



Exam-Educational Management)

Exam November 2022

Center and College Name - Dnyan Ganga Education Trust's, College of Education (B.Ed.) Thane

SAMPLE QP

30 MCQs (30 marks) + 10 Short answers (30 marks - 1 short answer/3 marks) = Total 60 marks

1. Which of the following statement is correct?
 - a) Management is an Art
 - b) Management is a Science
 - c) It is neither an Art nor Science
 - d) Management is a Combination of Art and Science
2. For the Success of educational management in education institution.
 - a) Adequate freedom required
 - b) Discipline and decorum required
 - c) Flexibility required
 - d) On one hand adequate freedom and flexibility required and on other hand discipline and decorum required.
3. Who plays a major role for achieving expected goals and objectives in educational Management?
 - a) Human resource
 - b) Material resource
 - c) Both (a) and (b)
 - d) None of the above.
4. Henry Fayol F.W Taylor belongs to which of the following school of Management.
 - a) Neoclassical management.
 - b) Modern School.
 - c) Classical School.
 - d) Early perspective.
5. _____ is a part of managerial function which actuates the organizational methods to work efficiently of organizational purpose.

- a) Controlling
- b) Organizing
- c) Directing
- d) Planning

6. Instead of focusing on individual issues, System thinking reflects the_____ process of an entire system.

- a) processional
- b) Observational
- c) Situational
- d) Organizing

7. Which of the following is called “Visionary Management Technique”?

- a. Total Quality Management
- b. SWOT Analysis
- c. Accreditation
- d. Classroom Management

8. The full form HRD is-

- a. Human Resource Detail
- b. Human Resource Development
- c. Human Resource Department
- d. None of the above.

9. This is the phase where the changes that have planned are actually initiated and carried out in the process of Change Management.

- a. Preparing for Change.
- b. Managing Change
- c. Reinforcing Change
- d. Reinitiating Change

10. These are all strategic activities involved in HRM, except for this one?

- a. Employees engagement
- b. Workforce planning
- c. Inventory Management
- d. Recruitment and selection

11. The process of handling unexpected and sudden changes in organization culture is called as _____

- a) Disaster Management
- b) Grievance Management
- c) Crisis management
- d) Decision Making

12. Need for Secondary School Code _____.

- a) Preparation of curriculum.
- b) Keep check on professional ethics.
- c) Clarification of norms.
- d) Increased efficiency

13. The principle of timetable construction is _____.

- a) Developing team- spirit.
- b) Type of school.
- c) Decision making.
- d) Discipline.

14. Staff meeting is a democratic way of _____.

- a) Enhancing staff's enthusiasm.
- b) Non- involvement of staff.
- c) Staff's non co-operation.
- d) Team to understand the situation

15. Cause of absenteeism of the teachers in the school _____.

- a. Organizational Climate.

- b. Lack of Confidence.
- c. Influence from outside the school gate.
- d. Transportation.

16. _____ leaders derive authority from the people who are under their influence.

- a. Formal
- b. Autocratic
- c. Informal
- d. Situational

17. _____ is a link between Management and Worker.

- a. Employee
- b. Leader
- c. Worker
- d. Top Management

18. _____ is not a type of crisis.

- a. Natural Disasters
- b. Staff Meeting
- c. Campus Violence
- d. Rumors

19. _____ serves as an outlet for employee frustration and discontent.

- a. Decision Management
- b. Crisis Management
- c. Arbitrary Management
- d. Grievance Management

20. According to _____ Grievance is defined as "Any real or imagined feeling of personal injustice which an employee has, concerning his employment relationship".

- a. Keith Davis
- b. Beach
- c. Dale Yoder
- d. The International Labour Organisation

21. _____ is known as the "Second School Clock".

- a. Principal

b. Timetable

c. Teacher

d. Curriculum

22. The purpose of an emergency staff meeting is _____

a. A case of gross misbehaviour

b. Formulating the curriculum

c. Preparation of Timetable

d. Fixing exam dates

23. _____ cannot be a measure to overcome the problem of absenteeism of the teachers.

a. Lack of encouragement from the principal

b. Justifiable salary to the teachers

c. In-service training to the teachers

d. Equal distribution of work

24. The shortest duration on the timetable is called a _____.

a. Period

b. Subject

c. Work time

d. Practical

25. _____ is considered as a key to change and human progress.

a) Human Resource Management

b) Management

c) Education

d) Total Quality Management

26. _____ is the act of overseeing all activities and tasks that must be accomplished to maintain a desired level of excellence.

a) Economic activity

b) Social and culture activities

c) Transport facility

d) Quality management

27. "Management is a management of people not things" It is a famous definition given by

a. James

- b. F W Taylor
- c. Henry Fayol
- d. Wheeler

28. Which of the following is called “Visionary Management Technique”?

- a) Total Quality Management
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29. Consistent stakeholder’s _____ enables organizations to detect and solve quality problems before it becomes a serious issue.

- a) Feedback
- b) Quality
- c) Policy
- d) goals

30. Grievance Management saves employer’s time and money as solutions are found for _____ problems.

- a. Workplace
- b. Industrial
- c. Individual
- d. Group

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- 1) Explain any six importance of education management.
 - 2) Explain any three principles of management by Henry Fayol.
 - 3) Difference between organisational culture and organisational climate
 - 4) Draw self-explanatory concept map of Peter Senge’s Model.
 - 5) Explain any three indicators of quality education management.
 - 6) Why there is need of human resource management?
 - 7) Explain four basic elements of transformational leadership in brief.
 - 8) Characteristics of team leadership.
 - 9) Any six causes of absenteeism in school children.
 - 10) Explain in short about CBSE board.

