**VI SEMESTER, EDUCATION DEPARTMENT**

**PAPER-X: Educational Planning and Management**

**UNIT-I: Educational Planning**

Multiple Choice Questions:

1. Webster’s International Dictionary (1981) defines planning:

a) selects among alternatives, explores routes before travel begins and identifies possible or probable outcomes of action.

b) as an act or process of making or carrying out plans.

c) efficient and effective planning saves time, effort and money.

d) is a process utilized by an administrator while performing the role of a leader, decision-maker, change agent and so on.

2. According to Hagman and Schwartz, planning is:

a) a good method of solving problems.

b) defining the present situation.

c) developing a set of actions.

d) planning selects among alternatives, explores routes before travel begins and identifies possible or probable outcomes of action.

3. Educational planning is a process utilized by:

a) an administrator while performing the role of a leader, decision-maker, change agent and so on.

b) social and economic concerned with the welfare and progress of all citizens rather than the selfish goals of some special interest groups.

c) involvement of representatives of most of the concerned Sectors of the society in the process of planning.

d) based on the principle of maximum utility of resources available with school and the community.

4. The Indian Commission 1964-66 opines that every educational institution can do much more through-

a) a programme of development and improvement prepared by a particular institution

b) better planning and hard work to improve the quality of education within its existing resources

c) various alternative courses of action, evaluating these alternatives and choosing the most suitable alternative

d) changes made on adhoc piecemeal basis to solve immediate problems.

5. Educational planning is necessary to

a) ensure the success of education

b) minimize backward children

c) broaden the outlook of students

d) have better relationship among teachers

6. Institutional planning is based on the principles \_\_\_ utilization of the resources available in the school and community.

a) maximum

b) sufficient

c) optimum

d) none of the above

7. An Institutional planning is defined as “a programme of educational developmental improvement prepared by an educational institution on the basis of its felt needs”. Who gave this definition?

a) M.B. Buch

b) Harold Koontz

c) George Litwin

d) Robert Stringer

8. Institutional involves the three main elements which are

a) pre-determined actions use of scarce funds and taking risks

b) pre-determined objectives, use of scarce resources and taking decisions

c) planning, evaluation and review

d) programme, actions and reviews

9. Educational planning is a subsystem of a general planning for\_\_\_\_ development.

a) human

b) social

c) economic

d) national

10. Institutional planning can be of

a) long-term only

b) short-term only

c) short-term and long-term

d) none of the above

11. Institutional planning is an effort to make\_\_\_\_ use of available resources.

a) sufficient

b) minimum

c) adequate

d) optimum

12. Institutional planning aims to

a) involve every teacher in the preparation of the plan

b) have better coordination between teachers

c) save time, money and materials

d) arouse curiosity of the students

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

a) educational planning

b) educational management

c) educational finance

d) managerial behaviour

14. Planning process means

a) plan to plan

b) goal to goal

c) programme of development

d) making process

15. Strategic planning is also known as

a) Short-term planning

b) Long-term planning

c) Short and Long-term planning

d) None of the above

16. This approach also known as ‘social planning’ or ‘planning for social development’ is

a) man power approach

b) social demand approach

c) rate of return approach

d) social justice approach

17. In which year was the International Conference on educational planning held at Paris?

a) 1968

b) 1967

c) 1958

d) 1966

18. Educational Planning in India has failed to adopt\_\_\_ approach as there is fast increasing unemployment in every field of man power production in education.

a) social justice

b) rate of return

c) man power

d) social demand

19. The concept of planning in India dates back to\_\_\_\_ when Indian National Congress appointed National Planning Committee.

a) 1937

b) 1947

c) 1938

d) none of the above

20. Planning in education is an extremely important activity as it forms the basis of all programmes of\_\_\_\_ improvement in education.

a) quantitative

b) qualitative

c) quantiatative and qualitative

d) none of the above

21. Educational Planning is necessary to ensure

a) success of the enterprise

b) efficient and effective planning saves time, effort and money

c) good method of solving problems

d) all of the above

22. Planning is involved in-

a) establishing a goal or a set of goals

b) defining the present situation

c) determining aids and barriers

d) all of the above

23. One of the characteristics of Institutional Planning-

a) Co-operative

b) Man-power

c) Educational development

d) Progress

24. Institutional planning is based on-

a) modern educational planning

b) defining the present situation

c) developing a set of actions

d) community set up

25. Institutional planning on one hand stresses on\_\_\_\_ of human and material resources and on the other hand also pays accent on augmenting human efforts.

a) need based

b) specificity

c) goal oriented

d) optimum utilisation

26. Institutional planning is a means of

a) accomplishing widespread targets of education

b) planning activity must be stimulated in some way at some level

c) planning was considered regimentation and standardisation suitable only for authoritarian state

d) determining aids and barriers

27. Institutional planning lays stress on both

a) national and state policies

b) improvement and development

c) curriculum and co-curricular

d) qualitative and quantitative

28. Planning should be two-way process, starting from below, from the very grass-roots from what is called

a) Educational planning

b) Institutional planning

c) Educational management

d) Financial management

29. Modern educational planning emphasizes that only the top administrator or the government should be involved in

a) management

b) activity

c) implementing

d) planning

30. Efficient and effective planning saves

a) economy, industry and commerce

b) schools and colleges

c) time, effort and money

d) none of these

31. The objective of educational planning is

a) identifying causes of educational problems

b) establishing a goal or a set of goals

c) lays stress on improvement and development both

d) developing a set of actions

32. When a plan is prepared by a particular institution on the basis of its own development and improvement, it is called institutional planning in which each \_\_\_\_ school must have its own plan.

a) secondary

b) primary

c) middle

d) higher secondary

33. Planning was considered regimentation and standardisation suitable only for

a) democratic state

b) republican state

c) authoritarian state

d) socialist state

34. “Planning selects among alternatives, explores routes before travel begins and identifies possible or probable outcomes of action before the executive and his organisation is committed to any”. Who says this?

a) Hagman Schwartz

b) Webster

c) M.B. Buch

d) None of the above

35. Democratic planning in India centralised but it lays emphasis on decentralised units at\_\_\_\_\_level

a) village

b) urban

c) specific

d) rural

36. Planning is purposeful action having certain\_\_\_\_ and ends to achieve

a) requirement

b) improvement

c) opportunities

d) objective

37. The complexities of modern technology in society have given rise to the need for planning in\_\_\_\_

a) education

b) society

c) institution

d) management

38. In\_\_\_ planning with one’s view the national and state educational policies are also reflected.

a) educational

b) institutional

c) administrative

d) none of the above

39. After the Second World War, the principle and methods of educational development in the Soviet Union were adopted by the\_\_\_\_ States of Central.

a) socialist

b) authoritarian

c) Marxist

d) democratic

40. The basic chain of activities underlying all educational planning consists of\_\_\_\_

a) gathering information

b) democratic set up

c) community support

d) human and physical resources

**ANSWER KEY:**

1. B
2. D
3. A
4. B
5. A
6. A
7. A
8. C
9. D
10. C
11. A
12. A
13. A
14. C
15. B
16. D
17. A
18. C
19. C
20. C
21. D
22. D
23. A
24. D
25. D
26. A
27. B
28. B
29. D
30. C
31. A
32. A
33. C
34. A
35. A
36. D
37. A
38. B
39. A
40. A

 Fill in the blanks:

1. Planning in education is an extremely important activity as it forms the basis of all\_\_\_\_\_\_\_\_\_ of quantitative and qualitative improvement in education.
2. Planning is purposeful action having certain objectives and ends to\_\_\_\_\_\_\_\_\_\_\_.
3. Educational planning focuses on ‘what’, ‘why’ and\_\_\_\_\_\_\_\_\_ of achieving some goals.
4. Increasing populations, man-power needs\_\_\_\_\_\_\_\_ , decreasing natural resources and haphazard applications of scientific developments require educational planning.
5. \_\_\_\_\_\_\_\_\_ causes of the educational problems and suggesting relevant solution is, then, the objective of educational planning.
6. \_\_\_\_\_\_\_\_\_ planning is considered an important principle of planning in all fields.
7. Institutional planning lays stress on\_\_\_\_\_\_\_\_ and development both.
8. Need based \_\_\_\_\_\_\_\_\_\_ planning is prepared on the basis of felt needs of schools by officials of particular institution.
9. For the construction of institutional planning knowledge is necessary of human and\_\_\_\_\_\_\_\_ resources.
10. Educational planning may face educational, social, economic, political and administrative problems to be solved in an\_\_\_\_\_\_\_\_\_\_\_ manner.
11. Planning is the process of preparing a set of\_\_\_\_\_\_\_\_ for action in future directed towards realizing some specific goals by the best possible means.
12. In Institutional planning schools are at liberty for preparing their efforts and\_\_\_\_\_\_\_\_\_\_\_ according to situation and demand.
13. Institutional planning is based on\_\_\_\_\_\_\_\_\_ support.
14. Institutional planning is based on the principle of\_\_\_\_\_\_\_\_ utility of resources available with school and community.
15. Modern educational planning carefully and objectively collects data, interprets and analyses\_\_\_\_\_\_\_\_\_\_\_ between present and future needs.
16. The basic chain of activities underlying all educational planning consists of gathering information processing this information and\_\_\_\_\_\_\_\_\_ it.
17. Planning is made only when it is found that the present conditions are not meeting the goals or some new\_\_\_\_\_\_\_ is set forth.
18. Formerly planning was considered regimentation and standardisation suitable only for\_\_\_\_\_\_\_ states.
19. The institutions are the units of accomplishing national and state educational\_\_\_\_\_\_\_\_\_\_\_ and their goals.
20. Planning begins with\_\_\_\_\_\_\_\_\_ about organizational needs and analysis of the organization resources and limitations.

ANSWER KEY:

1. Programmes
2. Achieve
3. How
4. Ecology
5. Identifying
6. Cooperative
7. Improvement
8. Institutional
9. Physical
10. Integrated
11. Decisions
12. Programmes
13. Community
14. Maximum
15. Inter-relationships
16. Interpreting
17. Idea
18. Authoritarian
19. Policies
20. Decisions

**UNIT-II: Educational Planning**

Multiple choice questions:

1. Educational Administration is the process of
2. Utilising appropriate resources for development of human qualities
3. Manage activities of educational institutions
4. Planning, organising, directing and controlling
5. None of the above
6. In Educational Management function of reporting is/are
7. Documentation
8. Record keeping
9. Inspection
10. All of the above
11. In Educational Management function of planning
12. Preparing for future for directed goals
13. Financial planning
14. To appoint staff
15. All of the above
16. In Educational Management function of coordinating is
17. Record keeping
18. Relationship between stock holder
19. To appoint staff
20. None of the above
21. Types of Educational Administration are
22. 2 types
23. 3 types
24. 4 types
25. None of the above
26. In Educational Management function of Budgeting is
27. Financial planning
28. Accounting
29. Control and expenditure
30. None of the above
31. In Educational Administration Autocratic Administration
32. One person is responsible for running affairs of institution
33. Two persons are responsible for running affairs of institution
34. Both A&B
35. None of the above
36. Modern concept in Educational Administration is?
37. Autocratic administration
38. Democratic administration
39. Laissez faire administration
40. None of the above
41. Educational Management is a comprehensive effort intended to achieve some\_\_\_\_\_\_\_\_\_ educational objectives
42. General
43. Specific
44. Operative
45. All of the above
46. The centralized system of management aim at
47. Equality
48. Competency
49. Uniformity
50. Flexibility
51. Which of the following is not a structural characteristic of Bureaucrats
52. A graded system of authority
53. A system of central files
54. Chaotic and specific rules which define procedures and which are followed
55. A routinisation of a task
56. \_\_\_\_\_\_ensures the continuity of the growth of the enterprise
57. Planning
58. Staffing
59. Supervising
60. Budgeting
61. What is the process of distributing resources by translating plans into action and fostering accountability
62. Organising
63. Directing
64. Controlling
65. Budgeting
66. \_\_\_\_\_\_\_ is systematic process of coordinating group efforts to achieve results
67. Motivating
68. Budgeting
69. Reporting
70. Staffing
71. Who share the most responsibility according to the Principles of Sharing
72. The teachers
73. The students
74. The administrators
75. All of the above
76. A democratic management should provide \_\_\_\_\_\_\_ of opportunity in the field of education
77. Freedom
78. Restriction
79. Equity
80. Equality
81. Which of the following convictions are exhibited by the administrator
82. Democratic leadership is accepted as a way of life
83. Growth relies on the efforts of individuals rather than group efforts
84. The welfare of all is assured by the welfare specific member of the group
85. None of the above
86. The origin of the development of educational management as a field of study began in which country
87. United Kingdom
88. Sweden
89. Germany
90. U.S.A
91. The development of educational management originated during the
92. Early 20th century
93. Late 20th century
94. 1800s
95. None of the above
96. Which of the following is the human elements of educational management
97. Children
98. Parents
99. Teachers
100. All of the above
101. Which of the following is the material resources of educational management
102. Money
103. Buildings and grounds
104. Equipments and instructional supplies
105. All of the above
106. In management process, the most interpreted word is
107. Organising
108. Delegating
109. Controlling
110. Planning
111. The department(s) that an event management company will have is/are
112. Creative
113. Production
114. Client servicing
115. All of the above
116. Who said, “Management is a multiple organ that manages a business, manages a manager and manages workers and work”?
117. Harold Konntz
118. Peter Drucker
119. Kenneth O’ Donell
120. Anonymous
121. Under mechanism of scientific management, scientific task setting includes
122. Time study
123. Motion study
124. Method study
125. All of the above
126. Management is a creative and\_\_\_\_\_\_ process
127. Systematic
128. Continuous
129. Long
130. None of the above
131. Management as a discipline is the function of
132. Science
133. Art
134. Creativity
135. All of the above
136. The word\_\_\_\_ denotes a function, a task, a discipline
137. Management
138. Leadership
139. Motivation
140. None of the above
141. Being proactive in managing a situation would mean
142. Preparing yourself in an action manner
143. Preparing in the present for the upcoming future events to tackle them in a better way
144. Keep yourself up-to-date with future happenings
145. Actively participating in current activities
146. \_\_\_\_\_\_\_ is one who knows in depth one particular branch or department
147. Bureaucrats
148. Administrator
149. Controller
150. Technocrats
151. The internal environment factor(s) that influence management is/are
152. Labor
153. Machines
154. Place
155. All of the above
156. The heart of the administration is the\_\_\_\_\_\_\_\_\_\_
157. Directing
158. Organising
159. Controlling
160. Cooperating
161. Who defines the educational management is the “Theory and practice of the organisation and administration of existing educational establishments and systems”
162. Koopman
163. Paul Munroe
164. G. Terry Page and J.B. Thomas
165. Tony Bush
166. Which of the following is not a principle of management?
167. Principle of Justice
168. Principle of Participation
169. Principle of Leadership
170. Principle of Assessment
171. \_\_\_\_\_\_\_ makes no attempt to install a uniform pattern or a national system of education
172. Decentralisation
173. Bureaucracy
174. Centralisation
175. Technocracy
176. A Bureaucrats by\_\_\_\_\_\_\_ of his training is considered to be versed with rules and regulation
177. Commitment
178. Discipline
179. Limitation
180. Virtue
181. \_\_\_\_\_\_\_ is a motivating force in management
182. Dominance
183. Leading
184. Control
185. System
186. \_\_\_\_\_\_\_ is the process of ensuring that the policies and techniques established for achieving objectives of an organisation are properly and successfully followed
187. Reporting
188. Evaluation
189. Supervising
190. Planning
191. Organisation begins when people combine their\_\_\_\_\_\_\_ for a given purpose
192. Knowledge
193. Skills
194. Power
195. Efforts
196. \_\_\_\_\_\_\_\_ is deciding in advance what to do, how to do it, when to do it and who is to do it, it involves anticipating the future and consciously choosing the future course of action
197. Directing
198. Planning
199. Organising
200. Coordinating

ANSWER KEY:

1. B
2. D
3. A
4. B
5. D
6. B
7. A
8. A
9. B
10. C
11. C
12. B
13. C
14. A
15. D
16. D
17. A
18. D
19. A
20. D
21. D
22. A
23. D
24. B
25. D
26. C
27. A
28. B
29. B
30. D
31. D
32. A
33. C
34. D
35. A
36. D
37. B
38. C
39. D
40. B

**Fill in the blanks:**

1. The origin of the development of educational management as a field of study began in the \_\_\_\_\_\_\_\_\_\_\_\_ in the early part of 20th century.
2. Some general Principle of management applied to the problems of school system Franklin Bobbit of University of Chicago published an article in\_\_\_\_\_\_\_\_\_\_\_\_.
3. The field of practice which has some aspects in common with other fields of management are public administration, hospital administration and \_\_\_\_\_\_\_\_\_.
4. Management is not an arcane\_\_\_\_\_\_\_\_\_\_\_\_.
5. Educational Management is a field of study and practice with the operation of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. Good management should result in an orderly integration of education and\_\_\_\_\_\_\_\_\_\_\_\_.
7. Educational management is the management of educational institutions to foster\_\_\_\_\_\_\_\_\_\_\_ and learning.
8. Democratic management, therefore, allows freedom, to ensure all persons and opportunity to express their unique\_\_\_\_\_\_\_\_\_\_\_.
9. The Indian Education Commission has recommended the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ should establish a National Staff of Educational Administrators.
10. The best society is composed of\_\_\_\_\_\_\_\_\_\_ who attain their fullest potential.
11. The modern school administrator should be\_\_\_\_\_\_\_\_\_\_\_\_ educational leader.
12. Democratic administration presupposes that competent\_\_\_\_\_\_\_\_\_\_ are entrusted with the task of administration.
13. Authority and control in educational management can be exercised in two ways\_\_\_\_\_\_\_\_\_\_\_\_ and\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
14. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ refers to the type of management in which authority and control are centred in, an exercised by a central power of agency.
15. The centralised system of management aims at\_\_\_\_\_\_\_\_\_\_\_\_.
16. Administration in the centralised system is dominated by\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
17. \_\_\_\_\_\_\_\_\_\_\_\_\_ refers to the type of management in which control is vested in local authorities.
18. The term\_\_\_\_\_\_\_\_\_\_\_\_ conceived as an ideal type refers to the principle of organisation that find varying degree of express in a wide variety of organisation.
19. \_\_\_\_\_\_\_\_\_\_\_\_\_ is one who knows in depth one particular branch or department.
20. A specialist in educational administration and management has some professional training such as\_\_\_\_\_\_\_\_\_\_ ,\_\_\_\_\_\_\_\_ etc.

ANSWER KEY:

1. United States
2. 1913
3. Business management
4. Mystique
5. Educational organisation
6. Society
7. Teaching
8. Personality
9. Ministry of Education
10. Men
11. Democratic
12. Personnel
13. Centralisation, decentralisation
14. Centralisation
15. Uniformity
16. Bureaucracy
17. Decentralisation
18. Bureaucrats
19. Technocrats
20. B.Ed, M.Ed

**UNIT-III: Financial Management**

Multiple Choice Questions:

1. Which one of the following is the main source of income for educational organisation?
2. Fees from the students
3. Endowments and land grants
4. Donations
5. All of the above
6. Major factors that influences educational finance is
7. Removal of disparities in educational opportunities
8. Maintenance of normal service
9. Demand for education
10. Unemployment of youth
11. “Finance is the art and science of managing money”.Who says this?
12. Lawrence J. Gitman
13. Taylor
14. Hawthorne
15. Elton
16. Which one of the following is not the objective of financial management?
17. To ensure human capital development
18. To ensure adequate returns to the shareholders
19. To ensure optimum fund utilisation
20. To ensure safety on investment
21. Financial management is concerned with
22. Profit and loss of the organisation
23. Procurement and utilisation of funds
24. Loan from banks
25. Exchange of money with other countries
26. Which one of the following is not a source of income for educational organisation?
27. Land grants and endowments
28. Government funds
29. Loan from State Bank of India
30. Fees from the students
31. The success of any business organisation depends on the
32. Knowledge of the workers
33. Provision of sufficient money
34. Geographical area
35. Road contributions
36. The main source of income of the educational institution is received from
37. The Village Community
38. The United Nation
39. The State Government
40. The fee of students
41. Under centralised management, authority and powers rest in a/an
42. Local body
43. Autonomous body
44. Central body
45. None of the above
46. “Shareholder wealth” in a firm is represented by:
47. The number of people employed in the firm
48. The book value of the firm’s assets less the book value of its liabilities
49. The amount of salary paid to its employees
50. The market price per share of the firm’s common stock
51. The objective of financial management is to:
52. Maximize earnings per share
53. Maximize the value of the firm’s common stock
54. Maximize return on investment
55. Maximize market share
56. “Financial management is that activity of management which is concerned with the planning, procuring and controlling of the firm’s financial resources”. Who says this?
57. Weston and Brigham
58. J.F. Bradlery
59. Deepika& Maya Rani
60. Ezra Solomon
61. “Financial management is an area of financial decision making, harmonizing individual motives and enterprise goals”. Who define this?
62. J.F. Bradlery
63. Ezra Solomon
64. Deepika& Maya Rani
65. Weston and Brigham
66. “Financial management is the area of business management devoted to a judicious use of capital and a careful selection of sources of capital in order to enable a business firm to move in the direction of reaching its goals” Who says this?
67. Guthman and Dougal
68. Weston and Brigham
69. J.F. Bradlery
70. Deepika& Maya Rai
71. “Financial management is properly viewed as an integral part of overall management rather than as a staff specially concerned with funds raising operations”.
72. Deepika& Maya Rai
73. J.F. Bradlery
74. Guthman and Dougal
75. Ezra Solomon
76. “The activity concerned with the planning, raising, controlling and administering of funds used in the business”. Who defines this?
77. Ezra Solomon
78. J.F. Bradlery
79. Guthman and Dougal
80. Weston Brigham
81. The most common cause of financial problems are:
82. Undercapitalization
83. Inadequate expense control
84. Credit terms
85. All of the above
86. A statement that projects management’s expectations for revenues and, based on those financial expectations, allocates the use of specific resources throughout the firm is called:
87. Capital budget
88. Operating budget
89. Cash budget
90. Resource budget
91. An example of fixed asset is
92. Live stock
93. Value stock
94. Income stock
95. All of the above
96. The total cost that arises when the quantity produced is increased by one unit is called
97. The number of people employed in the firm
98. The book value of the firm’s assets less the book value of its liabilities
99. The amount of salary paid to its employees
100. The market price per share of the firm’s common stock
101. \_\_\_\_\_\_ varies inversely with profitability.
102. Liquidity
103. Risk
104. Financing
105. Liabilities
106. \_\_\_\_\_\_\_\_\_ of a firm refers to the composition of its long term funds and its capital structure.
107. Capitalisation
108. Over-capitalistion
109. Under-capitalisation
110. Market capitalisation
111. In finance, “working capital” means the same thing as
112. Total assets
113. Fixed assets
114. Current assets
115. Current assets minus current liabilities
116. Which of the following would be consistent with a more aggressive approach to financing working capital
117. Financing short term needs with short term funds
118. Financing permanent inventory build up with long term debt
119. Financing seasonal needs with short term funds
120. Financing some long term needs with short term funds
121. Which of the following is not the responsibility of financial management?
122. Allocation of funds to current and capital assets
123. Obtaining the best mix of financing alternatives
124. Preparation of the firm’s accounting statements
125. Development of an appropriate dividend policy
126. Uses of funds include a(an):
127. Decrease in cash
128. Increase in any liability
129. Tax refund
130. Increased in fixed assets
131. A capital investment is one that
132. Has the prospect of long term benefits
133. Has the prospect of short term benefits
134. Is only undertaken by large corporations
135. Applies only to investment in fixed assets
136. Which one of the following factors that influence educational finance?
137. Demand for education
138. Financial control
139. Concentration of wealth
140. Level of national income
141. The main problem of financing a scheme of post-secondary education that faced with serious difficulties
142. expansion of educational services
143. Removal of disparities in educational opportunities
144. Inadequacy of funds
145. None of the above
146. Modern industrial development has caused\_\_\_\_\_\_\_\_
147. Private enterprise
148. Economic imbalances
149. Social change
150. Economic contribution
151. The control of\_\_\_\_\_\_\_\_ is a very important problem because ‘power follows the purse’ and this power may be easily misused
152. Economy
153. Population
154. Government
155. Finance
156. Economists believe in the law of diminishing marginal utility’. This ‘utility’ means
157. Ability
158. Efficiency
159. Satisfaction
160. Reduction
161. Efficiency can be much improved if there is only a\_\_\_\_\_\_\_\_ planning.
162. Short term and long term
163. Short term
164. Long term
165. None of the above
166. It has been decided that\_\_\_\_\_\_ of schooling will be made available to majority of our youth
167. 12 years
168. 10 years
169. 5 years
170. None of the above
171. To solve the problem of mobility of population and overcrowding in the cities the government has to adopt
172. Appropriate measures both at the economic and educational levels
173. Evolving a new finance structure in which the Central government will have to play significant role
174. Maintenance of a high level of national income
175. Financing of education
176. Which one is not educational finances needed for purposes in education?
177. Maintenance of normal educational services
178. Expansion of educational services
179. Expansion of disparities in educational opportunities
180. Planning, organising, directing and controlling the financial activities
181. The most important method used in Ancient and medieval times in financing education is
182. Land grants and income yielding endowmwnts
183. Learning while earning
184. Donation from the public
185. Government funds
186. One of the following is not include in the important activities in the field of education undertaken by UNESCO
187. Centre for Educational Technology
188. Secondary School Teaching License Project
189. Organisation of meetings, seminars, workshops etc
190. Expansion of educational services
191. An important problem of social change, which cannot be solved by half-harted measures is
192. Unemployment of youth
193. Population mobility
194. Age distribution of population
195. Extension of educational opportunities
196. Besides the provision for special education, \_\_\_\_\_\_\_\_\_\_\_ will require additional adjustments in the policies of educational financing
197. Vocational education, professional training course etc
198. Financial resource
199. Distribution of funds
200. School fees

**ANSWER KEY:**

1. D
2. A
3. A
4. A
5. B
6. C
7. A
8. D
9. C
10. D
11. C
12. C
13. D
14. C
15. C
16. D
17. D
18. D
19. A
20. B
21. A
22. A
23. C
24. D
25. C
26. C
27. A
28. A
29. C
30. B
31. D
32. C
33. C
34. A
35. A
36. D
37. A
38. D
39. C
40. A

**Fill in the blanks:**

1. Financial management refers to the proper and efficient use of money and plays a significant role in analysing to invest in profitable\_\_\_\_\_\_\_\_\_\_\_.
2. Importance of finances in educational facilities and services are dependent upon the availability of\_\_\_\_\_\_\_\_.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_ was the most important method used in Ancient and medieval times in financing education.
4. Basic system of education formulated by\_\_\_\_\_\_\_\_\_\_ is based on the premise that students should learn while earning.
5. The World maintains a cooperative financial agreement with\_\_\_\_\_\_\_\_\_\_\_.
6. Since Independence, Central and State Governments have been spending more and more on\_\_\_\_\_\_\_\_\_.
7. Education can discharge its responsibility only when it is provided with its basic\_\_\_\_\_\_\_\_\_\_\_\_.
8. Democracy demands equality of\_\_\_\_\_\_\_\_\_\_\_.
9. If ‘utility’ means\_\_\_\_\_\_\_\_\_\_, the law equally well applies to education.
10. Vertical extension has to be made downward to the pre-primary of pre- school stage and upward to the\_\_\_\_\_\_\_\_\_\_ stage.
11. Modern industrial development has caused economic\_\_\_\_\_\_\_\_\_.
12. The three main agencies financing education in India are the Central government , State government and\_\_\_\_\_\_\_\_\_\_\_\_.
13. Demand for opening more schools and educating more people creates a need for acquiring more funds or\_\_\_\_\_\_\_.
14. Increase in population and expenditure on education are found to be positively\_\_\_\_\_\_\_\_\_\_.
15. Financing of education is also influenced by the importance or the status that is accorded to education by a\_\_\_\_\_\_\_\_\_.
16. Availability of money or financial resources determines how the system of education will be\_\_\_\_\_\_\_\_\_\_.
17. Provision for special education, vocational education, professional training course etc will require additional adjustments in the policies of \_\_\_\_\_\_\_\_\_\_\_\_.
18. The amount of national income and the standards of living of the people are major \_\_\_\_\_\_\_ factors that determine the extent of the provisions for education.
19. Nationalism of many industries and fields of trade, increased taxation etc have shrunk rather almost dried up resources of \_\_\_\_\_\_\_\_\_\_\_\_.
20. If an educated person is considered more important in the society, more and more people will seek \_\_\_\_\_\_\_\_.

ANSWER KEY:

1. Business enterprise
2. Finances
3. Land grants and income yielding endowments
4. Gandhiji
5. UNESCO
6. Education
7. Minimum needs
8. Opportunity
9. Satisfaction
10. Post-secondary
11. Imbalances.
12. Local bodies
13. Resources
14. Correlated
15. Country
16. Financed
17. Educational financing
18. Economic
19. Private enterprise
20. Education

**UNIT-IV: Managerial Behaviour**

Multiple Choice questions:

1. The factor which does not affect the managerial behaviour is
2. Personal factor
3. Social factor
4. Geographical factor
5. Political factor
6. Under decentralised management, all powers and responsibilities are distributed and shared by
7. Central body
8. Top to bottom
9. Local body
10. Autonomous body
11. Opposite to autocratic leadership style is
12. Free-rein leadership style
13. Participative or democratic style
14. Employee-oriented style
15. Task oriented style
16. Who named the two major types of leadership behaviour pattern as system oriented and person oriented
17. Fedler
18. Parson and Bales
19. Stogdill, Coins and Brown
20. Parson and Brown
21. The term ‘manager’ points out to a person whois holding a managerial position such as
22. Vice Chancellor of a university
23. Principal of a college
24. Director of an institution
25. All of the above
26. A leader who gives orders only after consulting the group is called
27. Autocratic leader
28. Laissez-faire leader
29. Democratic leader
30. None of the above
31. The managerial behaviour is mainly
32. The preference for maintaining status quo
33. To control the subordinates strictly
34. To receive bribes from others
35. To obey the boss
36. All decisions are centralised in
37. Democratic leadership
38. Laissez-faire leadership
39. Autocratic leadership
40. None of the above
41. Under centralised management, authority and powers rest in a/an
42. Local body
43. Central body
44. Autonomous body
45. None of the above
46. Which of the following factors determines education allocation
47. Constitutional provision
48. National income
49. Proper motivation
50. Unity of demand
51. The term manager, in fact, is a\_\_\_\_\_\_\_\_ concept
52. Multi-meaning
53. Organisational
54. Managerial
55. Meaningful
56. The variable determining the quality of managerial behaviour are
57. The manager himself
58. The persons with whom he works
59. The cultural accomplishments and setting of the workers
60. All of the above
61. What is one characteristic of a Laissez-faire leadership style?
62. Leader gives opinion only when asked
63. Leader takes charge
64. Everyone work together and participate together
65. None of the above
66. \_\_\_\_\_\_\_\_ is increasing leadership rapidly
67. Strategy
68. Command
69. Getting others to follow
70. Control
71. Regarding leadership, which statement is false?
72. Leadership does not necessarily take place within
73. Hierarchical structure of an organisation
74. When people operate as leaders their role is alaways clearly established and defined
75. Not every leader is a manager
76. All of the above
77. According to leaders experts\_\_\_\_\_\_\_\_, are what are called “action logics”.
78. Bill Torbert and David Rooke
79. Torbert and Susanne Cook-Greuter
80. Parson and Bales
81. None of the above
82. \_\_\_\_\_\_\_\_\_ is one of the most effective leadership styles because it allows lower-level employees to exercise authority.
83. Strategic leadership
84. Autocratic leadership
85. Democratic leadership
86. Laissez-faire leadership
87. Under\_\_\_\_\_\_\_ the leader tends to reject an employee’s input if it conflicts with company policy or past practices.
88. Bureaucratic leadership
89. Transformational leadership
90. Transactional leadership
91. Strategic leadership
92. A marketing team that receives a scheduled bonus for helping generate a certain number of leads by the end of the quarter is an example of-
93. Democratic
94. Autocratic
95. Laissez-faire
96. Bureaucratic
97. \_\_\_\_\_\_\_\_ leadership is the least intrusive form of leadership
98. Democratic
99. Autocratic
100. Laissez-faire
101. Bureaucratic0
102. Transformational leadership is always\_\_\_\_\_\_\_\_ and improving upon the company’s conventions.
103. Transacting
104. Conformity
105. Depending
106. Transforming
107. According to Rooke and Torbert, \_\_\_\_\_\_\_\_ is self-aware, creative and primarily focused on their own actions and development.
108. Alchemist
109. Strategist
110. Individualist
111. Opportunist
112. \_\_\_\_\_\_\_\_ are acutely aware of the environments in which they operate
113. Strategist
114. Opportunist
115. Individualist
116. Alchemist
117. Under\_\_\_\_\_\_\_ leader, no department or employee is overlooked.
118. Diplomat
119. Expert
120. Individualist
121. Alchemist
122. \_\_\_\_\_\_\_\_\_\_\_ tend to regard theor bad behaviour as legitimate in the cut and thrust of an eye-for-an-eye world”.
123. Alchemist
124. Opportunist
125. Diplomat
126. Expert
127. Unlike Opportunist, the\_\_\_\_\_\_\_ isn’t concerned with competition or assuming control over situations.
128. Expert
129. Diplomat
130. Individualist
131. None of the above
132. The\_\_\_\_\_\_\_ is a pro in their given field, constantly striving to perfect their knowledge of a subject and perform to meet high expectations.
133. Expert
134. Diplomat
135. Individualist
136. Opportunist
137. Factors that influenced the behaviour of the manager are
138. Personal factor
139. Social factor
140. Cultural factor
141. All of the above
142. Which one of the following is the social factors which influence managerial behaviour?
143. Society’s custom
144. Nature of the state
145. Functions of the government
146. None of the above
147. The basic unit of society and of education is
148. Community
149. Parents
150. Family
151. Social activities
152. In a democratic system of government education is the responsibility to be shared by the government and the\_\_\_\_\_
153. Local people
154. Common people
155. Society
156. None of the above
157. Involvement of the teachers and managers in the task of planning is one of the factors of\_\_\_\_\_\_\_ factor of managerial behaviour
158. Political
159. Social
160. Cultural
161. Institutional
162. The personal factors in managerial behaviour are
163. Attitudes
164. Abilities
165. Socio-psychological
166. All of the above
167. \_\_\_\_\_\_\_ are important determinants of managerial behaviour
168. Community characteristics
169. Quality of family life
170. Leadership structure
171. Society’s customs
172. Managerial behaviour is a term used quite often in
173. Applied behavioural research
174. Educational behavioural research
175. Democratic behavioural research
176. None of the above
177. ‘Improvement of material equipment’ is under which factor that influence the behaviour of manager?
178. Political factor
179. Social factor
180. Personal factor
181. Institutional factor
182. \_\_\_\_\_\_\_\_ relates to a particular time, place and social situation
183. Educational administration
184. Educational management
185. Educational planning
186. All of the above
187. The different types of leadership styles are
188. Democratic leadership
189. Autocratic leadership
190. Laissez-faire leadership
191. All of the above
192. Which one of the following is not the political factors?
193. Nature of the state
194. Functions of the government
195. Statutory provision for education
196. None of the above
197. A manager has often been defined as
198. One who manages persons, controls a business or who organises other people’s activities
199. The leader makes decisions based on the input of each team member
200. A talented individual contributor and a source of knowledge for the team
201. All of the above

**ANSWER KEY:**

1. C
2. A
3. A
4. C
5. D
6. C
7. A
8. C
9. A
10. A
11. A
12. D
13. A
14. D
15. B
16. A
17. C
18. A
19. B
20. C
21. D
22. C
23. A
24. D
25. B
26. B
27. A
28. D
29. A
30. C
31. A
32. D
33. D
34. A
35. A
36. D
37. B
38. D
39. D
40. A

Fill in the blanks:

1. Manager can be defined as working with and through individuals to achieve its \_\_\_\_\_\_\_\_.
2. The term behaviour is used as a most wide concept in\_\_\_\_\_\_\_\_\_\_.
3. For understanding managerial behaviour two different questions are needed like who are the managers and what are the relevant indicators of their \_\_\_\_\_\_\_\_.
4. The more the manager and teachers understand the family and quality of its life the better they can organise and operate educational programme and\_\_\_\_\_\_\_\_\_.
5. Education is considered as a means of preservation and progress of the\_\_\_\_\_\_\_\_\_\_\_.
6. There are two types of government\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_.
7. In a democratic system of government education is responsible to be shared by the government and the\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
8. The basis of all social functioning is the \_\_\_\_\_\_\_\_\_ and traditions of society.
9. \_\_\_\_\_\_\_\_\_\_\_ and human resources in any community are quite abundant and can make rich contribution to education.
10. The factor which influence the behaviour of the manager are involvement of the teachers and the manager in the task of\_\_\_\_\_\_\_\_\_\_\_\_.
11. In a democratic leadership style, the leader makes decisions based o the input of each\_\_\_\_\_\_\_\_\_\_\_\_\_.
12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is one of the most effective leadership styles because it allows lower-level employees to exercise authority.
13. In an autocratic leadership style, \_\_\_\_\_\_\_\_\_ are neither considered nor consulted prior to a direction.
14. The French term “Laissez-faire: literally translates to\_\_\_\_\_\_\_\_\_\_\_\_.
15. \_\_\_\_\_\_\_\_\_\_ leaders sit at the intersection between a company’s main operations and its growth opportunities.
16. Transformational leadership is always\_\_\_\_\_\_\_\_\_\_ and improving upon the company’s convention.
17. A marketing team that receives scheduled bonus for helping certain number of leads by the end of quarter is an example of\_\_\_\_\_\_\_\_\_\_\_\_\_ leadership.
18. The idea behind a popular management survey tool is called the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
19. What distinguishes\_\_\_\_\_\_\_\_\_\_\_\_ from other action logics is their unique ability to see the big picture in everything.
20. The expert action logic does lack something central to many good leaders i.e., \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

ANSWER KEY:

1. Goal
2. Behavioural sciences
3. Behaviour
4. School services
5. Cultural heritage
6. Totalitarian, democratic
7. Local people
8. Customs
9. Material
10. Planning
11. Team member
12. Democratic leadership
13. Employees
14. Let them do
15. Strategic
16. Transforming
17. Transactional
18. Leadership development profile
19. Alchemists
20. Emotional intelligence

**UNIT-V: Supervision**

Multiple Choice Questions:

1. Supervision is a
2. Guiding and stimulating service
3. Fault finding service
4. Punishment service
5. Disciplinary service
6. “supervision is assistance in the development of a better teaching- learning situation”. Who said this?
7. William A. Yeager
8. S.N. Mukherjee
9. Fred C. Ayer
10. Kimbal Wiles
11. “Supervision is an expert technical service primarily concerned with studying and improving the conditions that surround learning and pupil growth”. Who gave this definition?
12. T.H. Briggs
13. Joseph Justman
14. Stogdill
15. A.S. Barr
16. Of the following types, which one is not the type of supervision?
17. Permissive type
18. Preventive type
19. Creative type
20. Corrective type
21. In a democratic supervision
22. Everyone has the right to contribute
23. Teacher has the right to contribute
24. Headmaster has the right to contribute
25. Students has the right to contribute
26. Supervision is a/an
27. Helping service
28. Fault-finding service
29. Punishment service
30. Authoritarian service
31. Democratic supervision tends to be
32. An eradication of illiteracy in the country
33. A cooperative endeavour for the common good
34. A mode of punishing faulty behaviour
35. An elimination of poverty of the school
36. The word Supervision is derived from two words ‘super’ and ‘vision’. Super means\_\_\_\_\_ and vision means to see the work of others.
37. Excellent
38. From above
39. Above all
40. None of the above
41. According to the behaviour of supervisors towards his subordinates are called
42. Manager
43. Leader
44. Techniques of supervision
45. Independence of supervision
46. “Supervision include those activities which are primarily and directly concerned with studying and improving of which surround and growth pupils”. Who said this?
47. Igbo
48. Nwaogu
49. Kimbal Wiles
50. Moora in Kohhar
51. “Supervision is helping to improve the teaching function”. Whose definition is this?
52. Igbo
53. Moora in Kohhar
54. Fred C. Ayer
55. William A. Yeager
56. “Supervision is a process of helping, guiding, advising and stimulating growth in the subordinate in order to improve of the quality of his work”. Who define this?
57. William A. Yeager
58. S.N. Mukherjee
59. Nwaogu
60. Igbo
61. The type of supervision resorted to tackle indiscipline subordinates is called
62. Laissez-faire or free-rein supervision
63. Autocratic or authoritarian supervision
64. Democratic supervision
65. Bureaucratic supervision
66. Laissez-faire or free-reign supervision is also known as
67. Independent supervision
68. Technical supervision
69. Democratic supervision
70. Bureaucratic supervision
71. Under democratic supervision, supervisor acts according to the mutual consent and discussion. This is also known as
72. Participative or consultative supervision
73. Independent supervision
74. Bureaucratic supervision
75. None of the above
76. Under\_\_\_\_\_\_\_\_\_ supervision, certain working rules and regulations are laid down by supervisor and all subordinates are required to follow these rules and regulations strictly
77. Laissez-faire
78. Authoritarian
79. Democratic
80. Bureaucratic
81. A serious note of the violation of the rules and regulations is taken by the
82. Supervision
83. Manager
84. Leader
85. Supervision
86. \_\_\_\_\_\_\_\_ are facilitators of their team members’ success.
87. Leader
88. Manager
89. Supervisor
90. None of the above
91. A\_\_\_\_\_\_ leads based on strength, not titles.
92. Leader
93. Supervision
94. Manager
95. Coordinator
96. The best\_\_\_\_\_\_\_\_\_\_\_ consistently allow different leaders to emerge and inspire their teammates to the next level.
97. Managers
98. Leaders
99. Supervisors
100. None of the above
101. ‘Tolerance can it be Taught’ has been rightly observed by
102. Moora
103. AJ. Polack
104. Stogdill
105. Igbo
106. The success or the failure of the supervisor depends largely upon relationships he is able to develop with school\_\_\_\_\_\_\_
107. Pupil
108. Persona
109. Personnel
110. Person
111. The democratic set-up expects much from the\_\_\_\_\_\_
112. Manager
113. Leader
114. Supervisor
115. All of the above
116. The work of supervision has become very much comprehensive and exhaustive, at he same time very-
117. Complicate
118. Complex
119. Dangerous
120. Expert
121. Inspection should be planned in such a way as cooperation of all concerned is readily available is under
122. Principle of cooperation
123. Principle of linkage
124. Principle of planning
125. Principle of integration
126. Under principle of\_\_\_\_\_\_, Inspection should be devoted for atl east two or three days.
127. Appreciation
128. Justice
129. Reality
130. All-round development
131. The Inspectors should be judicious in their criticism of the work of teacherswhich principles of democratic supervision?
132. Principle of general growth
133. Principle of justice
134. Principle of scientific attitude
135. Principle of thoughtness
136. In order to be effective and fruitful\_\_\_\_\_\_\_\_\_
137. Inspection
138. Supervision
139. Instruction
140. Training
141. Supervision should be primarily
142. Preventive and critical
143. Preventive and corrective
144. Constructive and creative
145. Construction and critical
146. The basic purpose of supervision is to help
147. Teachers in improving methods
148. Teachers in understanding pupil
149. Children learn more effectively
150. Teachers in dealing pupils
151. A supervisor is one who
152. Provides friendly help
153. Inspects classroom
154. Gives directions
155. Criticizes the teaching method
156. The effective supervising is indicated by
157. Good relationships between teachers and supervisors
158. Helping teacher in their teaching
159. Helping teachers becoming more self sufficient
160. Criticizing teachers lessons
161. Literal meaning of supervising is
162. Superior knowledge and power
163. Superior knowledge and service
164. Superior efforts and services
165. None of the above
166. Who advocated Bureaucratic theory
167. Campbell
168. Herzberg
169. Henry Fayo
170. Max Weber
171. The individual in the group given the task of directing and coordinating is
172. Leader
173. Supervisor
174. Instructor
175. Guide
176. Coordinating, stimulating and directing the growth of teacher is the purpose of
177. administration
178. inspection
179. supervision
180. management
181. The main purpose of the supervision of teaching should be
182. Advancement of pupil welfare
183. Proper utilization of school facilities
184. Carrying out the curriculum
185. Achievement of success in examination
186. Democratic administration is based on
187. Dictatorship
188. Mutual sharing
189. Non-interference
190. None of the above
191. Authoritarian administration is based on
192. Dictatorship
193. Mutual sharing
194. Non-interference
195. All of the above
196. Laissez-faire administration is based on
197. Dictatorship
198. Mutual sharing
199. Non-interference
200. All of the above

ANSWER KEY:

1. A
2. C
3. B
4. C
5. A
6. A
7. B
8. B
9. C
10. D
11. A
12. C
13. B
14. A
15. A
16. D
17. A
18. B
19. A
20. A
21. B
22. C
23. C
24. B
25. A
26. D
27. B
28. A
29. C
30. C
31. A
32. C
33. A
34. D
35. B
36. B
37. A
38. B
39. A
40. C

Fill in the blanks:

1. The word Supervision is derived from two words, ‘super’ and ‘vision’. Super means ‘from above’ and vision means\_\_\_\_\_\_\_\_\_\_\_.
2. Supervision is any program which helps teacher achieve both \_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_ instructional delivery.
3. A supervisor is a person who is in charge of group of\_\_\_\_\_\_\_\_\_\_\_.
4. Under Laissez-faire supervision, \_\_\_\_\_\_\_\_\_\_ is given to workers to do their job.
5. Democratic supervision results in job satisfaction and improved\_\_\_\_\_\_\_\_\_ of employees.
6. \_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_ are two completely different roles although we often use the term interchangeably.
7. The \_\_\_\_\_\_ set up expects much from the supervisor.
8. Inspection should be done very\_\_\_\_\_\_.
9. The inspector must maintain a scientific and critical attitude and should be free from\_\_\_\_\_\_\_.
10. Inspection should be very comprehensive and\_\_\_\_\_\_\_\_\_\_\_\_.
11. The spirit of school may be gauged from the records of staff meetings, \_\_\_\_\_\_\_\_\_\_\_\_ and any experimental work done in educational method.
12. The inspector should not be \_\_\_\_\_\_\_\_ in giving praise when it is desired.
13. The inspector should not insist on\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
14. The work of a teacher should not be judged in a\_\_\_\_\_\_\_\_\_\_\_\_\_.
15. Inspection must be planned in\_\_\_\_\_\_\_\_
16. In order to determine the success or failure of\_\_\_\_\_\_\_\_\_ , checks or tests are to be used to the results of inspection.
17. The academic work of the school should be thoroughly checked by a panel of experts with the inspectors as\_\_\_\_\_\_\_\_.
18. Inspection should not be a \_\_\_\_\_\_\_\_\_\_\_\_\_affair.
19. The best manager consistently allow different leaders to emerge and inspire their teammates to the \_\_\_\_\_\_\_\_\_\_\_.
20. “if we cannot solve the problem of human relations, we\_\_\_\_\_\_\_\_\_\_.

ANSWER KEY:

1. To see the work of others
2. Qualitative, quantitative
3. Workers
4. Full freedom
5. Morale
6. Manager, leader
7. Democratic
8. Sympathetically
9. Prejudices
10. Thorough
11. Co-curricular activities
12. Misers
13. Uniformity
14. Few minutes
15. Advance
16. Programmes
17. Chairman
18. Hit-or-miss
19. Next level
20. Perish