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**2 SEM TDC EDNH (CBCS) C 4**

**2 0 2 5**

( May )

**EDUCATION**

( Core )

Paper : C-4

**( Educational Administration and Management )**

Full Marks : 80

Pass Marks : 32

Time : 3 hours

*The figures in the margin indicate full marks  
for the questions*

1. Answer the following questions : 1×8=8

- (a) What is the full form of SWOT?
- (b) Write any one function of educational management.
- (c) Mention any one function of educational leadership.
- (d) Which leadership style allows subordinates to participate in decision making?

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- (e) Name any one principle of educational planning.
- (f) State one key function of educational supervision.
- (g) Who is responsible for conducting educational supervision in a school?
- (h) Mention one major challenge in educational finance.
2. Write short notes on the following :  $4 \times 5 = 20$
- (a) Cycle of total quality management
- (b) Principles of educational leadership
- (c) Scope of educational planning
- (d) Difference between supervision and inspection
- (e) Importance of maintenance of records in educational finance

3. Define educational administration. Differentiate between management and administration.  $2+8=10$

Or

What is meant by educational management? Discuss the management of material and financial resources in an educational institution.  $2+4+4=10$

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( Continued )

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4. What is educational leadership? Describe the essential qualities of an educational leader.  $2+8=10$

Or

What is leadership style? Differentiate between autocratic and democratic leadership style.  $2+8=10$

5. What is educational planning? Describe the factors that affect in educational planning.  $2+9=11$

Or

Write the nature of educational planning. Differentiate between long-term and short-term planning.  $3+8=11$

6. Discuss the factors influencing effectiveness of educational supervision. 10

Or

Describe the qualities of a good educational supervisor.

7. What is meant by educational finance? Describe the role of finance committee in education.  $2+9=11$

Or

Write the concept of budget. Describe the process of preparing institutional budget.  $3+8=11$

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