

03293

**MASTER OF ARTS (EDUCATION) /
P.G. DIPLOMA IN HIGHER EDUCATION**

Term-End Examination

June, 2013

**MES-104 : PLANNING AND MANAGEMENT OF
HIGHER EDUCATION**

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.

What according to you is the most appropriate classroom design for managing a university/ college classroom ? Justify.

OR

‘Autonomy is not only a necessary condition for the smooth functioning of the university, but also contributes to the qualitative development of the university system’. Discuss.

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

Describe the process of communication. Also, discuss the role of feedback in communication process.

OR

Discuss the principles you will keep in mind while designing a time-table for your department.

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

- (a) List the types of Grants received by a University. Explain any one in detail.
- (b) Describe the functions of any one organization which are responsible for quality assurance in higher education.
- (c) Discuss the process of participatory programme evaluation.
- (d) Describe the process of preparing budget in your organization.
- (e) Explain the principles of time management.
- (f) Write the roles of personnel in the management of laboratory of your institution.

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

You are asked to develop the curriculum of a course. Give a summary of the following :

- (a) Objectives of the course.
 - (b) Course Outline.
 - (c) Specifications of Weightage.
 - (d) Process of Student Evaluation.
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