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

Term-End Examination

June, 2015

MES-044 : INSTITUTIONAL MANAGEMENT

Time : 3 hours

Maximum Weightage : 70%

Note : (i) All questions are compulsory.

(ii) All questions carry equal weightage.

1. Answer the following in about **600** words.

Discuss, how planning the transaction of curriculum helps the teacher to teach effectively. Elaborate your answer with the help of an example from higher education context.

OR

Why is it important to plan for human resources in a school context ? Discuss the process involved in this planning.

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

How can co-curricular activities be managed with the help of management cycle ? Give examples from a school.

OR

Why is it important to motivate the staff for better performance ? Discuss at least three techniques of staff motivation.

3. Answer **any four** out of the following in about **150** words each :
- (a) Discuss any two tasks of an educational administrator in a school.
 - (b) What are human resources ? Discuss any three characteristics of 'human resources'.
 - (c) What is meant by efficiency in education ? Illustrate.
 - (d) Explain any four factors / criteria to judge school buildings.
 - (e) What is meant by 'opportunity cost' in education ?
 - (f) What is 'societal benefit' in education ? Give examples to illustrate your answer.

4. Answer the following in about **600** words.
- Develop the vision and mission of an imaginary school 'Happy Hours'. Discuss how this will help this school to accomplish quality in teaching-learning process.
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