

IC2 - Educational Management Question bank

Unit 1: Concept of Educational Management

a) Educational Management – Meaning, Objectives, and Importance

b) Principles of Management by Henry Fayol and Its Application to Educational Management

c) Concept of Systems Thinking and Systems Approach to Educational Management

Essay Questions (10 Marks)

1	Explain the meaning and importance of educational management.
2	Elucidate the system's approach to educational management and its advantages.
3	Elaborate any ten principles of management given by Henry Fayol with suitable examples.
4	Explain the system approach to educational management.
5	Explain the advantages of applying the systems approach to educational management.
6	“Principles of educational management help in the smooth functioning of an educational institution.” Justify with reference to any 8 principles of management given by Henry Fayol.
7	"The systems approach helps a school look at the bigger picture rather than just individual parts." Justify with reference to the advantages of applying the system approach to educational management.
8	"Efficient management is the backbone of a successful educational institution." Justify with reference to the objectives of educational management.
9	"Effective management is the foundation that keeps an educational institution standing." Justify with reference to the importance of educational management.
10	Elucidate the objectives of educational management.

Short Notes (5 marks)

1	Any five objectives of educational management
2	Any five importance of educational management
3	Any five principles of management
4	Model of systems approach
5	Concept of systems thinking
6	Difference between open system and closed system
7	Any five advantages of the systems approach applied to education

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8	Concept of Educational Management
9	Any 5 characteristics of a good system
10	Any five needs for educational management

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Unit 2: Educational Institution – Organisational perspective

- a) Concept of Organisational Culture and Organisational Climate and differences between Organisational Culture and Organisational Climate
- b) Functions of Management – Planning, Organising, Staffing, Directing and Controlling (with respect to educational institutions – meaning and Importance)
- c) Peter Senge’s Model of Learning Organisation

Essay Questions (10 marks)

1	Illustrate the difference between organisational culture and organisational climate.
2	Explain the functions of management with reference to educational institutions.
3	Elucidate the concept and the difference between organisational culture and organisational climate.
4	Explain the 5 Learning Disciplines given by Peter Senge in his model of a learning organisation.
5	“The knowledge of planning and organising functions of educational management helps the principal to run the institution effectively and efficiently.” Justify with reference to the importance of the planning and organisation functions of educational management.
6	"An organisation can only grow if its members are constantly learning together." Justify with reference to Peter Senge’s model of learning organisation.
7	“The success of an educational institution depends entirely on the quality of its human resources.” Justify with reference to the importance of staffing as a function of educational management.
8	"Organising is the backbone that converts educational plans into systematic institutional action.” Justify with reference to the importance of organisation as a function of educational management.
9	“The functions of organising and directing contribute to the growth of an educational institution.” Justify with reference to the importance of organising and directing functions of educational management.
10	Explain the meaning and importance of any one function of educational management

Short Notes (5 marks)

1	Any five characteristics of organisational culture
2	Any five characteristics of organisational climate
3	Any three differences between organisational culture and organisational climate.

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4	Five functions of management
5	Any five importance of planning function of educational management
6	Any five importance of organising function of educational management
7	Any five importance of staffing function of educational management
8	Any five importance of directing function of educational management
9	Any five importance of controlling function of educational management
10	Any two disciplines of Peter Senge's model of the learning organisation

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Unit 3: Organisational Management

- a) Quality Management: Concept, Process and Indicators.
- b) Human Resource Management – Meaning, Need and Process.
- c) Change Management – Meaning, Need and Process

Essay Questions (10 Marks)

1	Illustrate the indicators of quality in an educational institution.
2	Explain the concept and process of quality management.
3	Elucidate the meaning and need of human resource management.
4	Illustrate the process of human resource management.
5	Explain the concept and need for change management.
6	“An educational manager should be skilled in managing the change.” Justify with reference to Kurt Lewin's change management process.
7	Illustrate the concept and process of change management.
8	"Quality in education is not an accident; it is the result of clear standards and continuous improvement." Justify with reference to the quality management process.
9	"Managing people effectively is the key to running a successful school." Justify with reference to the need for human resource management in education.
10	Explain the causes for change in an organisation.

Short Notes (5 marks)

1	Any five indicators of quality in an educational institution
2	Any five needs for human resource management
3	Any five needs for change management
4	Concept of human resource management
5	Concept of change management
6	Concept of quality management
7	Unfreezing stage of Kurt Lewin’s change management process
8	First stage in the process of quality management
9	Induction and orientation stage in the process of human resource management

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10	Process of change management
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Unit 4: Human Resource Management

a) Concept and Functions of Leadership

b) Leadership Styles: Transformational Leadership, Situational Leadership, Team Leadership (Meaning, Characteristics, Merits and Demerits)

c) Leadership Skills:

Grievance Management (Meaning and Need)

Decision Making (Meaning and process)

Crisis Management (Meaning and Need)

Essay Questions (10 Marks)

1	Explain the concept and functions of leadership.
2	Explain the meaning and characteristics of transformational leadership.
3	Explain the merits and demerits of transformational leadership.
4	Illustrate the concept and characteristics of situational leadership.
5	Explain the merits and demerits of situational leadership.
6	"Transformational leadership enhances the motivation and job performance of staff." Justify with reference to the characteristics and merits of transformational leadership.
7	"Leaders should adapt their style of leading depending on the situation." Justify with reference to the concept and types of leadership styles.
8	"Unresolved complaints can ruin the peace and discipline of a school." Justify with reference to the meaning and need for grievance management
9	"Decision-making is a systematic process and not a one-time random choice." Justify with reference to the process of decision-making.
10	"A school manager must be prepared for the worst even while planning for the best." Justify with reference to the need for crisis management.

Short Notes (5 marks)

1	Any five functions of leadership
2	Any five characteristics of transformational leadership
3	Any five characteristics of team leadership
4	Merits of transformational leadership
5	Merits of situational leadership
6	Merits of team leadership

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7	Demerits of transformational leadership
8	Demerits of situational leadership
9	Demerits of team leadership
10	Types of crises in an educational institution.

Unit 5: Educational Administration

a) Time Table: Importance, Types and Principles of Timetable Construction

b) Staff Meeting: Need, Types and Process

c) Absenteeism – Causes and Measures (Staff and Students),

Secondary School Code – Importance and Characteristics

Essay Questions (10 Marks)

1	Illustrate the principles of timetable construction.
2	Explain the types and the need for staff meetings
3	Explain the types and causes of absenteeism among students
4	Explain the types and causes of absenteeism among staff
5	Illustrate the measures to control absenteeism among staff and students
6	Explain the importance of the secondary school code.
7	“Absenteeism in school leads to wastage of resources.” Justify with reference to causes and measures to control the absenteeism of students.
8	“Timetable mirrors the functioning of a school.” Justify with reference to the principles of timetable construction.
9	Explain the types and importance of timetable.
10	"Staff meetings are essential for teamwork and better school planning." Justify with reference to the need for staff meetings.

Short Notes (5 marks)

1	Any five importance of timetable
2	Any five need for staff meeting
3	Any two types of staff meeting
4	Process of staff meeting
5	Any five causes of absenteeism in students
6	Any five causes of absenteeism in staff
7	Any five measures to reduce absenteeism among students
8	Any five measures to reduce absenteeism among staff
9	Any five principles of timetable construction

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10	Any five importance of secondary school code
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Unit 6: Educational Administration in India

- a) Educational Administrative set-up in India
- b) Characteristics of state, national, and international systems of education – SSC, ICSE, CBSE, IB, IGCSE Boards of Education.
- c) Different governing bodies in Education – Functions of NCERT, MSCERT

Essay Questions (10 Marks)

1	Explain the educational administrative set-up in India.
2	Explain the aims and functions of MSCERT
3	Elaborate on NCERT with reference to its aims and functions.
4	Elaborate the characteristics of SSC & ICSE Boards of Education.
5	Explain the characteristics of any two of the following boards of Education - SSC/ ICSE/ CBSE/ IB/ IGCSE
6	Explain the educational administrative set up at the central and state levels in India
7	"Different educational boards in India cater to diverse student needs through distinct curricula and assessment systems." Justify this statement by explaining the key characteristics of any two major boards of education.
8	"MSCERT acts as the academic backbone for schools and teachers in Maharashtra." Justify with reference to the functions of MSCERT.

Short Notes (5 marks)

1	Any five functions of NCERT.
2	Any five functions of MSCERT
3	Any five characteristics of the SSC Board
4	Any five characteristics of the ICSE Board
5	Any five characteristics of the CBSE Board
6	Any five key features of the International Baccalaureate Board
7	Any five characteristics of the IGCSE Board