

**NIRMALA MEMORIAL FOUNDATION COLLEGE OF EDUCATION,  
KANDIVALI (EAST), MUMBAI**

**SEMESTER II**

**COURSE: EDUCATIONAL MANAGEMENT**

**UNIT-1**

1. Management is the art of doing things in the \_\_\_\_\_ manner.

A .Sophisticated ..

B .Costly.

C .Disgusting.

D .Cheapest.

Answer-D.

2. Management is a process of planning, organising ,directing ,controlling and evaluating to accomplish predetermined objectives of the \_\_\_\_\_.

A.Family.

B.Society.

C.Institution.

D.Community.

Answer-C.

3. Management requires a co-ordinated use of Human and \_\_\_\_\_ resources.

A.Material.

B.Artificial.

C. Inhuman.

D.Scientific.

Answer-A.

4. According to Kothari commission (1964-66), which is the instrument to bring change in the society ?

A. Power.

B. Politics.

C. Wealth.

D. Education.

Answer-D.

5. One of the main objective of management is to secure maximum outputs with minimum \_\_\_\_.

A. Rewards.

B. Recognition.

C. Efforts.

D. Resources.

Answer-C.

6. Management ensures a smooth and co-ordinated \_\_\_\_\_ of the enterprise.

A. Instructing

B. functionin

C. Sharing

D. Feedback

Answer-B.

7. What happens when an individual does the same job repeatedly ?

A. Job becomes monotonous.

B. Individual loses interest in the job.

C. There is the demotivation factor.

D. Individual becomes an expert in that job.

Answer-D

8.Which of the following management tool allows individuals to examine all aspects of the organisation and to interrelate the effects of one set of decisions to another.?

A.Supervision..

B.Evaluation.

C.Systems approach.

D.Review.

Answer-C.

## UNIT -2.

1.Which of the following aspect is true about organisational culture.?

A-Experience .

B.Religion.

C.Affiliation.

D.Interactions with the outside world.

Answer-D.

2.The Organisational culture is a system of shared beliefs and attitudes that develop within the organisation and \_\_\_\_ the behaviour of its employees.

A.Channelises.

B.guides

C.Directs.

D.Misguides.

Answer-A

3.What does the Organisational climate reflect ?

A.Past atmosphere of the organisation.

B.Current atmosphere of the organisation.

C.future atmosphere of the organisation.

D.Nothing about the organisation.

Answer-B.

4.Climate of an organisation is somewhat like the \_\_\_\_ of the person.

A.Attitudes .

B.Manners .

C.Personality.

D.Language.

Answer-C.

5.Climate of an Organisation consists of a set of characteristics that \_\_\_\_ it from other organisations.

A.Define.

B. Describe .

C.Distinguish.

D.Rejects .

Answer-C.

6.Which statement is true for Organisational climate ?

A .It evolves over a number of years.

B. It is short term that defines day to day functioning of the organisation.

C .It cannot be manipulated .

D .It focuses on the value and norms of the organisation..

Answer-B..

7. Classroom management is the organisational function that requires \_\_\_\_ to perform various tasks like planning, organising, co-ordinating, controlling, Housekeeping and nurturing.

- A .Support staff.
- B. Teachers .
- C .co-ordinators.
- D .Technical staff.

Answer-B

8. Identify the characteristics of Learning organisation.

- A .Centralization.
- B .Discipline.
- C .Scalar chain.
- D .Team Learning.

Answer-D.

### **Unit 3: Organizational Management**

1. The process of..... starts by defining how employees jobs are tied to your company or organizations goal.

- A. Quality Management
- B. Human Resource Management
- C. Education
- D. Crises Management

Ans : A. Quality Management

2. Which is one of the essential in the process of quality management.

- A. Customers feedback
- B. key groups of Teachers
- C. managements feedback
- D. Feedback from peer

Ans : A. Customers feedback

3. Which of the following is not associated with Human resources?

- A. total knowledge, & skills
- B. creative abilities
- C. aptitudes of an organisation's workforce
- D. Impact of social media

Ans: D. Impact of social media

4. Which of the following is concerned with the human beings in an organisation?

- A. Quality Management
- B. Human Resource Management
- C. Education
- D. Change Management

Ans: B. Human Resource Management

5. Which of the following is not a cause of change?

- A. Government policies and regulations
- B. Need of the stakeholders
- C. Demand for better conditions
- D. Capacity for change

Ans: D. Capacity for change

6. Which of the following is not a type of change ?

- A. Planned change
- B. Spontaneous change
- C. Evolutionary change
- D. Unplanned Change

Ans: D. Unplanned Change

7. First stage of change involves .....

- A. Preparing for change
- B. Managing Change
- C. Reinforcing change
- D. Unfreeze Change

Ans: A. Preparing for change

#### Unit 4 Human Resource Management

1. The power of Leadership is the power of \_\_\_\_\_

- A. Integrating
- B. Protecting
- C. Defending
- D. Presenting

Ans : A. Integrating

2. Select the sentence which goes Parallel with 'Leadership is the ability to influence others.

- A. to achieve the organizational goals.
- B. to achieve the personal goals.
- C. to achieve the political power
- D. to have economic stableness.

Ans. A. to achieve the organizational goals.

3. Which of the following is NOT true of charismatic leaders?

- A. They have a vision.
- B. They have behaviour that is unconventional.
- C. They are willing to take high personal risk.
- D. They are focused on their personal needs.

Ans. D. They are focused on their personal needs.

4. Leadership is \_\_\_\_\_.

- A. the process of influencing a group toward the achievement of goals
- B. a group that achieves goals
- C. the function of influencing a group towards the achievement of goals
- D. directing a group towards the achievement of goals

Ans. A the process of influencing a group toward the achievement of goals

5. The formal written complaint of employee is called \_\_\_\_\_

- A. Grievance arbitration
- B. Grievance strike
- C. Grievance
- D. employee ownership

Ans: C. Grievance

6. Which of the following characteristics of decision making is an organized, data-driven process?

- A. Systematic.
- B. Programmed
- C. Non programmed.
- D. Intuitive

Ans : A. Systematic.

## Unit 5

1. Identify from the following, the detailed plan showing the schedule of time allotment to various subjects and activities.?



- A. S S Code
- B. register
- C. logbook
- D. time table

Answer. D

2. What is the combined time-table of all the classes in a school called?
- A. Class timetable.
  - B. homework timetable
  - C. co curricular activities timetable
  - D. Consolidated Time-table

Answer . D

3. Which of the following is the habit of staying away from school without providing a genuine reason for not attending classes?
- A. Delinquency
  - B. Presence
  - C. Absenteeism
  - D. Mischief

Answer . C

4. Which set of functions deter staff remaining present on duty?
- A. official and formal
  - B. social and religious
  - C. spiritual and emotional
  - D. planned or informal

Answer B

5. What was initially introduced by the British in 1859 with the aim of encouraging voluntary private efforts in education & reliance on local resources in addition to the finance from government.?
- A. Grant in aid
  - B. three language formula
  - C. do or die
  - D. boycott foreign goods

Answer A

6. A common system of administration & supervision for initiating & accelerating educational reform through .....

- A. service book
- B. logbook
- C. government resolutions
- D. public notice

Answer C

## Unit 6

1. ,Which institution was established in November 1956 by GOI for the coordination, determination and maintenance of standards of university education in India ?

- A. NAAC
- B. N CTE
- C. DIET
- D. UGC

Answer D

2. The technical institutions under the ..... include post- graduate, under-graduate and diploma in the whole spectrum of technical education.

- A. NUEPA
- B. NCERT
- C. NCFTE
- D. AICTE

Answer D

3. The main function of the ..... is to achieve planned and coordinated development of the teacher education system throughout the country.

- A. NCTE
- B. UNICEF
- C. CRY
- D. NCF

Answer A

4. At the pre-primary stage (0-6 years) there is the attempt to establish a linkage between elementary education and other development programmes including the..... for which Day-Care Centres were opened.

- A. Integrated Child Development Scheme (ICDS)
- B. UNICEF
- C. CRY
- D. E C C Ed

Answer A

5. For the administration of secondary schools there are ..... as the head of the institutions

- A. teachers
- B. tutors
- C. guides
- D. principal

Answer D

6. Students move to the ..... curriculum where subjects are divided into 5 groups: languages, humanities, sciences, maths and creative, technical & vocational.

- A. SSC
- B. CBSE
- C. IGCSE
- D. IB

Answer C

7. International Baccalaureate Organization (IBO), based in .....

- E. Harvard
- F. Cambridge
- G. Geneva
- H. Oxford

Answer C

8. The National Council of Educational Research and Training was established in ..... on 1 st September, 1961 for providing academic support in improving the quality of school education in India

- A. Uttar Pradesh
- B. New Delhi
- C. Andhra Pradesh
- D. Tamil Nadu

Answer B

9. In the words of K.N. Vaid, ".....is the core of absenteeism measurement".

- A. sanctioned leave
- B. casual leave
- C. sick leave
- D. unauthorised absence

Answer D

10. A copy of this should be with the principal so that he/she can use this to arrange for a ..... when one of the teachers is absent

- A. peon
- B. clerk
- C. coordinator
- D. proxy teacher

Answer D

### **Descriptive Question with answer key**

#### UNIT 1

1. Explain the concept of Educational Management ?

Answer:

- Educational management is the theory and practice of the organization

- administration of existing educational establishments and systems
- process of planning,organizing, directing and controlling the activities

2. Mention any three objectives of Educational management?

Answer:

- Getting maximum results with minimum efforts,
- Increasing the Efficiency of factors of Production
- human betterment & social justice.

3. Write any three subsystems of an Educational institution ?

Answer:

- technical subsystems
- social subsystem
- structural subsystem

## UNIT -2.

1. Define Organisational climate as stated by Professor Idalberto Chiavenato ?

Answer:

- Professor Idalberto Chiavenato’’-A set of measurable properties of the perceived work environment,
- directly or indirectly, created by individuals who live and
- work in this environment and that influences the motivation and behaviour of these people.’’

2. Distinguish between Organisational culture and organisation climate.

Answer:

- concept
  - It is the current atmosphere of the organisation in which employees work.
  - organisational culture –evolves over a number of years.
- Manipulation-
  - Organisational climate can be manipulated and changed according to the needs of the environment.
  - Organisational culture cannot be manipulated and changed.
- Focus-
  - Organisational climate-There is a focus on current work practices.
  - Organisational culture-There is a focus on values and norms of the organisation.

3. Mention the 3 aspects of organising function in management

Answer:

- Organizing is a joint or group activity.
- process, delegates duties .
- grant authority, fixes responsibilities and co-ordinates activities.
- Organization is also a structure.

4. What is the importance of Directing function in management.

Answer:

- Direction initiates action, motivating, integrating employees efforts,
- brings stability and balance.
- Facilitates change.

### **Unit 3**

**1. Explain the concept of Human Resource?**

Answer:

Human resources include

- total knowledge, skills,
- creative abilities,
- talents and aptitudes of an
- organisation's workforce,
- as well as the values,
- attitudes, approaches and beliefs of the
- individuals involved in the affairs of the organisation.

**2. State the need for Human Resource Management in Education.**

Answer:

- To ensure effective utilisation of human resources
- To establish and maintain an adequate organisational structure of relationship among all
- the members of an organisation by dividing of organisation tasks into functions, positions and jobs
- To generate maximum development of human resources within the organisation

- To ensure respect for human beings by providing various services and welfare facilities to the personnel.
- To ensure reconciliation of individual/group goals with those of the organisation

## **Unit 4**

### **1. Explain the concept of Grievance?**

Answer:

- A word which covers dissatisfaction and which has one or more of the following characteristics
- It may be unvoiced or expressly stated by an employer.
- It may be written or verbal
- It may be valid and legitimate, untrue or completely false or ridiculous and
- It may arise out of something connected with the organisation or work

### **2. What are the General Steps in Grievance Redressal?**

Answer:

- Accepting the grievance and acknowledging it
- Carefully listening to the problem
- Understanding the redefining the problem to ensure that both the parties are at the same level of understanding
- Gathering the information – all facts and figures
- Offering the best solution
- Follow up

### **3. Elaborate the process of Decision making.**

Answer:

- Identify the decision
- Gather relevant information

- Identify the alternatives
- Weigh the evidence
- Choose among alternatives
- Take action
- Review your decision & its consequences

## **Unit -5**

1. What are the different types of staff meetings?

Answer:

- Formal meetings
- Informal meetings
- Planned informal meetings.
- Emergency meetings.

2. Elucidate the importance of a timetable.

Answer:

- It ensures orderly work. It assigns proper persons for particular classes during appropriate periods in a proper manner
- It saves the time and energy of teachers and pupils by preventing duplication and overlapping
- It ensures right allocation of time for different subjects and activities by giving proper weightage according to needs.
- It ensures proper distribution of work among teachers.

3. Enumerate the types of leave

Answer:

- For teaching staff
- Casual Leave- 8 days
- Sick Leave- 10 days
- Diwali and Christmas/Ganapati Vacations, May holidays + other holidays = 80 days only (not to exceed 80 days)



4. Explain the types of grants in aid given to schools?

Answer:

- S S Code includes the Following-
- Grant-in-aid
- Types of Grants- -Salary grants
- -Non-salary grants -
- Building, hostel, furniture,
- teaching aids, library & lab. Grants
- Other grants sanctioned by government from time-to-time

## Unit - 6

1. What are the functions of MSCERT with reference to research and surveys?

Answer:

- To conduct and promote educational research and surveys for qualitative improvement of school education and teacher education scenario of the state
- To organize seminars and conferences on emerging issues related to school education and teacher education of the state
- To disseminate research findings to policy makers, administrators, field functionaries etc.

2. Enlist the major functions of NCERT.

Answer:

The functions of NCERT broadly relate to-

- research and development,
- in-service and pre-service training, and
- extension and dissemination work- all these tuned to achieve the main objective of improving the quality of school education.

5. Which category of learners enrol in IB Course?

Answer:

- Students who want to excel in critical thinking
- Students who can cope with difficult coursework
- Students looking to go overseas, or with parents that have jobs which may take them abroad
- Parents who are willing to pay high fees
- The importance of choosing early

6. What are the functions of Headmasters?

Answer:

- To make arrangements for the induction of new subject teachers
- To implement orders, directions and decision of higher authorities. for various cooperative activities.
- To take care of office records and observe these minutely.
- To lead the teachers and to give them guidance in certain works.
- To make arrangements for examinations and evaluations