

**MASTER OF ARTS (EDUCATION)/POST
GRADUATE DIPLOMA IN EDUCATIONAL
MANAGEMENT AND ADMINISTRATION**

Term-End Examination

December, 2016

MES-044 : INSTITUTIONAL MANAGEMENT

Time : 3 hours

Maximum Weightage : 70%

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- Note :** (i) *All questions are compulsory.*
(ii) *All questions are of equal weightage.*
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1. Answer the following question in about 600 words.
Explain the process of planning for physical facilities in an educational Institution.

OR

Explain the process of planning for curriculum transactions.

2. Answer the following question in about 600 words.
Explain the concept of quality education. Discuss the strategies for assuring total quality education in an organisation.

OR

What do you mean by educational finance ?
Discuss the role of government and household in educational financing.

3. Answer **any four** of the following questions in about **150** words each :

- (a) Describe the main features of a budget.
- (b) Briefly describe the steps in the accounting cycle.
- (c) Explain the concept of management.
- (d) Enumerate the functions of Distance Education Council.
- (e) Write a note on 'Team Teaching'.
- (f) Discuss the need for optimum utilisation of physical facilities of an institution.

4. Answer the following question in about **600** words :

What types of student support services must be provided by an educational institution ? As a Head, how would you improve student support services in the Institution ?
