

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

**Term-End Examination**

**December, 2012**

**MES-044 : INSTITUTIONAL MANAGEMENT**

*Time : 3 hours*

*Maximum Weightage : 70%*

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*Note : All questions are compulsory. All the questions are of equal weightage.*

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1. Answer the following question in about **600** words.  
Explain the determinants of an effective classroom management.

**OR**

Discuss briefly the steps involved in the management of curricular activities.

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

Explain the concept of auditing. Describe the various types of auditing used in an educational institution.

**OR**

Explain the concept of 'Management' and 'Administration'. Briefly discuss their interrelationship in modern institution.

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

- (a) Discuss the need of evaluation in the teaching learning process.
- (b) Explain Benson's Criteria for judging educational finance.
- (c) Describe the process of performance appraisal.
- (d) Explain the ways to optimally utilize physical resources in an educational institution.
- (e) Discuss the need of research in educational management.
- (f) Briefly describe the functions of co-ordinating bodies of higher education in India.

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

As an educational manager, explain the steps you will take to ensure Total Quality in your institution.

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