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DE–3110

DISTANCE EDUCATION

M.S. (Education Management) DEGREE EXAMINATION, MAY 2008.

PRINCIPLES OF EDUCATION MANAGEMENT

Time : Three hours Maximum : 100 marks

SECTION A — (5 × 8 = 40 marks)

Answer any FIVE questions.

All questions carry equal marks.

1. What is Education Administration? What are the principles of Education Administration?
2. Elaborate O and M.
3. Differentiate Education administration from Education management.
4. Discuss the relationship between leadership and Education Administration.
5. Describe the meaning and scope of Education Supervision.
6. What is communication? What are the elements of communication?
7. What are the barriers to be overcome while introducing TQM?
8. Explain the principles of coordination.

SECTION B — (4 × 15 = 60 marks)

Answer any FOUR questions.

1. What is Education Management? What are the characteristics of a successful manager according to Fayol?
2. Give an account of Central and State Government bodies promoting education in India.
3. Give an account of different classifications of leadership.
4. Discuss the duties of a good Education Supervisor.
5. What in your opinion are the ways to improve the quality of communication for an effective Education?
6. Explain Human relationships theory of Education Administration.
7. What is system approach? How does it serve to tone up Higher Education?

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DE–3111

**12**

DISTANCE EDUCATION

M.S. (Education Management) DEGREE EXAMINATION, MAY 2008.

EDUCATION ENVIRONMENT

Time : Three hours Maximum : 100 marks

PART A — (5 × 8 = 40 marks)

Answer any FIVE questions.

1. What are the technological impact on Education Systems? Explain.
2. What are the modern trends in educational environment with respect to private participation?
3. Discuss the fundamental rights envisaged in our constitution.
4. Explain the common university act.
5. What are the technological obsolescence in education system?
6. Write a short note on articles of WTO.
7. How will you manage environmental factors on educational system?
8. Write a short note on campus tranquility.

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions.

1. Explain the impact of demographic and cultural factors on education.
2. What are the challenges and opportunities of globalisation of education market?
3. Discuss the values and ethics in educational management.
4. What are the technological impact on streams and thrust courses?
5. What are the environmental factors for educational institutions?
6. Discuss the functions of economic systems and their implications on education.
7. How will you maintain campus tranquility and dynamism in educational institutions?

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DE–3112

DISTANCE EDUCATION

M.S. (Education Management) DEGREE EXAMINATION, MAY 2008.

OFFICE MANAGEMENT

Time : Three hours Maximum : 100 marks

1. PART A — (5 × 8 = 40 marks)
2. Answer any FIVE questions.
3. Explain the duties and responsibilities of an office manager.
4. What is office organisation? Explain the important principles of it.
5. Explain the advantages of mechanisation of office work.
6. Explain the requisites for a valid meeting.
7. Explain the points to be noted before designing office forms.
8. Explain the factors to be considered while selecting furniture for an office.
9. Explain the benefits of centralised purchase of office stationery.
10. What is Horizontal filing? Distinguish it from vertical filing.
11. PART B — (4 × 15 = 60 marks)
12. Answer any FOUR questions.
13. Explain the various procedures involved in handling inward and outward mail.
14. What is an office? Explain the importance of it to an educational institution.
15. Explain the important points to be noted at the time of preparation of minutes.
16. What is card index? What are it’s merits and What are the uses to which it can be put?
17. Discuss the significance of morale in a modern office. Suggest the measures for building high morale.
18. Explain the important procedures involved in the purchase of office stationery.
19. Draft a letter to a furniture dealer placing an order for office furniture, giving necessary instructions and details.

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DE–3113

**14**

DISTANCE EDUCATION

M.S. (Education Management) DEGREE EXAMINATION, MAY 2008.

FINANCE MANAGEMENT IN EDUCATIONAL INSTITUTIONS

Time : Three hours Maximum : 100 marks

PART A — (5 × 8 = 40 marks)

Answer any FIVE questions.

1. What is the purpose of local fund audit for educational institutions?
2. What is the significance of finance in educational institutions?
3. Write a short note on investment function.
4. What are the salient features of a budget?
5. Write a short note on internal control.
6. What is the role of private sector in the growth of educational institutions?
7. Prepare a model of cash budget for educational institutions.
8. What are the types of budget prepared by schools and colleges?

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions.

1. What are the goals of finance management in educational institutions?
2. State various sources of finance to educational institutions.
3. How is the break even analysis computed for educational institutions?
4. What are the objectives of local fund audit for educational institutions?
5. Explain the pattern of expenditure in educational institutions.
6. Describe the procedure for preparation of financial statements.
7. What is a budget? What are the steps involved in the preparation of a budget?

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DE–3114

DISTANCE EDUCATION

M.S. (Education Management) DEGREE EXAMINATION, MAY 2008.

EDUCATION INSTITUTION MANAGEMENT

Time : Three hours Maximum : 100 marks

PART A — (5 × 8 = 40 marks)

Answer any FIVE questions.

1. Differentiate the online and offline communication management.
2. Describe the preparation and planning required for conducting examination.
3. Write the need for change and explain the techniques for dealing with resistance to change.
4. Examine the impact of power and politics in education institution management.
5. Goal setting is essential to solve the issues in management – Discuss.
6. Differentiate the managerial approaches to overcome the conflicts among students and among staff-members.
7. How far intervention strategies are useful for organisation development – Describe.
8. Explain the impact of institutional climate and culture on institutional performance.

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions.

1. Analyse the forms, systems and other aspects of communication management in education institution.
2. Important aspects of management of examinations are result publication, dispatch of mark statement and organising convocation – Discuss.
3. Define change management and explain the planned obsolescence, tools of change and development.
4. Describe the factors influencing the institutional climate and culture in our education institution.
5. List down the issues in institution management and explain the manpower grooming, alliance with society and planned development.
6. Write the nature of activity management and techniques of managing students admission, its planning, execution and control.
7. Define institutional effectiveness and explain the management of crisis and growth.

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DE–3115

DISTANCE EDUCATION

M.S. (Education Management) DEGREE EXAMINATION, MAY 2008.

RESEARCH IN EDUCATION MANAGEMENT

Time : Three hours Maximum : 100 marks

PART A — (5 × 8 = 40 marks)

Answer any FIVE questions.

All questions carry equal marks.

1. Explain the steps in Research Report.
2. Discuss the uses of Kruskal-Wallis tests?
3. What is correlation? Explain its types with an example.
4. Describe Action research with an example.
5. How do you select a research problem?
6. What are primary and secondary data in Historical Research?
7. Explain mainstream research model.
8. Describe the qualities of a Researcher.

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions.

All questions carry equal marks.

1. Discuss the importance of measures of central tendency and variability.
2. Discuss the different techniques in data collection.
3. Discuss the sampling techniques in educational research.
4. What is hypothesis? Discuss its types and characteristics.
5. When do you use ‘*t*’ test and Chi square test in research? Illustrate.
6. ‘Selection of a problem is a problem in research to a researcher’. Discuss.

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DE–3116

DISTANCE EDUCATION

M.S. (Education Management ) DEGREE EXAMINATION, MAY 2008.

HUMAN RESOURCE MANAGEMENT IN EDUCATION INSTITUTIONS

Time : Three hours Maximum : 100 marks

PART A — (5 × 8 = 40 marks)

Answer any FIVE questions.

All questions carry equal marks.

1. Discuss the functions of HRM.
2. What is job analysis? Discuss its usefulness.
3. Give a brief account of recruitment policies of administrative staff.
4. Distinguish between VRS and Golden Handshake.
5. Discuss the welfare measures in educational institutions.
6. Write short notes on Grievance redressal procedure for employees.
7. Discuss the problems of associations in educational institutions.
8. Give a brief account of Human Resource need of educational institutions.

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions.

All questions carry equal marks.

1. Discuss the steps of HR Planning Process.
2. Discuss the features of special schemes of UGC for career development of teaching faculty.
3. Give a comprehence accounts of salary and allowances of university teaching faculty are different levels.
4. What is performance appraisal? Give the skeleton of the performance appraisal from in educational institutions. Also, explain the method of arriving rating of employees based on performance appraisal.
5. What are the types of association in educational institutions? Discuss the role of each association.

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DE–3117

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DISTANCE EDUCATION

M.S. DEGREE EXAMINATION, MAY 2008.

Education Management

INSTITUTIONAL LINKAGE FOR EDUCATION MANAGEMENT

Time : Three hours Maximum : 100 marks

PART A — (5 × 8 = 40 marks)

Answer any FIVE questions.

All questions carry equal marks.

1. Give an account of the administrative structure of higher education.
2. Examine the role and the functions of agencies of higher education.
3. What is NAAC? How does it function?
4. What is NCTE? What are the specific functions of regional committees?
5. What are the functions of Medical Council of India?
6. What is ICMR? What are its objectives?
7. How does the Sports Authority of India promote sports?
8. What are the powers and functions of DEC?

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions.

All questions carry equal marks.

1. What are the guidelines provided in National Policy on Higher Education to safeguard and to realize the aims and objectives of Higher Education?
2. What is UGC? What are its major objectives? Describe how it promotes research in the field in higher education.
3. What is DST? How does it promote scientific projects and programmes?
4. What are the conditions stipulated by NCTE to accord recognition for D.T.Ed., B.Ed., and M.Ed. course of studies?
5. Explain the powers of Bar Council of India.
6. Describe in detail the organization structure and functions of UNESCO.

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DE–3118

DISTANCE EDUCATION

M.S. (Education Management) DEGREE EXAMINATION, MAY 2008.

MARKETING OF EDUCATION SERVICES

Time : Three hours Maximum : 100 marks

PART A — (5 × 8 = 40 marks)

Answer any FIVE questions.

All questions carry equal marks.

1. Discuss the service mission of Education.
2. How will you segment the learners market?
3. How will you plan education product?
4. Frame the criteria for fixing the fee structure in education.
5. Explain the concept of Franchising in education.
6. Discuss the promotion strategy of Education.
7. Explain the role of publicity in education marketing.
8. Briefly explain student support services.

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions.

1. Explain the concept – internationalisation of education marketing with example.
2. Define – Intellectual property. Discuss the laws available to protect it in our country.
3. Explain the role and function of any one of the bodies, dealing with quality assurance in education.
4. Define – Service marketing. Discuss its salient features.
5. Define – Innovative education. How do you differentiate it with the existing one?
6. Explain the role of Information Technology in dealing with barriers of distance.
7. Explain the behaviour profile of the learners with suitable example.

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DE–3119

DISTANCE EDUCATION

M.S. (Education Management) DEGREE EXAMINATION, MAY 2008.

CONTEMPORARY ISSUES IN EDUCATION MANAGEMENT

Time : Three hours Maximum : 100 marks

1. PART A — (5 × 8 = 40 marks)
2. Answer any FIVE questions.
3. All questions carry equal marks.
4. Give a short account on part-time courses.
5. What are the issues related to accountability?
6. Differentiate between innovators and adopters.
7. How will you harness Community Resources?
8. Write a note on SWOT analysis.
9. Discuss stake holders participation in management.
10. Briefly explain the concept of Emotional Intelligence.
11. What is digital management? Explain its importance.
12. PART B — (4 × 15 = 60 marks)
13. Answer any FOUR questions.
14. All questions carry equal marks.
15. Explain the merits and de-merits of Inter disciplinary courses.
16. Discuss the quantity Vs quality issues on growth dimensions in institutions.
17. What are ISO standards of educational institutions? How will you meet out that standard?
18. What are the constraints of the government in funding higher education?
19. What are the out-reach programmes and how they may be organised in an institution?
20. Discuss the need and methods of bringing academic excellance in higher educational institutions.

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