

00962

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

**Term-End Examination**

**June, 2014**

**MES-044 : INSTITUTIONAL MANAGEMENT**

*Time : 3 hours*

*Maximum Weightage : 70%*

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- Note :** (i) *All questions are compulsory.*  
(ii) *All questions are of equal weightage.*
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1. Answer the following question in about 600 words.

What is the difference between curriculum and syllabus ? Explain the concept and process of curriculum transaction.

**OR**

Differentiate between 'cost' and 'costing' in educational context and describe the various types of costs.

2. Answer the following question in about 600 words.

Differentiate between 'administration' and 'management' of educational institution and explain the management process in detail.

**OR**

Why is it important to plan 'physical infrastructure' in an educational institution ? Explain the basic considerations in managing physical resources of an educational institution.

3. Write notes on **any four** of the following in about **150** words each :

- (a) Potential Appraisal of teachers
- (b) Nominal Group Technique
- (c) Role and functions of NCTE
- (d) Quality indicators of research in educational management
- (e) Activity planning
- (f) Laboratory as a resource and its utilization
- (g) Communication management in an educational institution

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

What process would you adopt to assure quality in a post - graduate programme of education ? Explain with examples.

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