

(A) Very short type of Question- Answer (1 mark each)

Q. (1) From which language the term 'management' has been derived?

Ans : French.

Q. (2) From which word the term management has been derived?

Ans : French word 'manage' which mean house keeping.

Q. (3) What is management?

Ans : Management is a set of activities that are required for running and proper functioning of institution.

Q. (4) Define management.

Ans : According to H Foyol, " To manage is to forecast and plan, to coordinate and control."

Q. (5) Write the full form of POSDCRB.

Ans : P = Planning

O = Organisation

S = Staffing

D = Directing

C = Coordinating

R = Reporting

B = Budgeting.

Q. (6) Mention a characteristic of management.

Ans : Management is a specialized activity.

Q. (7) What is planning ?

Ans : Planning is the setting of organizational goals which help to achieve the desired result.

Q. (8) What is school management?

Ans : Management of the school is the process whereby cooperative group directs actions towards the goals of the school.

Q. (9) Mention the five Ms of management.

Ans : Manpower, materials, machinery, method and money.

Q. (10) What is organisation?

Ans : Organisation is the grouping activities necessary to attain desired objectives.

Q. (11) What is directing?

Ans : It is the managerial process that assures the efficient working of organization to achieve the organizational objectives.

Q. (12) What is controlling?

Ans : It is the imposition of orders and monitoring over many other persons

Q. (13) Mention the components of Management process.

Ans : Management process has four components: situational analysis, strategy formulation and strategy implementation, strategy evaluation

Q. (14) Mention the functions of management.

Ans : Management has series of functions: planning, organizing, directing, controlling, coordination, budgeting, decision making, evaluative activities etc.

Q. (15) What is participatory management.

Ans : Process of participatory management is to involve the stakeholders at all levels of decision making to achieve the goals of organization.

(B) Short type question Answer (2 marks each)

Q. (1) Explain the concept of management.

Ans : Management is the act of getting people together to realize the set goals of an organization. The process of management comprises of different activities like planning, organizing, staffing, leading, and controlling an organization. It involves organizing and coordinating human, material and financial resources according to certain policies in order to attain the defined goals of an organization. Educational management is a field of study that is concerned with the activities relating to the management of an educational institution or organization.

Q. (2) What is school/educational management?

Ans : Educational management may be understood either as a field of study or as the professionals who work in the field that is related to the operation of educational institutions. As a field of study, Educational management is the application of theories and principles management in the field of education. It is a field of

theory and practice concerned with the operation of educational institutions. Educational management is basically directed towards the achievement of set goals and objectives of an educational institution. It involves the process of planning, organizing, directing and controlling the activities of an institution for the achievement of educational goals and objectives.

Q. (3) Explain the nature of school management.

Ans : The nature of school management may be outlined below.

- School Management is both, theory and practice,
- School Management is both, an art as well as a science,
- School Management as a field of study is based various other disciplines,
- School Management is a specialized area of general management,
- School Management is aimed at the realization of goals and objectives of education.
- School Management is an applied field of study.

Q. (4) Mention two objectives of management

Ans : The objectives are –

- (i) Providing direction and support in setting goals and objectives of educational institution.
- (ii) Achieving institutional objectives.
- (iii) Planning different courses of action for the achievement of set goals of the institution.
- (iv) Organizing available human, material and other resources for the realization of goals in most effective manner.
- (v) Controlling the processes within the organization.

Q. 5. Explain the concept of school organisation.

Ans : An organization is a systematic and effective correlation of human resources and material equipments directed towards the achievement of objectives of an institution. School organization is a vital area of educational management that involves the distribution and coordination of functions for realization of educational goals. It refers to the organization of human resources, events, personnel and material resources available with a school. School organization establishes coordination and assigns duties, responsibilities and power among members to discharge their duties effectively.

Q. 6. Define organisation.

Ans : In the views of Elsbree, "Organization of a school is the administrative expression

of educational theory.”

In the words of Ryburn. “ Organization simply means the practical measures which we take to ensure that the system of work we use will be of the greatest possible assistance in carrying out our aims and of the greatest benefit to our children.”

Q. 7. Mention the differences us between management and organisation.

Ans : The difference are –

Management	Organization
Educational Management is a distinct process consisting of planning, organizing, actuating and controlling, performed to determine and accomplish stated objectives by the use of human beings and other resources. It involves planning, organizing, staffing, leading, and controlling an organization and coordinating human, material and financial resources according to certain policies in order to attain the defined goals of an organization.	School Organization may be understood as a hierarchical arrangement of lines of authority, communications, rights and duties among members in a school. It establishes coordination and assigns duties, responsibilities and powers among members to discharge their duties effectively.

Q. 8. What is centralized management ?

Ans : Centralized management of education is a process where decision making power rests in the hands of a few. Important decisions and actions at the lower level require the approval of top management. According to Allen, “Centralization is the systematic and consistent reservation of authority at central points in the organization”.

Q. 9. Mention the characteristics of Centralized Management.

Ans : The main characteristics of centralized management are:

1. Decision making power rests with the top level managers.
2. There is greater burden on the top level managers.
3. Authority of operation or implementation rests with the middle level managers.

4. All works at low level are done as per directions of the top level managers.
5. There is lesser freedom for the employees.

Q. 10. What is decentralized management ?

Ans : Decentralized management is a systematic allocation of authority at all levels of management and in all of the organization. In decentralized management, top level management make major decisions and frame policies concerning the institution and rest of the authority is delegated to the middle and lower level of management. According to Allen, "Decentralization refers to the systematic effort to delegate to the lowest level of authority except that which can be controlled and exercised at central points."

Q. 11. Mention the characteristics of decentralized management.

Ans : Some of the main characteristics of decentralized management are :

1. Decision making power is delegated to different levels of management.
2. There are fewer burdens on the Principal than in the case of centralization.
3. Decentralization of management provides with freedom to the employees to make decisions which develop skills and capabilities.
4. Decentralized structure of management raises motivation and morale of the employees.

Q. 12. What is planning? Write briefly.

Ans : Planning in educational management is the process of laying down goals and objectives of education and deciding what should be done to achieve the set goals and objectives. Planning is an act of making decisions by the educational managers so as to ensure the success the process of education. The main objective of planning in educational management is to help educational managers in successful and effective management of education. It helps to achieve the objectives of education effectively within the stipulated time and thereby minimize the costs in terms of time, money and effort.

Q. 13. Explain the concept of directing.

Ans : Directing in educational management refers to the act of guiding and leading the employees in an educational organization. In educational context directing is not just giving instructions by the head of institution to the sub-ordinate employees but it is a process of supervising, guiding and motivating them to achieve the educational objectives. The task of directing in educational management is a

complex one that ensures the employees work effectively and efficiently. Directing is an art of influencing people to act willingly and enthusiastically for the achievement of educational objectives.

Q. 14. What is controlling?

Ans : Controlling as a function of educational management involves establishing standards of achievement based on the objectives and comparing that with actual achievement, and taking remedial measures as and when needed. Control in educational management is a process of regulating activities according to the objectives of education. It is essential for directing efforts of an institution towards the achievement of educational objectives. Control as a part of educational management deals with any deviance between planned performance and actual performance. Control is based on accurate, up-to-date and credible information about the performance of groups or persons working in an institution.

Q. 15. What is organisation?

Ans : Organization involves division of work among employees, grouping of closely related activities, assigning duties and responsibilities to the employees and delegating authority and power to each employee or the group to discharge their duties. Organization in educational management aims at effective teamwork towards the achievement of educational objectives. Organization is a continuous process which is characterized by coordination and division of work among different personnel, group or departments of an educational institution.

Q. 16. Mention the two characteristics of planning process.

- Ans :** (a) Well-planned educational changes in decisions are essential for qualitative changes in education. Many persons of higher level management are involved in the process.
- (b) There is a myth that planning is single person's responsibility. But in real it is a group effort and all people concerned are responsible for planning.
- (c) In a developing country like India, the planning must be in accordance with the aims of a democratic society. It means that welfare of all members of society is of prime concern not only for some special interest groups. Educational planning must have its roots in the expected needs of the community and students.