

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

Term-End Examination

December, 2013

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 :  
Mention different methods of curriculum transaction and explain any three of them in detail.

OR

Explain the difference between 'Cost Unit', 'Cost Centre' and 'Cost Driver'. Discuss the various methods and techniques of costing for an academic institution.

2. Answer the following question in about 600 words :  
Explain the need and various strategies of effective management of student support system in open distance education.

OR

What do you understand by 'human resource management' in the context of education ?

Describe various approaches to human resource management.

3. Write notes on **any four** of the following in about **150** words each :
- (a) Performance Appraisal of teachers
  - (b) Total Quality Management in education
  - (c) Roles and functions of UGC
  - (d) Priority areas of research in educational management
  - (e) Hoshin planning
  - (f) Library as a resource and its utilisation
  - (g) Information and Communication Technology Management
4. Answer the following question in about **600** words :
- Consider yourself a principal of a school and prepare a detailed strategy for training and performance appraisal of your non-teaching staff.
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