**QUESTION BANK**

**EDUCATION VI SEMESTER**

**PAPER X**

**EDUCATIONAL PLANNING & MANAGEMENT**

**Unit 1- Educational Planning**

**MCQ:-**

1. Educational Planning is necessary to –

(a) ensure success of the enterprise

(b) minimize backward children

(c) broaden the outlook of students

(d) better relations among teachers

2. Institutional Planning is also known as –

(a) Area planning

(b) Grassroot planning

(c) Village planning

(d) Local planning

3. The basis of all programmes of qualitative and quantitative improvement in education is –

(a) Educational Management

(b) Educational Planning

(c) Educational Finance

(d) Educational Supervision

4. The process of preparing a set of decisions for realizing specific goals by the best possible means is –

(a) educational administration

(b) educational management

(c) educational planning

(d) educational finance

5. Efficient and effective planning saves –

(a) time

(b) money

(c) effort

(d) all the above

6. Every good planning should be –

a) relevant & clear

b**)** systematic & comprehensive

c) both of the above

(d) none of the above

7. The quality of a plan depends on the quality of the \_\_\_\_\_ that produces a plan.

(a) objectives

(b) process

(c) action

(d) content

8. There are \_\_\_\_\_ basic steps involved in planning –

(a) 4

(b) 5

(c) 6

(d) 7

9. A plan prepared by a particular institution on the basis of its own development and improvement is called –

(a) educational plan

(b) school plan

(c) institutional plan

(d) none of the above

10. Institutional planning means planning at the –

(a) highest level

(b) lowest level

(c) district level

(d) village level

11. Institutional planning is an effort to make use of available resources to the –

(a) minimum

(b) optimum

(c) sufficient

(d) maximun

12. Institutional planning is –

(a) short term

(b) long term

(c) both of the above

(d) none of the above

13. Institutional plan forms the basis of –

(a) Village plan

(b) District plan

(c) State plan

(d) National plan

14. Institutional planning is an index of \_\_\_\_\_\_\_\_\_\_\_\_\_of an institution

(a) excellence

(b) autonomy

(c) quality

(d) standard

15. Institutional planning aims to –

(a) save time, money and materials

(b) involve every teacher in the plan preparation

(c) promote better co-operation among teachers

(d) none of the above

16. “Planning is an act or process of making or carrying out plans”. Who gave this definition?

(a)Webster’s International Dictionary

(b)Oxford Dictionary

(c) Wikipedia

(d) None of the above

17. “Planning is to design some action to be done beforehand”.Who gave this definition?

(a)Webster’s International Dictionary

(b)Oxford Dictionary

(c) Wikipedia

(d) None of the above

18. “Planning is a way of projecting our intentions, that is, a method of deciding what we want to accomplish”. Who said this?

(a) Cuthbert

(b) Likert

(c) Adesina

(d) Edmonds

19. “To plan means to project, forecast, design, make or chart out a course”. Who said this?

(a) Adesina

(b) Fayol

(c) Taylor

(d)Ejiogu

20. The main goal of planning is -

(a) social and economic development

(b) welfare and progress of citizens

(c) bringing about desirable changes

(d) all the above

21. Good planning requires

(a) future objectives

(b) good vision

(c) perception and ability

(d) all the above

22. Planning is a good method of -

(a)solving problems

(b) eliminating trial and error method

(c) checking wastage and stagnation

(d) all the above

23. Efficient planning contributes to –

(a) smoothness and ease of administration.

(b) efficiency of the administrative process

(c) best utilization of available resources.

(d) all the above

24.Uneven educational growth and regional imbalances can be corrected by adopting effective -

(a) educational planning

(b) educational management

(c) educational administration

(d) educational finance

25. A good plan is always an outcome of -

(a) scientific procedures

(b) comprehensive procedures

(c) systematic procedures

(d) all the above

26. Comprehensive planning means that planning should be concerned with -

(a) all levels of education.

(b) all aspects of education

(c) all componentsof education.

(d) all the above

27. The first basic step or process involved in planning is -

(a) defining the present situation

(b) establishing goals, objectives or sets of goals

(c) developing a set of actions.

(d) determining aids and barriers

28. The final step or process in planning is -

(a) determining aids and barriers

(b) developing a set of actions

(c) preparing a blueprint of the plan and circulating it for public opinion

(d) none of the above

29. Quality of planning is very much influenced by -

(a) relevance and accuracy of data

(b) case of processing data

(c) validity of interpretation of data

(d) all the above

30. One basic chain of activities underlying all educational planning consists of -

(a) gathering information

(b) processing information

(c) interpreting information

(d) all the above

31. “An institutional plan is “ a programme of development and improvement prepared by an educational institution on the basis of its felt needs and the resources available or likely to be available with a view to improving the school programme and school practices”. Who said this?

(a) E.W.Franklin

(b) M.B.Buch

(c) F.W.Taylor

(d) Robert House

32. “Institutional Planning is a milestone in the journey towards the improvement of education.” Who said this?

(a) E.W.Franklin

(b) M.B.Buch

(c) F.W.Taylor

(d) Robert House

33. Institutional Plan emphasizes the planning and implementation of programmes such as -

(a) improvement of teaching methods

(b) enrichment of curricula

(c) increasing the professional competence of teachers

(d) all the above

34. The king pin in institutional planning is the -

(a) teacher

(b) principal

(c) head

(d) none of the above

35. The main objectives of institutional planning is -

(a) Improvement of Instruction

(b) Optimum utilization of existing resources

(c) Imparting realism and concreteness to educational planning

(d) all the above

36. The scope of institutional planning include -

(a) Improvement of school plant

(b) Improvement of instruction

(c) Extra curricular activities for pupils

(d) all the above

37. Extra- Curricular Activities for Pupils include -

(a) Social service projects

(b) Work experience

(c) athletics and literary activities

(d) all the above

38. Community programmes for the school include -

(a) Literacy programmes

(b) Adult education programmes

(c) Youth service activities

(d) all the above

39. Sound Educational Planning has to be -

(a) pragmatic

(b) progressive

(c) forward-looking

(d) all the above

40. Institutional planning results in improvement in motivation on the part of -

(a) teachers

(b) management

(c) students

(d) all the above

**Key Answers to Education Paper X MCQ Unit I:-**

1. (a) ensure success of the enterprise

2. (b) Grassroot planning

3. (b) Educational Planning

4. (c) educational planning

5. (d) all the above

6. b) systematic & comprehensive

7. (b) process

8. (b) 5

9. (c) institutional plan

10. (b) lowest level

11. (b) optimum

12. (c) both of the above

13. (b) District plan

14. (b) autonomy

15. (b) involve every teacher in the plan preparation

16. (a) Webster’s International Dictionary

17. (b) Oxford Dictionary

18. (c) Adesina

19. (d) Ejiogu

20. (d) all the above

21. (d) all the above

22. (d) all the above

23. (d) all the above

24. (a) educational planning

25. (d) all the above

26. (d) all the above

27. (b) establishing goals, objectives or sets of goals

28. (c) Preparing a blueprint of the plan and circulating it for public opinion

29. (d) all the above

30. (d) all the above

31. (b) M.B.Buch

32. (a) E.W.Franklin

33. (d) all the above

34. (a) teacher

35. (d) all the above

36. (d) all the above

37. (d) all the above

38. (d) all the above

39. (d) all the above

40. (d) all the above

**Fill in the Blanks:-**

1**.** \_\_\_\_\_\_is an extremely important activity as it forms the basis of all programmes of quantitative and qualitative improvement in education.

2. Planning focuses on what, why and \_\_\_\_\_ of achieving identified relevant objectives.

3. Planning is a logical, systematic and \_\_\_\_\_\_ process of bringing about changes in the system of education.

4**.** Educational Planning is describing or defining or determining events, conditions and needs of some \_\_\_\_\_\_ point in time.

5. \_\_\_\_\_\_\_\_ planning saves time, effort and money.

6. Planning increases the power of efficient accomplishment of the desired purposes because of clear \_\_\_\_\_\_\_.

7. Planning is a \_\_\_\_\_part of the successful administration of the educational enterprise.

8. Careful & proper planning is required for minimal expenditure and \_\_\_\_\_\_efficiency.

9. Planning is necessary to keep pace with the \_\_\_\_\_\_\_.

10. Education has been rightly considered as an investment for human resource development.

11. Education is a \_\_\_\_\_term investment which increases prospects of earning and contributes to productivity.

12. There are \_\_\_\_\_elements or characteristics that every planning technology should have.

13. Planning process simply means plan to\_\_\_\_\_\_\_.

14. Planning begins with fixing the goals of the organization.

15. A plan should be made \_\_\_\_\_\_\_so that it can be changed or modified suitably if and when needed.

16. Institutional Plan is \_\_\_\_\_\_\_\_for an institution.

17. Institutional Plan aims at \_\_\_\_\_\_\_\_\_.

18. An institutional plan cannot be\_\_\_\_\_\_.

19. Institutional planning gives stability and \_\_\_\_\_\_\_to the institution.

20. Institutional planning is an index of the autonomy and \_\_\_\_\_\_of the institution.

**Key Answers to Education Paper X Fill in the Blanks Unit I:-**

1**.** Planning

2. how

3. scientific

4. future

5. Efficient

6. insight

7. fundamental

8. maximum

9. time

10. human resource

11. long

12. two

13. plan

14. goals

15. flexible

16. specific

17. school improvement

18. rigid

19. strength

20. freedom

**Unit 2 - Educational Management**

**MCQ:-**

1.The origin of Educational Management as a field of study began in the –

(a) U.S.A

(b) U.K

(c) France

(d) Germany

2. An appropriate use of means and resources for realizing specific objectives is known as –

(a) Planning

(b) Management

(c) Finance

(d) Development

3. Educational Management has drawn heavily on disciplines like –

(a)Economics

(b) Political Science

(c) Sociology

(d) all the above

4. “Management is the art of knowing exactly what you want to do and seeing that they do it in the best and cheapest way.” Who said this?

(a) F.W Taylor

(b) F.M. Smith

(c) G.Terry Page

(d) J.B Thomas

5. “Management is an activity involving responsibility for getting things done through other people.” Who said this?

(a) Henri Fayol

(b) W. Taylor

(c) E. Smith

(d) Cuthbert

6. “Educational Management is the theory and practice of the organization and administration of existing educational establishment and systems.” Who said this?

(a) G.Terry Page and J.B Thomas

(b) Taylor & Smith

(c) Max Weber

(d) Henri Fayol

7. The human elements of Educational Management include -

(a) children

(b) parents

(c) teachers and other employees

(d) all the above

8.The material elements of Educational Management include -

(a) money

(b) buildings and grounds

(c) books and equipments

(d) all the above

9. A process that aims at maintaining the institutions of education and making them function efficiently and effectively is called –

(a) Educational Planning

(b) Educational Management

(c) Educational Finance

(d) Human Resource Development

10. Beyond human and material elements, Educational Management also includes -

(a) ideas

(b) laws and regulations

(c) community

(d)all the above

11. Educational Management is different from that of general management in the -

(a) use of terminology

(b) techniques of application

(c) both of the above

(d) none of the above

12. Who is considered to be the father of modern concept of management?

(a) Max Weber

(b) William Henry Smyth

(c) Henri Fayol

(d) F.W. Taylor

13. The father of bureaucratic management theory is -

(a) Henry Fayol

(b) F.W Taylor

(c) Max Weber

(d) William Henry Smyth

14. The father of technocratic management theory is –

(a) Henry Fayol

(b) F.W Taylor

(c) Max Weber

(d) William Henry Smyth

15. Henri Fayol gave \_\_\_\_\_ principles of management.

(a) 8

(b) 10

(c) 12

(d) 14

16. Henry Fayol’s most famous publication was titled -

(a) Das Kapital

(b) [Administration Industrielle et Générale](https://www.amazon.com/General-Industrial-Management-Henri-Fayol/dp/1614274592/ref%3Dsr_1_1?keywords=henri+fayol&qid=1566209415&s=gateway&sr=8-1)

(c) Management Theories

(d) Administration and Management styles

17. Esprit de Corps simply means -

(a) spirit of competition

(b) spirit of bravery

(c) fighting spirit

(d) team spirit and unity

18. In management, Equity refers to -

(a) fairness & equality

(b) financial compensation

(c) value of shares

(d) equality of gender

19. Scalar Chain in management refers to -

(a) chain of command

(b) chain of development

(c) chain of demand

(d) none of the above

20. In management terms, Remuneration refers to –

(a) financial and non-financial compensation

(b) salary

(c) pay

(d) none of the above

21. A student can transfer from one school to another in different regions without any difficulty under -

(a) Centralized system

(b) Decentralized system

(c) Technocratic system

(d) Bureaucratic system

22. Centralized system brings about -

(a) uniformity of structure

(b) uniformity of standard

(c) uniformity of curriculum

(d) all the above

23. Centralized management is governed by -

(a) specialists

(b) technocrats

(c) bureaucrats

(d) none of the above

24. Under centralized management, all power rests in a -

(a) central agency

(b) state agency

(c) local agency

(d) none of the above

25. Duplication of works and experiments is avoided in -

(a) Decentralized system

(b) Centralized system

(c) Technocratic system

(d) Bureaucratic system

26. Local needs are better looked after under the -

(a) Centralized system

(b) Decentralized system

(c) Technocratic system

(d) Bureaucratic system

27. Bureaucratic management follows the principle of -

(a) rationality

(b) objectivity

(c) consistency

(d) all the above

28. ‘A formal system of organization based on clearly defined hierarchical levels and roles in order to maintain efficiency and effectiveness’ is known as -

(a) Centralized management

(b) Decentralized management

(c) Bureaucratic management

(d) Technocratic management

29. An important feature of Bureaucratic management is -

(a) high degree of division of labor and specialization

(b) relationship among members is formal and impersonal

(c) rules and regulations are well defined

(d) all the above

30. Which type of management is often called the ideal type of management?

(a) Centralized management

(b) Decentralized management

(c) Technocratic management

(d**)** Bureaucratic management

31. The back and forth between committees that slows down the decision-making process in bureaucratic system is commonly known as -

(a) Red Zone

(b) Red Tape

(c) Deadline

(d) Deadlock

32. The term ‘technocracy’ was coined by the US engineer

(a) Henri Fayol

(b) William Henry Smyth

(c) Max Weber

(d) F.W Taylor

33. Principles of management explain how managers should -

(a) organize and interact with staff

(b) lead the staff

(c) govern the staff

(d) none of the above

34. ‘A form of government where decision-makers are chosen for office based on their technical expertise and skills’ is known as -

(a) Centralized management

(b) Decentralized management

(c) Technocratic management

(d**)** Bureaucratic management

35. A technocrat is :-

(a) A technical expert, especially one in a managerial or administrative position.

(a) An advocate or proponent of technocracy.

(c) An individual who makes decisions based solely on technical information and not on personal or public opinion.

(d) all the above

36. Rules and regulations in a technocratic management are often -

(a) flexible

(b) rigid and inflexible

(c) lax

(d) none of the above

37. In technocratic management, decision makers are selected based on - upon how knowledgeable and skillful

(a) knowledge and skill

(b) personality and charisma

(c) leadership quality

(d) popularity

38. Internal management deals with -

(a) classroom transactions

(b) physical and material resources

(c) financial transactions

(d) all the above

39. The process of evaluating the best policies in order to achieve the institution’s goals and priorities is called -

(a) External Management

(b) Internal Management

(c) Strategic Management

(d) Maintenance Management

40. Management of Methods deals with -

(a) organization of curriculum

(b) organization of teaching methods

(c) organization of evaluation techniques

(d) all the above

**Key Answers to Education Paper X MCQ Unit II:-**

1. (a) U.S.A

2. (b) Management

3. (d) all the above

4. (a) F.W Taylor

5. (d) Cuthbert

6. (a) G.Terry Page and J.B Thomas

7. (d) all the above

8. (d) all the above

9. (b) Educational Management

10. (d) all the above

11. (c) both of the above

12. (c) Henri Fayol

13. (c) Max Weber

14. (d) William Henry Smyth

15. (d) 14

16. (b) [Administration Industrielle et Générale](https://www.amazon.com/General-Industrial-Management-Henri-Fayol/dp/1614274592/ref%3Dsr_1_1?keywords=henri+fayol&qid=1566209415&s=gateway&sr=8-1)

17. (d) team spirit and unity

18. (a) fairness & equality

19. (a) chain of command

20. (a) financial and non-financial compensation

21. (a) Centralized system

22. (d) all the above

23. (c) bureaucrats

24. (a) central agency

25. (b) Centralized system

26. (b) Decentralized system

27. (d) all the above

28. (c) Bureaucratic management

29. (d) all the above

30. (d) Bureaucratic management

31. (b) Red Tape

32. (b) William Henry Smyth

33. (a) organize and interact with staff

34. (c) Technocratic management

35. (d) all the above

36. (b) rigid and inflexible

37. (a) knowledge and skill

38. (d) all the above

39. (c) Strategic Management

40. (d) all the above

**Fill in the Blanks:-**

1. Educational Management is a \_\_\_\_\_\_activity required for the running of all the institutions.

2. Educational Management is the executive function that concerns itself with the carrying out of \_\_\_\_\_\_\_\_ policy.

3. Educational Management is the force that leads, guides and directs the organization in the accomplishment of \_\_\_\_\_\_\_\_.

4. Educational management is the dynamic side of \_\_\_\_\_\_\_\_.

5. Educational management deals with educational institutions right from the schools and colleges to the \_\_\_\_\_\_\_\_\_.

6. In the field of education, it is said that the integration of ‘parts’ into a ‘whole’ is \_\_\_\_\_\_\_\_\_.

7. Educational management is a process which helps the schools and colleges in the development of \_\_\_\_\_\_\_\_\_\_\_\_.

8. Educational management is a science and an art mainly concerned with the \_\_\_\_\_\_\_education of pupils in the society

9. Henri Fayol was a Frenchman who was born in \_\_\_\_\_\_\_\_.

10. Henri Fayol was born in the year \_\_\_\_\_\_\_.

11. Henri Fayol published his book titled "[Administration Industrielle et Générale](https://www.amazon.com/General-Industrial-Management-Henri-Fayol/dp/1614274592/ref%3Dsr_1_1?keywords=henri+fayol&qid=1566209415&s=gateway&sr=8-1)” in \_\_\_\_\_.

12. Henry Fayol gave \_\_\_\_\_\_ principles of manangement.

13. Henry Fayol also gave \_\_\_\_\_ functions of management.

14. A \_\_\_\_\_\_\_ is said to be a fundamental or general truth that provides guidelines for thought or action.

15. Max Weber was a \_\_\_\_\_\_\_sociologist and political economist.

16. Max Weber was born in Germany in \_\_\_\_\_\_.

17. Max Weber died in the year \_\_\_\_\_\_.

18. The term ‘technocracy’ was coined by William Henry Smyth in ­­\_\_\_\_\_\_\_.

19. William Henry Smyth was an engineer from \_\_\_\_\_\_.

20. Technical management is dominated by individuals with \_\_\_\_\_\_training.

**Key Answers to Education Paper X Fill in the Blanks Unit II:-**

1. specialized

2. educational

3. goals

4. education

5. Secretariat

6. Educational Management

7. human personality

8. right

9. Istanbul, Turkey

10. 1841

11. 1916

12. 14

13. 6

14. principle

15. German

16. 1864

17. 1920

18. 1919

19. USA

20. technical

**Unit 3 – Financial Management**

**MCQ:-**

1. The objective of financial management is –

(a) To ensure optimum utilization of funds

(b) To ensure human capital development

(c) To ensure safety on investment

(d) All the above

2. Which of the following is not a source of income of educational institutions?

(a) Land grants and endowments

(b) Government grants

(c) Loan from banks

(d) Student fees

3. Financial management is concernrd with –

(a) profit and loss

(b)procurement and utilization of funds

(c) loan from banks

(d) sound investment

4. Educational finance aims at seeing that the money for education is spent most -

(a)judiciously & productively

(b) appropriately & adequately

(c) effectively & efficiently

(d) none of the above

5.The main source of income of educational institutions is –

(a) Student fees

(b) Gifts & donations

(c) Government funds

(d) All the above

6. Public funds include money recieved from –

(a) central government

(b) state government

(c) local government

(d) All the above

7. In ancient and medieval India, education was mainly financed by –

(a) Endowments

(b) Land grants

(c) Donations

(d) Gifts & Bequests

8. Educational cess levied by local bodies may be in the form of a –

(a) land revenue tax

(b) tax on houses/building tax

(c) both of the above

(d) none of the above

9. The biggest problem in educational finance is –

(a) Maintenance of normal services

(b) constitutional provisions

(c) political factors

(d)system of administration

10. Which is not a major factor affecting financial allocations?

(a) Economic development

(b) Socio-cultural environment

(c) Expansion of educational facilities

(d) Developmental Policies

11. “Financial Management is an area of financial decision-making, harmonising individual motives and enterprise goals”. Who said this?

(a) Weston Brigham

(b) Howard & Upton

(c) Solomon

(d) Taylor

12. “Financial Management is the application of general managerial principles to the area of financial decision-making”. Who said this?

(a) Weston Brigham

(b) Howard & Upton

(c) Solomon

(d) Taylor

13. “Financial Management is concerned with the efficient use of an important economic resource, namely, capital funds”. Who said this?

(a) Weston Brigham

(b) Howard & Upton

(c) Solomon

(d) Taylor

14. “Financial Management is concerned with the procurement of funds and their effective utilization in business”. Who said this?

(a) SC Kuchhal

(b) S.N Maheshwari

(c) S.K Mangal

(d) Choudhury

15. “Financial Management is concerned with raising finances and their effective utilization towards achieving organisational goals”. Who said this?

(a) SC Kuchhal

(b) S.N Maheshwari

(c) S.K Mangal

(d) Choudhury

16. Educational needs are related to the -

(a) size of the population

(b) social change

(c) economic and political development

(d) all the above

17. Sound financial planning includes –

(a) decisions about revenue, cost and economy

(b) budget administration

(c) financial relationships among various agencies

(d) all the above

18. The roots of educational finance are found in basic disciplines like -

(a) statistics

(b) economics and political science

(c) law and taxation

 (d) all the above

19. The sources of income for education may be broadly classified into -

(a) Public and Private funds

(b) Government and Non – government funds

(c) Both of the above

(d) None of the above

20. Public funds may be in the form of -

(a) grants

(b) subsidies

(c) subventions

(d)all the above

21. The various kinds of fees charged to students include -

(a) tuition fee

(b) library and laboratory fee

(c) magazine and games fee

(d) all the above

22. Sums of money where the principles are maintained intact and only the income from the interest on the principal are consumed is called -

(a) Land grants

(b) Bequests

(c) Endowments

(d) Philantropic trust

23. The essential aspects of educational finance include changes in -

(a) targets and policies

(b) procedures

(c) administration

(d) all the above

24. Some of the main problems faced in financing education are –

(a) expanding educational facilities

(b) expanding educational services

(c) lack of priorities

(d)all the above

25. Which is a major factor affecting financial allocations?

(a) Unequal distribution of wealth

(b) Population mobility

(c) Constitutional Provisions

(d) Low level of national income

26. The main elements of traditional approach to financial management are -

(a) Institutional sources of finance

(b) Issue of financial devices to collect refunds from capital market

(c) Accounting and legal relationship between source of finance and business

(d) all the above

27. The main elements of modern approach to financial management are -

(a) evaluation of alternative fund utilization

(b) capital budgeting

(c) financial planning

(d) all the above

28. The critical decisions to be taken under modern approach to financial management are -

(a) investment decision

(b) financing decision

(c) dividend decision

(d)all the above

29. Which is a function of financial management?

(a) tax planning

(b) management of provident funds

(c) securities and social insurance funds

(d) all the above

30. Which is not a scope of financial management?

(a) financial investment

(b) financial control

(c) financial supervision

(d) financial planning

31. The nature of financial management is concerned with -

(a) functions and goals of the institution

(b) procedural aspects

(c) relation with other subsystems

(d) all the above

32. Financial management essentially involves -

(a) risk-return trade off

(b) types of assets

(c) investment decisions

(d) all the above

33. Financial management affects the -

(a) survival of the firm

(b) growth of the firm

(c) vitality of the firm

(d) survival, growth and vitality of the firm

34. Financial management is needed due to –

(a) acquisition and proper use of funds

(b) improve profitability

(c) increase value of the firm/institution

(d) all the above

35. Proper allocation and utilization of funds leads to -

(a) improvement of operational efficiency

(b) improvement of profitability

(c) increase value of the firm/institution

(d)all the above

36. Improving profitability depends on -

(a) promoting savings

(b) proper and effective use of funds

(c) increasing value of the firm

(d) acquisition of funds

37. The ultimate aim of any business concern is -

(a) increase the wealth of the investors

(b) maximize the wealth of the firm

(c) increase the value of the firm

(d) optimize the profit of the firm

38. Acquisition of funds is determined by certain features such as -

(a) philosophy of the institute

(b) vision and goals of the institute

(c) competitive environment

(d) all the above

39. Factors affecting allotment of funds include -

(a) availability of funds

(b) needs of various departments or services

(c) nature of activity undertaken

(d) all the above

40. Other sources of getting money to finance education include -

(a) donations, bequests and gifts

(b) interests on bank balances and securities

(c) rent from buildings

(d) all the above

**Key Answers to Education Paper X MCQ Unit III:-**

1. (d) All the above

2. (c) Loan from banks

3. (b) procurement and utilization of funds

4. (a) judiciously & productively

5. (c) Government funds

6. (d) All the above

7. (a) Endowments

8. (c) both of the above

9. a) Maintenance of normal services

10. (c) Expansion of educational facilities

11. (a) Weston Brigham

12. (b) Howard & Upton

13. (c) Solomon

14. (a) SC Kuchhal

15. (b) S.N Maheshwari

16. (d) all the above

17. (d) all the above

18. (d) all the above

19. (a) Public and Private funds

20. (d) all the above

21. (d) all the above

22. (c) Endowments

23. (d) all the above

24. (d) all the above

25. (c) Constitutional Provisions

26. (d) all the above

27. (d) all the above

28. (d) all the above

29. (d) all the above

30. (a) financial investment

31. (d) all the above

32. (d) all the above

33. (d) survival, growth and vitality of the firm

34. (d) all the above

35. (d) all the above

36. (b) proper and effective use of funds

37. (c) increase the value of the firm

38. (d) all the above

39. (d) all the above

40. (d) all the above

**Fill in the Blanks:**

1. The educational system of a country makes a considerable claim on the country’s \_\_\_\_\_\_\_\_\_resources.

2. Every country spends a sizable portion of money on \_\_\_\_\_\_\_.

3. \_\_\_\_\_\_\_ is one of the largest sectors of national life.

4. Administration of educational finance aims at seeing that money is spent most judiciously and \_\_\_\_\_\_\_\_\_ .

5. The purpose of educational finance is to provide the ways and means of meeting educational \_\_\_\_\_\_\_.

6. The main function of educational finance is to realize the central purpose of education, which is \_\_\_\_\_\_\_.

7. Educational Management is closely linked to Educational \_\_\_\_\_\_\_.

8. Public funds are also known as \_\_\_\_\_\_\_funds

9. \_\_\_\_\_\_ are the assignments in money or material made by one government unit to another.

10. One of the main source of income of local bodies is \_\_\_\_\_\_\_\_.

11.Financial management is all about planning, organizing, directing and controlling \_\_\_\_\_.

12. Traditional approach to financial management is also known as \_\_\_\_\_\_finance.

13. Traditional approach to finance emphasized only fund \_\_\_\_\_\_\_ by corporations.

14. Traditional approach to finance is considered to be narrow and \_\_\_\_\_\_\_\_.

15. Modern approach to financial management focuses not only on procurement of funds but also on their \_\_\_\_\_\_\_ use.

16. Modern approach to financial management is considered more comprehensive and \_\_\_\_\_.

17. Fund \_\_\_\_\_\_\_ is an essential feature of modern approach to finance.

18. The primary scope of financial management is financial \_\_\_\_\_\_.

19. Financial\_\_\_\_\_\_ means to supervise the collection of funds for doing a proper job.

20. Financial control is formulated through \_\_\_\_\_\_\_control system.

**Key Answers to Education Paper X Fill in the Blanks Unit III:-**

1. financial

2. education

3. Education

4. productively

5. needs

6. instruction

7. Finance

8. government

9. Grants

10. education cess

11. funds

12. corporate

13. procurement

14. defective

15. optimum

16. analytical

17. arrangement

18. planning

19. Supervision

20. budgetary

**Unit 4 – Managerial Behaviour**

**MCQ:-**

1. Managerial Behaviour means the behaviour, attitude, personality traits, intelligence, etc of the -

(a) teacher

(b) manager

(c) principal

(d) head

2. The social qualities of a good administrator/ manager should comprise of –

(a) social tact and good judgement

(b) personal charm

(c) sense of humour

(d) all the above

3. Educational Leadership is a term applied to –

(a) principals or

(b) administrators

(c) department heads or academic deans

(d) all the above

4. Leadership style refers to the –

(a) personality pattern of a leader

(b) attitude pattern of a leader

(c) behavior pattern of a leader

(d) none of the above

5. When the leader expects complete obedience from his followers and all decision making power is concentrated in the leader, it is called –

(a) Dictatorial style

(b) Autocratic style

(c) Monarchial style

(d) none of the above

6. When freedom is allowed to subordinates and they are given free hand in deciding their own policies and methods and the leader rarely interferes, it is called –

(a) Democratic style

(b) Delegating Style

(c) Laissez – faire style

(d) Autocratic style

7. When a leader acts like a father to his sub-ordinates and protects and guides them, it is called –

(a) Benevolent style

(b) Paternalistic style

(c) Participative style

(d) Maternalistic style

8. Theory X and Theory Y of Leadership style was proposed by –

(a) Douglas McGregor

(b) Hersey and Blanchard

(c) Rensis Likert

(d) None of the above

9. Rensis Likert proposed \_\_\_\_\_\_\_\_\_\_ leadership styles.

(a) 4

(b) 3

(c) 5

(d) 6

10. Achievement-Oriented style of leadership was given by –

(a) Rensis Likert

(b) Robert House

(c) Hersey and Blanchard

(d) Douglas McGregor

11. Managerial behaviour is mainly concerned with

(a) strict control of subordinates

(b) leading the members of the organization efficiently

(c) obeying the boss

(d) receiving bribes from others

12. The opposite of democratic leadership is

(a) laissez faire leadership

(b) permissive leadership

(c) authoritarian leadership

(d) creative leadership

13. The general functions of a manager include –

(a) Leading

(b) Planning

(c) Problem Solving

(d) all the above

14. Leadership style is mainly the result of the -

(a) philosophy of the leader.

(b) personality of the leader.

(c) experience of the leader.

(d) all the above

15. Personal characteristics of a good manager include -

(a) good personal qualities

(b) good qualifications

(c) mentally healthy

(d) all the above

16. In order to be a successful manager, one has to be -

(a) active and alert

(b) hardworking and punctual

(c) creative and democratic

(d) all the above

17. Resources available in an educational institution include -

(a) human resources

(b) material resources

(c) capital resources

(d)all the above

18. For successful administrative leadership, one needs to possess -

(a) intelligence and creativity

(b) professional knowledge and skill

(c) diagnosing and problem solving ability

(d)all the above

19. A good and effective manager should not be -

(a) compassionate

(b) egotistical

(c) selfish

(d) dictatorial

20. The best style of leadership is –

(a) Autocratic style

(b) Permissive style

(c) Paternalistic style

(d) Democratic style

21. The two extremes of leadership style are -

(a) Autocratic and Democratic style

(b) Autocratic and Laissez-Faire style

(c) Autocratic and Paternalistic style

(d) Democratic and Laissez-Faire style

22. When sub-ordinates are encouraged to take initiative and to participate in decision making, it is called -

(a) Autocratic style

(b) Permissive style

(c) Democratic style

(d) Directive style

23. Path Goal Theory of Leadership was given by -

(a) Rensis Likert

(b) Douglas McGregor

(c) Robert House

(d) Hersey & Blanchard

24. Situational Theory ofLeadership was given by -

(a) Rensis Likert

(b) Douglas McGregor

(c) Robert House

(d) Hersey & Blanchard

25. Which type of leader happens to be authoritarian, autocratic, task-oriented, rigid and strict?

(a) X - style

(b) Y - style

(c) Z - style

(d) None of the above

26. Which type of leader happens to be supportive, democratic, participative and delegating?

(a) X - style

(b) Y - style

(c) Z - style

(d) None of the above

27. Telling style and Selling style of leadership was given by -

(a) Hersey & Blanchard

(b) Douglas McGregor

(c) Robert House

(d) Rensis Likert

28. The leadership styles given by Rensis Likert include –

(a) Democratic, Participative, Benevolent and Exploitation styles

(b) Autocratic, Democratic, Laissez – faire and Paternalistic styles

(c)Telling, Selling, Participative and Delegating styles

(d) Directive, Supportive, Participative and Achiement-oriented styles

29. The leadership styles given by Robert House include -

(a) Autocratic, Democratic, Laissez – faire and Paternalistic styles

(b)Democratic, Participative, Benevolent and Exploitation styles

(c) Directive, Supportive, Participative and Achiement-oriented styles

(d) Telling, Selling, Participative and Delegating styles

30. The leadership styles given by Hersey and Blanchard include **-**

(a) Telling, Selling, Directing and Delegating styles

(b) Telling, Selling, Participative and Delegating styles

(c) Telling, Selling, Directing and Controlling styles

(d) Telling, Selling, Leading and Delegating styles

31. Telling followers what needs to be done and giving appropriate guidance along the way is known as -

(a) Telling style

(b) Directive style

(c) Selling style

(d) Supportive style

32. Setting challenging goals in work and expecting high standards and success is known as –

(a) Laissex-faire style

(b) Achievement – oriented style

(c) Exploitation style

(d) Benevolent style

33. Which leadership style is most effective when followers are at a very low level of maturity?

(a) Delegating style

(b) Participative style

(c) Telling style

(d) Authoritarian style

34. Which leadership style is most effective when followers are at a very high level of maturity?

(a) Selling style

(b) Telling style

(c) Directive style

(d) Delegating style

35. Which leadership style is best when the work is stressful, boring or hazardous?

(a) Directive style

(b) Delegating style

(c) Supportive style

(d) Benevolent style

36. Which leadership style is the odd one out?

(a) Democratic style

(b) Participative style

(c) Exploitative style

(d) Supportive style

37. “Leadership is ultimately about creating a way for people to contribute to making something extraordinary happen”.Who said this?

(a) D.R. Davies

(b)Alan Keith

(c)M. Chemers

(d)Keith Davies

38. “Leadership is the ability to persuade others to seek defined objectives enthusiastically”.

Who said this?

(a) D.R. Davies

(b)Alan Keith

(c)M. Chemers

(d)Keith Davies

39. “Leadership is the process of social influence in which one person can enlist the aid and support of others in the accomplishment of a common task”. Who said this?

(a) D.R. Davies

(b)Alan Keith

(c)M. Chemers

(d)Keith Davies

40. “Educational leadership is that quality which evokes from co-workers their voluntary active participation in assuming responsibilities which contribute to growth in relationships, attitudes and activities of the group.” Who said this?

(a) W.H.Smith

(b) E. Simon

(c) D.R. Davies

(d) C. R. Crenshaw

**Key Answers to Education Paper X Multiple Choice Unit IV:-**

1. (b) manager

2. (d) all the above

3. (d) all the above

4. (c) behavior pattern of a leader

5. (b) Autocratic style

6. (c) Laissez – faire style

7. (b) Paternalistic style

8. (a) Douglas McGregor

9. (a) 4

10. (b) Robert House

11. (b) leading the members of the organization efficiently

12. (c) authoritarian leadership

13. (d) All the above

14. (d) All the above

15. (d) All the above

16. (d) All the above

17. (d) All the above

18. (d) All the above

19. (a) compassionate

20. (d) Democratic style

21. (b) Autocratic and Laissez-Faire style

22. (c) Democratic style

23. (c) Robert House

24. (d) Hersey & Blanchard

25. (a) X - style

26. (b) Y - style

27. (a) Hersey & Blanchard

28. (a) Democratic, Participative, Benevolent and Exploitation styles

29. (c) Directive, Supportive, Participative and Achiement-oriented styles

30. (b) Telling, Selling, Participative and Delegating styles

31. (b) Directive style

32. (b) Achievement – oriented style

33. (c) Telling style

34. (d) Delegating style

35. (c) Supportive style

36. (c) Exploitative style

37. (b) Alan Keith

38. (d) Keith Davies

39. (c) M. Chemers

40. (c) D.R. Davies

**Fill in the blanks:**

1. Leadership style can be broadly divided into\_\_\_\_\_ styles based on the attitude and behaviour pattern of the leader.

2. Managerial Behaviour means the attitude, interest, aptitude, ability, etc of the educational \_\_\_\_\_\_\_\_\_.

3. A good manager leads the organization and its members in perfect harmony to achieve the \_\_\_\_\_\_of the organization.

4. A good manager should act meaningfully and in accordance with the demands of the changing \_\_\_\_\_\_\_\_\_.

5. A good manager tries to improve the available resources and spent money in the \_\_\_\_way.

6. \_\_\_\_\_\_administrative leadership is necessary in order to bring about unity and cooperation in the workers.

7. For educational workers, an important part of their duty is to interpret and develop education as an agency of \_\_\_\_\_\_\_\_and development.

8. Personal charm and sense of \_\_\_\_\_\_\_are essential social qualities for a good manager.

9. The social qualities of the manager will affect, in a large measure, the \_\_\_\_\_of educational management.

10. Education is an important means for the preservation, transmission and progress of cultural \_\_\_\_\_\_\_.

11. A paternalistic leader is like a \_\_\_\_\_\_\_to his sub-ordinates.

12. Autocratic leadership is more or less the same as \_\_\_\_\_\_\_leadership.

13. The leadership style which implies wielding absolute power by the leader is called \_\_\_\_\_ style.

14. \_\_\_\_\_\_\_\_\_\_ style implies compromise between the two extremes of Autocratic and Laissez-Faire leadership.

15. Delegating style of leadership was given by \_\_\_\_\_\_\_\_\_.

16. Hersey and Blanchard gave\_\_\_\_\_styles of leadership.

17. Douglas McGregorgave styles of leadership.

18. Robert House gave \_\_\_\_ styles of leadership.

19. Rensis Likert gave\_\_\_\_ styles of leadership

20. Benevolent style of leadership was given by\_\_\_\_\_\_\_\_.

**Key Answers to Education Paper X Fill in the Blanks Unit IV:-**

1. 4

2. manager

3. goals

4. circumstance

5. right

6. Intelligent

7. social control

8. humour

9. character

10. heritage

11. father

12. dictatorial

13. autocratic or authoritarian

14. Democratic

15. Hersey and Blanchard

16. 4

17. 2

18. 4

19. 4

20. 4

**Unit 5: Educational Supervision**

### MCQ

1. Supervision is a

 (a) Guiding and stimulating service

(b) Fault finding service

(c) Punishment service

(d) Disciplinary service

1. Supervision is a/an

(a) Help service

(b) Punishment service

(c) Fault-finding service

(d) Authoritarian service

1. “Supervision is an expert technical service primarily concerned with studying and improving the conditions that surround learning and pupil growth.” Whose definition is this?

(a) Kimball Wiles

(b) A. S. Barr

(c) John A. Bartky

(d) I. B. Verma

1. “Supervision is always concerned with the development of the teachers, the growth of the pupils and the improvement of the teaching-learning process.” Who said this?

(a) A.Bartky

(b) William A. Yeager

(c) Fred C. Ayer

(d) A. S. Barr

1. The purposes of Supervision are

(a) To encourage professional development and provide personal support

(b) To encourage quality of service to clients

(c) For keeping teachers up-to-date

(d) All of the above

1. The primary functions of educational supervision is

(a) Providing leadership and improving teaching learning

(b) Providing more money and improving inspection

(c) Providing follow-up actions and improving the workload

(d) All of the above

1. Supervision should be primarily

(a) Preventive and critical

(b) Critical and corrective

(c) Constructive and creative

(d) Constructive and critical

1. A supervisor is one who

(a) Provides friendly help

(b) Inspects classrooms

(c) Gives directions

(d) Criticizes the teaching method

1. The criticism most frequently leveled at school administration is that

(a) They like praise

(b) They are too lazy

(c) They fail to provide leadership

(d) They do not know teacher

1. The effective supervision is indicated by

(a) Good relations between teacher and supervisors

(b) Helping teacher in their teaching

(c) Helping teachers becoming more self sufficient

 (d) Criticizing teacher’s lessons

1. The school policy should be determined by

(a) The professional educators

(b) Headmasters

(c) Citizens

(d) Citizens and educators

1. Laissez Faire supervision is based on

(a) Dictatorship

(b) Mutual sharing

(c) Non interference

(d) None of the above

1. In teaching-learning process supervision is usually carried out by

(a) Principal

(b) Teacher

(c) Parents

(d) Society

1. Assessment of how well a school is performing is

(a) Administration

(b) Supervision

(c) Inspection

(d) All of these

1. Educational inspection is different from educational supervision in the area that

(a)Inspection sounds static whereas supervision is dynamic in approach

(b) Inspection is practice whereas supervision is corrective

(c) Inspection assumes correction whereas supervision assumes status quo

(d) Inspection assures co-oriented, whereas supervision expects participation

1. Educational supervision helps in

(a) Diagosis

(b) Remediation

(c) Encouraging

(d) All of these

1. The main focus of educational supervision is

(a)Administration

(b) Educational service

(c) Decision making

(d) Control

1. The objective of supervision is

(a) Classroom management

(b) Curriculum development

(c) Evaluate instruction

(d) All of the above

1. The supervision helps in improving \_\_\_\_\_\_ process

(a) Guidance

(b) Leadership

(c) Teaching-learning

(d) Feedback

1. Educational supervision is a service in

(a) Management

(b) Administration

(c) Orgnisation

(d) All of the above

1. The main function of educational supervision is

(a) Provide leadership

(b) Provide feedback

© Assessment and diagnosis

(d) All of the above

1. Modern Supervision centres attention on skill, which of te following is not that skill?

(a) Planning skill

(b) Organisational skill

(c) Co-ordination skill

(d) Matter related skill

1. Which of the following is considered as the best type of supervision

(a) Corrective supervision

(b) Coercive supervision

(c) Creative supervision

(d) Preventive supervision

1. Creative and constructive supervision believes in –

(a) Keeping order and discipline

(b) Guidance and help

(c) Findings of inefficiencies

(d) Prescription and help

1. In which type of the following supervision, everything regarding teachings is prescribed and the teachers are forced to follow what is predetermined?

(a) Preventive supervision

(b) Coercive supervision

(c) Corrective supervision

(d) Laissez faire supervision

1. The main purpose of the supervision of teaching should be the

(a) Advancement of pupil welfare

(b) Proper utilization of school facilities

(c) Carrying out of the curriculum

(d) Achievement of success

1. Literal meaning of supervision is

(a) Superior knowledge and power

(b) Superior knowledge and service

(c) Superior efforts and service

(d) None of these

1. “Supervision is not to control the teacher but to work cooperatively.” Who said this?

(a) Glatthorn

(b) Hoy and Forsyth

(c) Glickman

(d) Harris

1. Modern supervision is

(a) Objective and productive

(b) Systematic and democratic

(c) Creative and growth-centred

(d) All of these

1. Modern supervision is based on

(a) Social process

(b) Psychological process

(c) Educational process

(d) All of the above

1. Which of the following is the characteristics of educational supervision

(a) Provides leadership with extra knowledge and superior skills

(b) Helps achievement of appropriate educational aims and objectives

(c) Fives coordination, direction and guidance

(d) All of the above

1. In what type of educational supervision, the supervisor is more concerned with the findings of inefficiencies rather than giving guidance?

(a) Creative supervision

(b) Corrective supervision

(c) Preventive supervision

(d) Coercive supervision

1. Creative supervision leads to

(a) Self reliant and self confident

(b)Originality of ideas

(c) Freedom

(d) All of these

1. In preventive type of educational supervision, the supervisor tend to-

(a) Detects the mistakes and recognizes the defects in teacher’s work

(b) Anticipates mistakes and provides help to teacher’s work

(c) Checked to see regularly that orders are obeyed

(d) All of these

1. Laissez-faire type of educational supervision is more concerned with

(a) Guidance and help

(b) Keeping order and discipline

(c) Detects mistakes

(d) None of these

1. Principle of Supervision is based on

(a) Philosophy

(b) Scientific

(c) Progressive

(d) All of the above

1. Supervisory procedures may includes

(a) Improvement of human relation

(b) Personnel reform

(c) Policy formulation

(d) All of the above

1. Educational supervision means

(a) Assistance in development of teaching learning process

(b) That discipline through which we control affairs of others

(c) Both a & b

(d) None of the above

1. How many types of educational supervision are there

(a) 5

(b) 6

(c) 7

(d) 8

1. Traditional supervision largely considered

(a) Inspection and teacher-focused

(b) Imposed and Authoritarian

(c) Both a & b

(d) None of these

### Key Answer to Education Paper X MCQ Unit-5

1. (a) Guiding and stimulating service

2. (a) Help service

3. (b) A. S. Barr

4. (a) A.Bartky

5. (d) All of the above

6. (d) All of the above

7. (c) Constructive and creative

8. (a) Provides friendly help

9. (c) They fail to provide leadership

10. (c) Helping teachers becoming more self sufficient

11. (d) Citizens and educators

12. (c) Non interference

13. (a) Principal

14. (c) Inspection

15. (a)Inspection sounds static whereas supervision is dynamic in approach

16. (d) All of these

17. (b) Educational service

18. (d) All of the above

19. (c) Teaching-learning

20. (d) All of the above

21. (d) All of the above

22. (d) Matter related skill

23. (c) Creative supervision

24. (b) Guidance and help

25. (b) Coercive supervision

26. (a) Advancement of pupil welfare

27. (c) Superior efforts and service

28. (b) Hoy and Forsyth

29. (d) All of these

30. (d) All of the above

31. (d) All of the above

32. (b) Corrective supervision

33. (d) All of these

34. (b) Anticipates mistakes and provides help to teacher’s work

35. (b) Keeping order and discipline

36. (d) All of the above

37. (d) All of the above

38. (c) Both a & b

39. (a) 5

40. (c) Both a & b

# Fill in the Blanks

1. Supervision means to \_\_\_\_\_\_ and stimulate the activities of teachers with a view to improve them.
2. The need of educational supervision is for helping teachers prepare for \_\_\_\_\_\_\_\_\_.
3. One of the characteristics of \_\_\_\_\_\_\_\_\_\_ is improving instruction and teaching-learning process.
4. \_\_\_\_\_\_\_\_\_ is considered as the best type of supervision.
5. Creative supervision makes the teacher self-reliant and \_\_\_\_\_\_.
6. Creative supervision leads to the originality of \_\_\_\_\_\_\_\_\_ .
7. In \_\_\_\_\_\_\_\_\_ type of supervision, the supervisor is more concerned with the findings of inefficiencies in teachers’ working rather than giving him guidance.
8. In \_\_\_\_\_\_\_ supervision everything regarding teaching is prescribed and the teachers are forced to follow what is predetermined.
9. \_\_\_\_\_\_\_ type of supervision emphasizes that teachers are allowed to teach as they wants and are free to improve themselves.
10. Laissez-faire type of supervision is concerned with keeping order and \_\_\_\_\_\_\_ without taking ant lead in increasing the efficiency of the teacher.
11. Creative and constructive supervision believes in \_\_\_\_\_\_ and help.
12. \_\_\_\_\_\_\_\_ and supervision considered functionally related and cannot be separated or set off from each other.
13. A \_\_\_\_\_\_\_\_\_\_\_ is one who provides friendly help.
14. The effective \_\_\_\_\_\_\_\_\_ is indicated by helping teachers becoming more self sufficient
15. One of the most significant functions of supervision is to provide \_\_\_\_\_\_\_.
16. \_\_\_\_\_\_\_\_\_\_\_ makes teaching-learning situation effective.
17. \_\_\_\_\_\_ supervision is more objective, democratic, creative ,productive and is based on research and analysis of the teaching-learning environment.
18. According to \_\_\_\_\_\_ “Supervision is an expert technical service primarily concerned with studying and improving the conditions that surround learning and pupil growth.”
19. For providing democratic professional leadership \_\_\_\_\_\_\_\_\_\_ is needed.
20. There are \_\_\_ types of education supervision.

### Key Answer to Education Paper X, Fill in the Blanks Unit-5

1. Guide
2. Teaching
3. Educational supervision
4. Creative supervision
5. Self-confident
6. Ideas
7. Corrective
8. Coercive
9. Laissez-faire
10. Discipline
11. Guidance
12. Administration
13. Supervisor
14. Supervision
15. Leadership
16. Supervision
17. Modern
18. A.S Barr
19. Educational supervision
20. 5