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

Term-End Examination

June, 2013

MES-044 : INSTITUTIONAL MANAGEMENT

Time : 3 hours

Maximum Weightage : 70%

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

1. Answer the following in about **600** words :
What do you mean by evaluation ? Discuss the various steps involved in management of evaluation.

OR

Explain the need of preparing a budget. Discuss the advantages of budgetary control in educational institutions.

2. Answer the following question in about **600** words.
What do you mean by curriculum transaction ? Discuss various methods of curriculum transaction based on learner centered approach.

OR

What do you mean by human resource management ? Describe its approaches in educational context.

3. Answer *any four* of the following questions in about **150** words each :
- (a) Explain the need for effective classroom management ?
 - (b) Describe the common quality indicators for an educational institution.
 - (c) Explain the need for managing academic resources.
 - (d) Describe the factors affecting student support services in dual mode institutions.
 - (e) Differentiate between fixed and flexible budget
 - (f) Describe the role of ICT in ODL.
4. Answer the following in about **600** words.
Critically examine the role of different agencies in the effective management of higher education in our country.
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