are the qualities of a good budget?
6. What are the principles of educational finance?
7. Discuss about "Education is called as a service industry".

PART-B (5 x 10 = 50 Marks)

Answer any **five** questions

8. What are the various types of leadership theory? Explain.
9. Elucidate the different functions of central and state government in education in India.
10. As a teacher how can you develop motivation in the classroom.
11. What are the methods of meeting out the educational expenditure?
12. Describe Budget Allocation in Education.
13. Explain in detail about the accounting procedure.
14. What are the programmes of In-service Teacher Education?

**PGDTEM-04**

**PG DIPLOMA EXAMINATION- DECEMBER -2020**  
**TEACHER AND EDUCATIONAL MANAGEMENT**  
**EDUCATIONAL MANAGEMENT AND POLICIES IN EDUCATION**

**Time: 3 Hours**

**Maximum Marks: 75**

**SECTION – A (5×5=25)**

**Answer any FIVE of the following questions in about 250 words each :**

1. Write a short note on “Operation Blackboard”.
2. Highlight the importance of the National Policy of Education, 1986.
3. Give an account of Decentralisation Policy.
4. What are the principles of the School Complex?
5. For what purpose, the Village Educational Committees have been established?
6. As a teacher, how should you improve the retention of Students?
7. What are the salient features of Personalised System of Instruction?

**SECTION – B (5×10=50)**

**Answer any FIVE of the following questions in about 800 words each :**

8. What is Lead School? What are the characteristics of a Lead School?
  9. Describe the recent developments in the field of Educational Research.
  10. What are the aims of the Indian Education Commission? Explain.
  11. Discuss the New National Educational Policy, 1986.
  12. Elucidate the needs and importance of Adult Education.
  13. What is Non-formal Education? What are the essential characteristics of Non-formal Education?
  14. State the responsibilities of the Central and State Governments regarding Education.
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