

MASTER OF ARTS (EDUCATION)

Term-End Examination

December, 2011

00420

MES-044 : INSTITUTIONAL MANAGEMENT

Time : 3 hours

Maximum Weightage : 70%

Note : (i) All questions are compulsory.

(ii) All the questions carry equal weightage.

1. Answer the following question in about 600 words.

What do you understand by 'Management' ? Establish the relevance of 'Management' in an educational set-up, mentioning the key management concepts.

OR

Mention any one category of tools for assessing 'Total Quality Management' (TQM) of an institution and describe its components with suitable examples.

2. Answer the following question in about 600 words :

What are the major steps involved in planning and management of curriculum activities ? Explain each one of them with the help of examples.

OR

Discuss the concept and importance of 'academic auditing.'

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

- (a) Write a note on the Navodaya Vidyalaya Schools.
- (b) Explain the difference between Internal and External assessment of institutions.
- (c) Discuss any two concepts underlying planning of physical infrastructure in all institutions.
- (d) Describe the organisational structure of a college library as a learning resource.
- (e) Describe the Group Centred method of curriculum transaction.
- (f) Mention the steps involved in recruitment and selection process.

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

Suppose you are given the responsibility to evaluate the performance of students. Discuss the steps you would take to ensure quality evaluation.
