

02801

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

**Term-End Examination**

**June, 2017**

**MES-044 : INSTITUTIONAL MANAGEMENT**

*Time : 3 hours*

*Maximum Weightage : 70%*

*Note : (i) All questions are compulsory.*

*(ii) All questions are of equal weightage.*

1. Answer the following question in about 600 words.

Discuss the role of media in making curriculum transaction effective.

**OR**

Discuss the role of 'group process tools' in the total quality management of education.

2. Answer the following question in about 600 words.

Explain the concept of evaluation. Describe the steps to be followed for management of evaluation.

**OR**

Explain the concept of accounting. Describe the steps of the accounting cycle.

3. Answer **any four** of the following questions in about **150** words each.
- (a) Discuss the need for Human Resource Planning.
  - (b) Write a note on SWOT Analysis as a Resource for educational administration.
  - (c) Compare Administration with Management.
  - (d) Discuss the need for optimum utilisation of physical Resources.
  - (e) Write a note on support services in open education system.
  - (f) Discuss the impact of Information and Communication Technology revolution on educational facility planning.

4. Answer the following question in about **600** words.  
Explain the concept of quality assurance in education. As a Principal of an Institution how would you assure Total Quality Education in the Institution.
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