

Up to Date

**Objective MCQs, Topic Wise
Guide for Pedagogy
Teaching Jobs**

*Planning and Management
in Education*

Educational Planning

1. What is education planning?

- a. A process of determining the goals and objectives of education
- b. A process of creating lesson plans for teachers
- c. A process of evaluating the effectiveness of education
- d. None of the above

Answer: a

2. What is education management?

- a. The process of planning and overseeing the day-to-day operations of educational institutions
- b. The process of designing curriculum
- c. The process of evaluating student performance
- d. None of the above

Answer: a

3. Which of the following is not a step in the education planning process?

- a. Setting goals and objectives
- b. Identifying resources needed
- c. Developing a standardized test
- d. None of the above

Answer: c

4. What is the purpose of a needs assessment in education planning?

- a. To identify areas where resources are needed
- b. To evaluate the effectiveness of a program
- c. To assess student performance
- d. None of the above

Answer: a

5. What is the role of stakeholders in education planning?

- a. To provide funding for educational programs
- b. To provide input and feedback on the planning process
- c. To teach students in the classroom
- d. None of the above

Answer: b

6. What is a strategic plan in education management?

- a. A plan for the day-to-day operations of a school
- b. A plan for achieving long-term goals and objectives
- c. A plan for hiring new staff members
- d. None of the above

Answer: b

7. Which of the following is not a component of a strategic plan?

- a. Mission statement
- b. Vision statement
- c. Budget projections
- d. None of the above

Answer: c

8. What is the purpose of a mission statement in education planning?

- a. To identify the goals and objectives of the educational institution
- b. To evaluate student performance
- c. To assess the effectiveness of the teachers
- d. None of the above

Answer: a

9. What is a SWOT analysis?

- a. An analysis of the strengths, weaknesses, opportunities, and threats of an educational institution
- b. An analysis of student performance
- c. An analysis of the effectiveness of a teacher
- d. None of the above

Answer: a

10. What is the purpose of a curriculum map?

- a. To provide a visual representation of the curriculum
- b. To evaluate student performance

- c. To assess the effectiveness of the teachers
- d. None of the above

Answer: a

11. What is the purpose of a budget in education management?

- a. To allocate resources to different programs
- b. To evaluate student performance
- c. To assess the effectiveness of the teachers
- d. None of the above

Answer: a

12. What is the role of a school board in education management?

- a. To provide funding for educational programs
- b. To oversee the day-to-day operations of a school
- c. To set policies and goals for the school
- d. None of the above

Answer: c

13. What is the purpose of a performance evaluation in education management?

- a. To evaluate the effectiveness of the teachers
- b. To assess student performance
- c. To allocate resources to different programs
- d. None of the above

Answer: a

14. What is the role of a principal in education management?

- a. To teach students in the classroom
- b. To oversee the day-to-day operations of a school
- c. To evaluate student performance
- d. None of the above

Answer: b

15. What is the purpose of a professional development plan in education management?

- a. To provide training and support to teachers and staff
- b. To evaluate student performance
- c. To assess the effectiveness of the teachers
- d. None of the above

Answer: a

16. What is the purpose of a data analysis in education management?

- a. To evaluate student performance
- b. To allocate resources to different programs
- c. To assess the effectiveness of the teachers
- d. None of the above

Answer: a

17. What is the purpose of a teacher observation in education management?

- a. To evaluate the effectiveness of the teacher
- b. To assess student performance
- c. To allocate resources to different programs
- d. None of the above

Answer: a

18. What is the main goal of education planning?

- a. To increase student enrollment
- b. To improve student learning outcomes
- c. To reduce teacher salaries
- d. None of the above

Answer: b

19. What is the primary responsibility of education managers?

- a. To hire and fire teachers
- b. To ensure the smooth operation of educational institutions
- c. To increase student enrollment
- d. None of the above

Answer: b

20. What is the role of a school principal in education management?

- a. To develop and implement education policies
- b. To manage the daily operations of the school

- c. To teach students in the classroom
- d. None of the above

Answer: b

21. What is the importance of data in education planning and management?

- a. To help in decision-making
- b. To increase student enrollment
- c. To reduce teacher salaries
- d. None of the above

Answer: a

22. What is the purpose of a school improvement plan?

- a. To improve student learning outcomes
- b. To reduce teacher salaries
- c. To increase student enrollment
- d. None of the above

Answer: a

23. What is the main difference between education planning and education management?

- a. Education planning focuses on policy development, while education management focuses on implementation
- b. Education planning focuses on implementation, while education management focuses on policy development
- c. Education planning and education management are the same thing

d. None of the above

Answer: a

24. What is the purpose of a needs assessment in education planning?

- a. To identify the resources needed to implement education policies
- b. To identify the number of students in a school
- c. To identify the number of teachers in a school
- d. None of the above

Answer: a

25. What is the importance of stakeholder engagement in education planning and management?

- a. To ensure that everyone is on the same page
- b. To increase student enrollment
- c. To reduce teacher salaries
- d. None of the above

Answer: a

26. Which of the following is NOT a step in the education planning process?

- a. Developing educational goals and objectives
- b. Identifying available resources
- c. Implementing educational programs
- d. Hiring and training personnel

Answer: d

27. What is the role of educational leadership in education planning?

- a. To develop educational goals and objectives
- b. To allocate resources
- c. To implement educational programs
- d. All of the above

Answer: d

28. What is the purpose of monitoring and evaluation in education planning?

- a. To ensure that educational goals and objectives are being met
- b. To identify areas for improvement in educational programs
- c. To allocate resources
- d. To hire and train educational personnel

Answer: a

29. What is the difference between centralized and decentralized education systems?

- a. Centralized systems place decision-making power at the local level, while decentralized systems place it at the national level
- b. Centralized systems place decision-making power at the national level, while decentralized systems place it at the local level
- c. Centralized systems rely on private funding, while decentralized systems rely on public funding
- d. Centralized systems are more expensive than decentralized systems

Answer: b

30. What is the purpose of educational budgeting?

- a. To allocate resources to educational programs
- b. To evaluate the effectiveness of educational programs
- c. To develop educational goals and objectives
- d. To hire and train educational personnel

Answer: a

31. Educational planning is necessary to:

- A. Ensure the success of enterprise
- B. Minimize backward children
- C. Broaden the outlook of students
- D. Better relations among teachers

Answer: A

32. Institutional planning is also known as:

- A. Area planning
- B. Grass root Planning
- C. Village Planning
- D. Local Planning

Answer: B

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

- A. Educational planning
- B. Educational finance
- C. Educational management
- D. Educational supervision

Answer: A

34. The process of preparing a set of decisions for realizing specific goals by the best possible means is:

- A. Educational planning
- B. Educational finance
- C. Educational management
- D. Educational supervision

Answer: A

35. Efficient and effective planning saves:

- A. Time
- B. Money
- C. Effort

D. All of the above

Answer: D

36. Every good planning should be:

A. Relevant and clear

B. Systematic and comprehensive

C. Centralized

D. None of the above

Answer: B

37. There are _ basic steps involved in planning –

A. 4

B. 5

C. 6

D. 7

Answer: .5

Armstrong developed the 5 step planning process. He proposed this process to ensure a higher success rate for planning. We have the following major steps, in the 5 step planning process:

1. Defining Objectives
2. Generation of alternative strategies
3. Evaluation of alternatives (and selection of a strategy)
4. Obtaining commitment
5. Monitoring the results

38. A plan prepared by a particular institution on the basis of its own development and improvement is called –

A. educational plan

B. school plan

C. institutional plan

D. none of the above

Answer: institutional plan

39. Institutional planning means planning at the –

- A. highest level
- B. lowest level
- C. district level
- D. village level

Answer: .lowest level

40. Institutional planning is an effort to make use of available resources to the –

- A. minimum
- B. optimum
- C. sufficient
- D. maximum

Answer: .optimum

41. Institutional planning is –

- A. short term
- B. long term
- C. both of the above
- D. none of the above

Answer: both of the above

42. Institutional plan forms the basis of –

- A. Village plan
- B. District plan
- C. State plan
- D. National plan

Answer: .District plan

43. Institutional planning is an index of _of an institution

- A. excellence
- B. autonomy
- C. quality
- D. standard

Answer: .autonomy

44. Institutional planning aims to –

- A. save time, money and materials
- B. involve every teacher in the plan preparation
- C. promote better co-operation among teachers
- D. none of the above

Answer: involve every teacher in the plan preparation

45. “Planning is an act or process of making or carrying out plans”. Who gave this definition?

- A. Webster’s International Dictionary
- B. Oxford Dictionary
- C. Wikipedia
- D. None of the above

Answer: Webster’s International Dictionary

46. "Planning is to design some action to be done before hand". Who gave this definition?

- A. Webster's International Dictionary
- B. Oxford Dictionary
- C. Wikipedia
- D. None of the above

Answer: Oxford Dictionary

47. The main goal of planning is –

- A. social and economic development
- B. welfare and progress of citizens
- C. bringing about desirable changes
- D. all the above

Answer: all the above

48. Good planning requires

- A. future objectives
- B. good vision
- C. perception and ability
- D. all the above

Answer: .all the above

49. Planning is a good method of –

- A. solving problems
- B. eliminating trial and error method

C. checking wastage and stagnation

D. all the above

Answer: .all the above

50. Efficient planning contributes to –

A. smoothness and ease of administration.

B. efficiency of the administrative process

C. best utilization of available resources.

D. all the above

Answer: .all the above

51. Uneven educational growth and regional imbalances can be corrected by adopting effective –

A. educational planning

B. educational management

C. educational administration

D. educational finance

Answer: .educational planning

52. A good plan is always an outcome of –

A. scientific procedures

B. comprehensive procedures

C. systematic procedures

D. all the above

Answer: all the above

53.Comprehensive planning means that planning should be concerned with:

- A. all levels of education.
- B. ll aspects of education
- C. all componentsof education.
- D. all the above

Answer: .all the above

54.The first basic step or process involved in planning is –

- A. defining the present situation
- B. establishing goals, objectives or sets of goals
- C. developing a set of actions.
- D. determining aids and barriers

Answer: .establishing goals, objectives or sets of goals

55.The final step or process in planning is –

- A. determining aids and barriers
- B. developing a set of actions
- C. preparing a blueprint of the plan and circulating it for public opinion
- D. none of the above

Answer: .preparing a blueprint of the plan and circulating it for public opinion

56.Quality of planning is very much influenced by –

- A. relevance and accuracy of data
- B. case of processing data

C. validity of interpretation of data

D. all the above

Answer: .all the above

57. One basic chain of activities underlying all educational planning consists of –

A. gathering information

B. processing information

C. interpreting information

D. all the above

Answer: .all the above

58. The king pin in institutional planning is the –

A. teacher

B. principal

C. head

D. none of the above

Answer: .teacher

59. The main objectives of institutional planning is –

A. Improvement of Instruction

B. Optimum utilization of existing resources

C. Imparting realism and concreteness to educational planning

D. all the above

Answer: .all the above

60.The scope of institutional planning include –

- A. Improvement of school plant
- B. Improvement of instruction
- C. Extra curricular activities for pupils
- D. all the above

Answer: .all the above

61.Extra- Curricular Activities for Pupils include –

- A. Social service projects
- B. Work experience
- C. athletics and literary activities
- D. all the above

Answer: .all the above

62.Community programmes for the school include –

- A. Literacy programmes
- B. Adult education programmes
- C. Youth service activities
- D. all the above

Answer: .all the above

63.Sound Educational Planning has to be –

- A. pragmatic
- B. progressive
- C. forward-looking
- D. all the above

Answer: .all the above

64. Institutional planning results in improvement in motivation on the part of –

- A. teachers
- B. management
- C. students
- D. all the above

Answer: .all the above

65. 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.

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

66. 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

Answer: .ensure the success of education

67. Institutional planning is based on the principles of _____ utilization of the resources available in the school and community.

- A. maximum
- B. sufficient
- C. optimum
- D. none of the above

Answer: .maximum

68. Institutional planning can be of

- A. long-term only
- B. short-term only
- C. short-term and long-term
- D. none of the above

Answer: .short-term and long-term

69. Institutional planning is an effort to make _____ use of available resources.

- A. sufficient
- B. minimum
- C. adequate
- D. optimum

Answer: .sufficient

70. 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

Answer: .involve every teacher in the preparation of the plan

71. 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

Answer: .educational planning

72. 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

Answer: .Long-term planning

73. 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

Answer: .social justice approach

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

A. 1968

B. 1967

C. 1958

D. 1966

Answer: .1968

75. 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. quantitative and qualitative

D. none of the above

Answer: .quantitative and qualitative

76. 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 utilization

Answer: .optimum utilization

77. 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 standardization suitable only for authoritarian state
- D. determining aids and barriers

Answer: .accomplishing widespread targets of education

78. Institutional planning lays stress on both

- A. national and state policies
- B. improvement and development
- C. curriculum and co-curricular
- D. qualitative and quantitative

Answer: .improvement and development

79. 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

Answer: .identifying causes of educational problems

80. Planning is purposeful action having certain__and ends to achieve

- A. requirement
- B. improvement

C. opportunities

D. objective

Answer: .objective

81.The complexities of modern technology in society have given rise to the need for planning in_____

A. education

B. society

C. institution

D. management

Answer: .education

82.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

Answer: A

83. Uneven educational growth and regional imbalances can be corrected by adopting effective –

A. Educational planning

B. Educational management

C. Educational administration

D. Educational Finance

Answer: A

84.. _____ describes one of the concepts, that is crucial for the smooth running of an organization. Name that concept.

- a) Planning
- b) Management
- c) None of the options are correct
- d) Coordination

Answer: A

85.In which step of the planning process, the best and most feasible plan will be chosen to be implemented.

- a) Selecting an alternative
- b) Evaluating alternative course of action
- c) Setting up objective
- d) Developing Premises

Answer: A

86.In which step of the planning process pros and cons of each alternative is examined.

- a) Developing Premises
- b) Setting up Objective
- c) Evaluating alternatives course of action
- d) Selecting an alternative premises

Answer: C

87.Planning is the _____.

- a) Primary/First function of the manager
- b) Both a) and d)
- c) None of the options are correct
- d)The last function of the manager

Answer: A

88.Making assumptions for the future is called _____.

- a) Making policy
- b) All of the options are correct
- c) Setting planning premises
- d) Making derivative plans

Answer: C

89.The composite plan which involves setting up a long-term objective, finding a course of action, and allocation of resources is called _____.

- a) Programme
- b) Strategy
- c) Procedure
- d) Policy

Answer: B

90. The plan which includes objective, policy, procedure, and rule, is called _____.

- a) Budget
- b) All of the options are correct
- c) Programme
- d) Strategy

Answer: C

91. Standardized way in which a task has to be performed is called _____.

- a) Procedure
- b) Strategy
- c) Policy
- d) Method

Answer: D

92. The sequence of steps or actions to be taken to enforce a policy and attain a predetermined objective is called _____.

- a) Policy
- b) Strategy
- c) Procedure
- d) Objective

Answer: C

93. Organizations' own customized way of handling problems or making decisions is called _____.

- a) Budget
- b) Policy
- c) Rule
- d) Strategy

Answer: B

94.Name one of the basic concepts for smoothly running an organization.

- A. Management
- B. Planning
- C. Coordination
- D. None of the options is correct

Answer: The answer is B

95.At what step of the planning can be processed with the topmost and applicable plan would be implemented?

- A. Setting up objective
- B. Developing Premises
- C. Selecting up an alternative
- D. Evaluating alternative course of action

Answer: The answer is C

96. In which pace of the planning process, two sides of a coin of each alternative are examined.

- A. Setting up Objective

- B. Developing Premises
- C. Selecting an alternative premises
- D. Evaluating alternatives course of action

Answer: The answer is D

97.Planning is known as:

- A. The last function of the manager
- B. Primary/First function of the manager
- C. Both a) and b)
- D. None of the options is correct

Answer: The answer is B

98.Thinking for the future output is known as _____.

- A. Setting planning premises
- B. Making derivative plans
- C. Making policy
- D. All of the options are correct

Answer: The answer is A

99.What is the core of making a plan?

- A. Organizing
- B. Thinking in Advance
- C. Directing
- D. All of the above

Answer: The answer is B

100.Which planning feature is related to the planners who tend to be intellectual as they boast of analyzing the surroundings and predicting the future and comparing it all with different other alternatives that select the best?

- A. Planning is a mental exercise
- B. Planning is forward-looking
- C. Planning is the primary function of management
- D. Planning involves decision making

Answer: The answer is A

101.Looking after the change in an organizational environment doesn't come with any surprises. Address the importance of planning related to the topic:

- A. Planning reduces the risk of uncertainties
- B. Planning provides direction
- C. Planning promotes the innovative idea
- D. Planning facilitates decision making

Answer: The answer is A

102.Results sloping towards the activities that are directed is known as:

- A. Objective
- B. Programme
- C. Policy
- D. Strategy

Answer: The answer is A

103.Planning can be performed at

- A. Supervising Level
- B. Top Level
- C. Middle
- D. All of the above

Answer: The answer is D

104. After the execution of the plan

- A. Follow-up is done
- B. the new plan is made
- C. Planning ends
- D. None of the above

Answer: The answer is A

105. A Standing-Plan is a _____

- A. Stands as an example for another planner
- B. Discarded after use
- C. Recurring plans
- D. None of the above

Answer: The answer is C

106. Planning establishes a ground standard for

- A. Controlling
- B. Directing
- C. Staffing
- D. Organizing

Answer: The answer is A

107. One can create a plan only when

- A. foresight
- B. Imagination
- C. Sound Judgment
- D. All of the above

Answer: The answer is D

108. Planning walks down on strategies for the total functioning of an enterprise

- A. divisions planning
- B. corporate planning
- C. department planning
- D. unit planning

Answer: The answer is B

109. Define the term premises?

- A. Running an organization
- B. Assumptions about the Future
- C. Noting down all the factors
- D. None of the above.

Answer: The answer is B

110. Mention one kind of plan that improvises on the contours of a business:

- A. Strategy

- B. Policy
- C. Objective
- D. Procedure

Answer: The answer is B

111. Two types of plans that are inter-related with each other

- A. Policy and Rule
- B. Objective and policy
- C. Objective and Method
- D. Policy and procedure

Answer: The answer is D

112. Describe what kind of plan quantifies facts and figures

- A. Rule
- B. System
- C. Budget
- D. Policy

Answer: The answer is C

113. What Kind of plan doesn't involve any discretion or flexibility:

- A. Strategy
- B. Rule
- C. Procedure
- D. Policy

Answer: The answer is B

114. It helps to cross the gap between the current position and the future

- A. Staffing
- B. Planning
- C. Directing
- D. Organizing

Answer: The answer is B

115. A case that is generalized in the form of decision-making is

- A. Organizing
- B. Staffing
- C. Directing
- D. Planning

Answer: The answer is D

116. Which of the following cannot be considered as a part of the planning process,

- A. Setting objectives
- B. Viewing physical facilities and actions
- C. Developing Premises
- D. Follow-up actions

Answer: The answer is B

117. The process of outlining the activities that are necessary to achieve the goals of an organization refer to:

- A. Planning
- B. Organizing
- C. Directing
- D. Budgeting

Answer: A

118. The purpose of planning is to ensure that the organization both _____ in its activities.

- A. Effective and Efficient
- B. Strategic
- C. Reduce and Reuse
- D. Productive

Answer: A

119. A goal is _____ aim which you want to accomplish to bring primary outcomes.

- A. Terms and conditions
- B. Long term
- C. Short term
- D. Mid term

Answer: B

120. _____ reflects the result the organization wants to achieve when making decisions.

- A. Mission
- B. Subjective
- C. Vision
- D. Objective

Answer: D

121. _____ plans are design to deal with organizational issues and problems that recur frequently.

- A. Standing plans
- B. Most plans
- C. Low plans
- D. Long term plans

Answer: A

122. Which level of management creates standing plans, single use plans and operational plans?

- A. Top manager
- B. Middle manager
- C. Lower manager
- D. Non managerial personal

Answer: C

123. _____ plans are more specific in nature.

- A. Long term plans
- B. Strategic plans
- C. Operational plans
- D. All of the above

Answer: C

124. Premises in planning means:

- A. Conjecture
- B. Assumption
- C. Forecast

D. All of the above

Answer: D

125. Planning is not an exclusive function of top management, nor of any particular department, which feature of planning is it?

- A. Futuristic
- B. Continuous
- C. Mental Exercise
- D. Pervasive

Answer: D

126. Increase in sales by 20%, which step in planning process?

- A. Developing the premises
- B. Implementing the plan
- C. Setting objectives
- D. Follow up action

Answer: C

127. Change in demand, policy, interest rates, prices of capital goods, tax rates etc. examples of which step in planning process?

- A. Developing premises
- B. Identifying alternative courses of action
- C. Setting objectives
- D. None

Answer: A

128. Risk return trade off, detailed calculations of earnings, earnings per share, dividends are examples of which step in planning process?

- A. Identifying alternative courses of action
- B. Evaluating alternative courses
- C. Selecting an alternative
- D. None

Answer: B

129. When production is increases, more labour and machinery required is organized. It is an example of which step in planning process?

- A. Follow up action
- B. Setting objectives
- C. Selecting an alternative
- D. Implementing the plan

Answer: D

130. Which is the last step in planning process?

- A. Follow up action
- B. Setting objectives
- C. Selecting an alternative
- D. Implementing the plan

Answer: A

131. Which step comes after the step of identifying, evaluating and selecting an alternative?

- A. Implementing the plan
- B. Follow up action

C. Developing premises

D. None

Answer: A

Chapter: Educational Management

1.The origin of Educational Management as a field of study began in the –

A. U.S.A

B. U.K

C. France

D. Germany

Answer: .U.S.A

2.An appropriate use of means and resources for realizing specific objectives is known as –

A. Planning

B. Management

C. Finance

D. Development

Answer: .Management

3.Educational Management has drawn heavily on disciplines like –

A. Economics

B. Political Science

C. Sociology

D. all the above

Answer: .all the above

4. "Management is the art of knowing exactly what you want to do and seeing that they do it in the best and cheapest way." Who said this?

- A. F.W Taylor
- B. F.M. Smith
- C. G.Terry Page
- D. J.B Thomas

Answer: .F.W Taylor

5. "Management is an activity involving responsibility for getting things done through other people." Who said this?

- A. Henri Fayol
- B. W. Taylor
- E. Smith
- C. Cuthbert

Answer: .Cuthbert

6. The human elements of Educational Management include –

- A. children
- B. parents
- C. teachers and other employees
- D. all the above

Answer: .all the above

7. The material elements of Educational Management include –

- A. money

- B. buildings and grounds
- C. books and equipments
- D. all the above

Answer: .all the above

8.A process that aims at maintaining the institutions of education and making them function efficiently and effectively is called –

- A. Educational Planning
- B. Educational Management
- C. Educational Finance
- D. Human Resource Development

Answer: .Educational Management

9.Beyond human and material elements, Educational Management also includes –

- A. ideas
- B. laws and regulations
- C. community
- D. all the above

Answer: .all the above

10.Educational Management is different from that of general management inthe –

- A. use of terminology
- B. techniques of application
- C. both of the above
- D. none of the above

Answer: .both of the above

11. Who is considered to be the father of modern concept of management?

- A. Max Weber
- B. William Henry Smyth
- C. Henri Fayol
- D. F.W. Taylor

Answer: .Henri Fayol

12. The father of bureaucratic management theory is –

- A. Henry Fayol
- B. F.W Taylor
- C. Max Weber
- D. William Henry Smyth

Answer: .Max Weber

13. The father of technocratic management theory is –

- A. Henry Fayol
- B. F.W Taylor
- C. Max Weber
- D. William Henry Smyth

Answer: .William Henry Smyth

14. Henri Fayol gave _____ principles of management.

- A. 8

- B. 10
- C. 12
- D. 14

Answer: .14

15. Henry Fayol's most famous publication was titled –

- A. Das Kapital
- B. Administration Industrielle et Générale
- C. Management Theories
- D. Administration and Management styles

Answer: .Administration Industrielle et Générale

16. Esprit de Corps simply means –

- A. spirit of competition
- B. spirit of bravery
- C. fighting spirit
- D. team spirit and unity

Answer: .team spirit and unity

17. In management, Equity refers to –

- A. fairness & equality
- B. financial compensation
- C. value of shares
- D. equality of gender

Answer: .fairness & equality

18. Scalar Chain in management refers to –

- A. chain of command
- B. chain of development
- C. chain of demand
- D. none of the above

Answer: .chain of command

19. In management terms, Remuneration refers to –

- A. financial and non-financial compensation
- B. salary
- C. pay
- D. none of the above

Answer: .financial and non-financial compensation

20. A student can transfer from one school to another in different regions without any difficulty under –

- A. Centralized system
- B. Decentralized system
- C. Technocratic system
- D. Bureaucratic system

Answer: .Centralized system

21. Centralized system brings about –

- A. uniformity of structure
- B. uniformity of standard
- C. uniformity of curriculum
- D. all the above

Answer: .all the above

22. Centralized management is governed by –

- A. specialists
- B. technocrats
- C. bureaucrats
- D. none of the above

Answer: .bureaucrats

23. Under centralized management, all power rests in a –

- A. central agency
- B. state agency
- C. local agency
- D. none of the above

Answer: .central agency

24. Duplication of works and experiments is avoided in –

- A. Decentralized system
- B. Centralized system
- C. Technocratic system
- D. Bureaucratic system

Answer: .Centralized system

25. Local needs are better looked after under the –

- A. Centralized system
- B. Decentralized system

- C. Technocratic system
- D. Bureaucratic system

Answer: .Decentralized system

26. Bureaucratic management follows the principle of –

- A. rationality
- B. objectivity
- C. consistency
- D. all the above

Answer: .all the above

27. 'A formal system of organization based on clearly defined hierarchical levels and roles in order to maintain efficiency and effectiveness' is known as –

- A. Centralized management
- B. Decentralized management
- C. Bureaucratic management
- D. Technocratic management

Answer: .Bureaucratic management

28. An important feature of Bureaucratic management is –

- A. high degree of division of labor and specialization
- B. relationship among members is formal and impersonal
- C. rules and regulations are well defined
- D. all the above

Answer: .all the above

29. Which type of management is often called the ideal type of management?

- A. Centralized management
- B. Decentralized management
- C. Technocratic management
- D. Bureaucratic management

Answer: .Bureaucratic management

30. The back and forth between committees that slows down the decision-making process in bureaucratic system is commonly known as –

- A. Red Zone
- B. Red Tape
- C. Deadline
- D. Deadlock

Answer: .Red Tape

31.The term ‘technocracy’ was coined by the US engineer

- A. Henri Fayol
- B. William Henry Smyth
- C. Max Weber
- D. F.W Taylor

Answer: .William Henry Smyth

32. Principles of management explain how managers should –

- A. organize and interact with staff
- B. lead the staff
- C. govern the staff

D. none of the above

Answer: .organize and interact with staff

33. 'A form of government where decision-makers are chosen for office based on their technical expertise and skills' is known as –

- A. Centralized management
- B. Decentralized management
- C. Technocratic management
- D. Bureaucratic management

Answer: .Technocratic management

34. A technocrat is :-

- A. A technical expert, especially one in a managerial or administrative position.
- B. An advocate or proponent of technocracy.
- C. An individual who makes decisions based solely on technical information and not on personal or public opinion.
- D. all the above

Answer: .all the above

35. Rules and regulations in a technocratic management are often –

- A. flexible
- B. rigid and inflexible
- C. lax
- D. none of the above

Answer: .rigid and inflexible

36. In technocratic management, decision makers are selected based on – upon how knowledgeable and skillful

- A. knowledge and skill
- B. personality and charisma
- C. leadership quality
- D. popularity

Answer: .knowledge and skill

37. Internal management deals with –

- A. classroom transactions
- B. physical and material resources
- C. financial transactions
- D. all the above

Answer: .all the above

38. The process of evaluating the best policies in order to achieve the institution's goals and priorities is called –

- A. External Management
- B. Internal Management
- C. Strategic Management
- D. Maintenance Management

Answer: .Strategic Management

39. Management of Methods deals with –

- A. organization of curriculum

- B. organization of teaching methods
- C. organization of evaluation techniques
- D. all the above

Answer: .all the above

40. Educational Administration is the process of

- A. Utilising appropriate resources for development of human qualities
- B. Manage activities of educational institutions
- C. Planning, organising, directing and controlling
- D. None of the above

Answer: .Manage activities of educational institutions

41. In Educational Management function of reporting is/are

- A. Documentation
- B. Record keeping
- C. Inspection
- D. All of the above

Answer: .All of the above

42. In Educational Management function of planning

- A. Preparing for future for directed goals
- B. Financial planning
- C. To appoint staff
- D. All of the above

Answer: .Preparing for future for directed goals

43. In Educational Management function of coordinating is

- A. Record keeping
- B. Relationship between stock holder
- C. To appoint staff
- D. None of the above

Answer: .Relationship between stock holder

44. In Educational Management function of Budgeting is

- A. Financial planning
- B. Accounting
- C. Control on expenditure
- D. All of the above

Answer: . D

45. In Educational Administration Autocratic Administration

- A. One person is responsible for running affairs of institution
- B. Two persons are responsible for running affairs of institution
- C. Both A&B
- D. None of the above

Answer: .One person is responsible for running affairs of institution

46. Educational Management is a comprehensive effort intended to achievesome_educational objectives

- A. General
- B. Specific
- C. Operative
- D. All of the above

Answer: .Specific

47. The centralized system of management aim at

- A. Equality
- B. Competency
- C. Uniformity
- D. Flexibility

Answer: .Uniformity

48. What is the process of distributing resources by translating plans into action and fostering accountability

- A. Organising
- B. Directing
- C. Controlling
- D. Budgeting

Answer: .Controlling

49. ___ is systematic process of coordinating group efforts to achieve results

- A. Motivating
- B. Budgeting
- C. Reporting
- D. Staffing

Answer: .Motivating

50. A democratic management should provide ___ of opportunity in the field of education

- A. Freedom
- B. Restriction
- C. Equity
- D. Equality

Answer: .Equality

51. Which of the following convictions are exhibited by the administrator

- A. Democratic leadership is accepted as a way of life
- B. Growth relies on the efforts of individuals rather than group efforts
- C. The welfare of all is assured by the welfare specific member of the group
- D. None of the above

Answer: .Democratic leadership is accepted as a way of life

52. The origin of the development of educational management as a field of study began in which country

- A. United Kingdom
- B. Sweden
- C. Germany
- D. U.S.A

Answer: .U.S.A

53. The development of educational management originated during the

- A. Early 20th century
- B. Late 20th century
- C. 1800s
- D. None of the above

Answer: .Early 20th century

54. Which of the following is the human elements of educational management

- A. Children
- B. Parents
- C. Teachers
- D. All of the above

Answer: .All of the above

55. Which of the following is the material resources of educational management

- A. Money
- B. Buildings and grounds
- C. Equipments and instructional supplies
- D. All of the above

Answer: .All of the above

56. Under mechanism of scientific management, scientific task setting includes

- A. Time study
- B. Motion study
- C. Method study
- D. All of the above

Answer: .All of the above

57. Management as a discipline is the function of

- A. Science
- B. Art
- C. Creativity
- D. All of the above

Answer: .Science

58. Being proactive in managing a situation would mean

- A. Preparing yourself in an action manner
- B. Preparing in the present for the upcoming future events to tackle them in a better way
- C. Keep yourself up-to-date with future happenings
- D. Actively participating in current activities

Answer: .Preparing in the present for the upcoming future events to tackle them in a better way

59. is one who knows in depth one particular branch or department

- A. Bureaucrats
- B. Administrator
- C. Controller
- D. Technocrats

Answer: .Technocrats

60. The internal environment factor(s) that influence management is/are

- A. Labor
- B. Machines
- C. Place

D. All of the above

Answer: .All of the above

61. The heart of the administration is the _____

- A. Directing
- B. Organizing
- C. Controlling
- D. Cooperating

Answer: .Directing

62. Which of the following is not a principle of management?

- A. Principle of Justice
- B. Principle of Participation
- C. Principle of Leadership
- D. Principle of Assessment

Answer: .Principle of Assessment

63. _____ makes no attempt to install a uniform pattern or a national system of education

- A. Decentralization
- B. Bureaucracy
- C. Centralization
- D. Technocracy

Answer: .Decentralization

64. _____ is a motivating force in management

- A. Dominance
- B. Leading
- C. Control
- D. System

Answer: .Leading

65. __ is the process of ensuring that the policies and techniques established for achieving objectives of an organization are properly and successfully followed

- A. Reporting
- B. Evaluation
- C. Supervising
- D. Planning

Answer: .Supervising

66. Organization begins when people combine their __ for a given purpose

- A. Knowledge
- B. Skills
- C. Power
- D. Efforts

Answer: .Efforts

67. __ 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

- A. Directing
- B. Planning

- C. Organizing
- D. Coordinating

Answer: .Planningchapter

Financial Management

1.The objective of financial management is –

- A. To ensure optimum utilization of funds
- B. To ensure human capital development
- C. To ensure safety on investment
- D. All the above

Answer: .All the above

2.Which of the following is not a source of income of educational institutions?

- A. Land grants and endowments
- B. Government grants
- C. Loan from banks
- D. Student fees

Answer: .Loan from banks

3.Financial management is concerned with –

- A. profit and loss
- B. Procurement and utilization of funds
- C. loan from banks
- D. sound investment

Answer: .procurement and utilization of funds

4.Educational finance aims at seeing that the money for education is spent most

- A. judiciously & productively
- B. appropriately & adequately
- C. effectively & efficiently
- D. none of the above

Answer: .judiciously & productively

5.The main source of income of educational institutions is –

- A. Student fees
- B. Gifts & donations
- C. Government funds
- D. All the above

Answer: Government funds

6.Public funds include money received from –

- A. central government
- B. state government
- C. local government
- D. All the above

Answer: .All the above

7.Educational needs are related to the –

- A. size of the population
- B. social change

- C. economic and political development
- D. all the above

Answer: .all the above

8.Sound financial planning includes –

- A. decisions about revenue, cost and economy
- B. budget administration
- C. financial relationships among various agencies
- D. all the above

Answer: .all the above

9.The roots of educational finance are found in basic disciplines like –

- A. statistics
- B. economics and political science
- C. law and taxation
- D. all the above

Answer: .all the above

10.The various kinds of fees charged to students include –

- A. tuition fee
- B. library and laboratory fee
- C. magazine and games fee
- D. all the above

Answer: .all the above

11.Some of the main problems faced in financing education are –

- A. expanding educational facilities
- B. expanding educational services
- C. lack of priorities
- D. all the above

Answer: .all the above

12.The critical decisions to be taken under modern approach to financial management are –

- A. investment decision
- B. financing decision
- C. dividend decision
- D. all the above

Answer: .all the above

13.Which is a function of financial management?

- A. tax planning
- B. management of provident funds
- C. securities and social insurance funds
- D. all the above

Answer: .all the above

14.The nature of financial management is concerned with –

- A. functions and goals of the institution
- B. procedural aspects
- C. relation with other subsystems
- D. all the above

Answer: .all the above

15.Financial management affects the –

- A. survival of the firm
- B. growth of the firm
- C. vitality of the firm
- D. survival, growth and vitality of the firm

Answer: .survival, growth and vitality of the firm

16.Financial management is needed due to –

- A. acquisition and proper use of funds
- B. improve profitability
- C. increase value of the firm/institution
- D. all the above

Answer: .all the above

17.Proper allocation and utilization of funds leads to –

- A. improvement of operational efficiency
- B. improvement of profitability
- C. increase value of the firm/institution
- D. all the above

Answer: .all the above

18.Improving profitability depends on –

- A. promoting savings
- B. proper and effective use of funds
- C. increasing value of the firm

D. acquisition of funds

Answer: .proper and effective use of funds

19.The ultimate aim of any business concern is –

- A. increase the wealth of the investors
- B. maximize the wealth of the firm
- C. increase the value of the firm
- D. optimize the profit of the firm

Answer: .increase the value of the firm

20.Factors affecting allotment of funds include –

- A. availability of funds
- B. needs of various departments or services
- C. nature of activity undertaken
- D. all the above

Answer: .all the above

21.Other sources of getting money to finance education include –

- A. donations, bequests and gifts
- B. interests on bank balances and securities
- C. rent from buildings
- D. all the above

Answer: .all the above

22.Which one of the following is the main source of income for educational organization?

- A. Fees from the students

- B. Endowments and land grants
- C. Donations
- D. All of the above

Answer: .All of the above

23.Financial management is concerned with

- A. Profit and loss of the organization
- B. Procurement and utilization of funds
- C. Loan from banks
- D. Exchange of money with other countries

Answer: .Procurement and utilization of funds

24.An example of fixed asset is

- A. Live stock
- B. Value stock
- C. Income stock
- D. All of the above

Answer: .Live stock

25.A capital investment is one that

- A. Has the prospect of long term benefits
- B. Has the prospect of short term benefits
- C. Is only undertaken by large corporations
- D. Applies only to investment in fixed assets

Answer: .Has the prospect of long term benefits

Managerial Behaviour

1. Managerial Behaviour means the behaviour, attitude, personality traits, intelligence, etc of the –

- A. teacher
- B. manager
- C. principal
- D. head

Answer: .manager

2. The social qualities of a good administrator/ manager should comprise of

- A. social tact and good judgement
- B. personal charm
- C. sense of humour
- D. all the above

Answer: .all the above

3. Educational Leadership is a term applied to –

- A. principals or
- B. administrators
- C. department heads or academic deans
- D. all the above

Answer: .all the above

4. Leadership style refers to the –

- A. personality pattern of a leader

- B. attitude pattern of a leader
- C. behavior pattern of a leader
- D. none of the above

Answer: .behavior pattern of a leader

5. When the leader expects complete obedience from his followers and all decision making power is concentrated in the leader, it is called –

- A. Democratic style
- B. Autocratic style
- C. Monarchial style
- D. none of the above

Answer: .Autocratic style

6. When freedom is allowed to subordinates and they are given free hand in deciding their own policies and methods and the leader rarely interferes, it is called –

- A. Democratic style
- B. Delegating Style
- C. Laissez – faire style
- D. Autocratic style

Answer: .Laissez – faire style

7. Theory X and Theory Y of Leadership style was proposed by –

- A. Douglas McGregor
- B. Hersey and Blanchard
- C. Rensis Likert
- D. None of the above

Answer: .Douglas McGregor

In 1960, Douglas McGregor formulated Theory X and Theory Y suggesting two aspects of human behaviour at work, or in other words, two different views of individuals (employees):

one of which is negative, called as Theory X and

the other is positive, so called as Theory Y

According to McGregor, the perception of managers on the nature of individuals is based on various assumptions.

Assumptions of Theory X

An average employee intrinsically does not like work and tries to escape it whenever possible.

Since the employee does not want to work, he must be persuaded, compelled, or warned with punishment so as to achieve organizational goals. A close supervision is required on part of managers. The managers adopt a more dictatorial style.

Many employees rank job security on top, and they have little or no aspiration/ ambition.

Employees generally dislike responsibilities.

Employees resist change.

An average employee needs formal direction

Assumptions of Theory Y

Employees can perceive their job as relaxing and normal. They exercise their physical and mental efforts in an inherent manner in their jobs.

Employees may not require only threat, external control and coercion to work, but they can use self-direction and self-control if they are dedicated and sincere to achieve the organizational objectives.

If the job is rewarding and satisfying, then it will result in employees' loyalty and commitment to organization.

An average employee can learn to admit and recognize the responsibility. In fact, he can even learn to obtain responsibility.

The employees have skills and capabilities. Their logical capabilities should be fully utilized.

In other words, the creativity, resourcefulness and innovative potentiality of the employees can be utilized to solve organizational problems.

Thus, we can say that Theory X presents a pessimistic view of employees' nature and behaviour at work, while Theory Y presents an optimistic view of the employees' nature and behaviour at work.

If we correlate it with Maslow's theory, we can say that Theory X is based on the assumption that the employees emphasize on the physiological needs and the safety needs; while Theory Y is based on the assumption that the social needs, esteem needs and the self-actualization needs dominate the employees.

McGregor views Theory Y to be more valid and reasonable than Theory X. Thus, he encouraged cordial team relations, responsible and stimulating jobs, and participation of all in decision-making process.

8. Rensis Likert proposed ____ leadership styles.

- B. 3
- C. 5
- D. 6

Answer: .4

Likert's Four Styles of Leadership

The Likert's Management system consisted of four styles and they are Exploitative Authoritative, Benevolent Authoritative, Consultative and Participative.

9.Achievement-Oriented style of leadership was given by –

- A. Rensis Likert
- B. Robert House
- C. Hersey and Blanchard
- D. Douglas McGregor

Answer: .Robert House

10.Managerial behaviour is mainly concerned with

- A. strict control of subordinates
- B. leading the members of the organization efficiently
- C. obeying the boss
- D. receiving bribes from others

Answer: .leading the members of the organization efficiently

11.The opposite of democratic leadership is

- A. laissez faire leadership
- B. permissive leadership
- C. authoritarian leadership
- D. creative leadership

Answer: .authoritarian leadership

12.The general functions of a manager include –

- A. Leading
- B. Planning
- C. Problem Solving
- D. all the above

Answer: .all the above

13.Leadership style is mainly the result of the –

- A. philosophy of the leader.
- B. personality of the leader.
- C. experience of the leader.
- D. all the above

Answer: .all the above

14 Personal characteristics of a good manager include –

- A. good personal qualities
- B. good qualifications
- C. mentally healthy
- D. all the above

Answer: .all the above

15 In order to be a successful manager, one has to be –

- A. active and alert
- B. hardworking and punctual
- C. creative and democratic

D. all the above

Answer: .all the above

16 Resources available in an educational institution include –

- A. human resources
- B. material resources
- C. capital resources
- D. all the above

Answer: .all the above

17 For successful administrative leadership, one needs to possess –

- A. intelligence and creativity
- B. professional knowledge and skill
- C. diagnosing and problem solving ability
- D. all the above

Answer: .all the above

18 The best style of leadership is –

- A. Autocratic style
- B. Permissive style
- C. Paternalistic style
- D. Democratic style

Answer: .Democratic style

19 The two extremes of leadership style are –

- A. Autocratic and Democratic style

- B. Autocratic and Laissez-Faire style
- C. Autocratic and Paternalistic style
- D. Democratic and Laissez-Faire style

Answer: .Autocratic and Laissez-Faire style

20 When sub-ordinates are encouraged to take initiative and to participate in decision making, it is called –

- A. Autocratic style
- B. Permissive style
- C. Democratic style
- D. Directive style

Answer: .Democratic style

21 Path Goal Theory of Leadership was given by –

- A. Rensis Likert
- B. Douglas McGregor
- C. Robert House
- D. Hersey & Blanchard

Answer: .Robert House

22 Situational Theory of Leadership was given by –

- A. Rensis Likert
- B. Douglas McGregor
- C. Robert House
- D. Hersey & Blanchard

Answer: .Hersey & Blanchard

23 Which type of leader happens to be authoritarian, autocratic, task-oriented, rigid and strict?

- A. X – style
- B. Y – style
- C. Z – style
- D. None of the above

Answer: .X – style

24 Which type of leader happens to be supportive, democratic, participative and delegating?

- A. X – style
- B. Y – style
- C. Z – style
- D. None of the above

Answer: .Y – style

25 Telling style and Selling style of leadership was given by –

- A. Hersey & Blanchard
- B. Douglas McGregor
- C. Robert House
- D. Rensis Likert

Answer: .Hersey & Blanchard

26 The leadership styles given by Rensis Likert include –

- A. Democratic, Participative, Benevolent and Exploitation styles

- B. Autocratic, Democratic, Laissez – faire and Paternalistic styles
- C. Telling, Selling, Participative and Delegating styles
- D. Directive, Supportive, Participative and Achievement-oriented styles

Answer: .Democratic, Participative, Benevolent and Exploitation styles

27 Telling followers what needs to be done and giving appropriate guidance along the way is known as –

- A. Telling style
- B. Directive style
- C. Selling style
- D. Supportive style

Answer: .Directive style

28 Setting challenging goals in work and expecting high standards and success is known as –

- A. Laissez-faire style
- B. Achievement – oriented style
- C. Exploitation style
- D. Benevolent style

Answer: .Achievement – oriented style

29 Which leadership style is most effective when followers are at a very low level of maturity?

- A. Delegating style
- B. Participative style
- C. Telling style
- D. Authoritarian style

Answer: .Telling style

30 Which leadership style is most effective when followers are at a very high level of maturity?

- A. Selling style
- B. Telling style
- C. Directive style
- D. Delegating style

Answer: .Delegating style

31 Which leadership style is best when the work is stressful, boring or hazardous?

- A. Directive style
- B. Delegating style
- C. Supportive style
- D. Benevolent style

Answer: .Supportive style

32 Which leadership style is the odd one out?

- A. Democratic style
- B. Participative style
- C. Exploitative style
- D. Supportive style

Answer: .Exploitative style

33 Under decentralized management, all powers and responsibilities are distributed and shared by

- A. Central body
- B. Top to bottom
- C. Local body
- D. Autonomous body

Answer: B. Central

34 A leader who gives orders only after consulting the group is called

- A. Autocratic leader
- B. Laissez-faire leader
- C. Democratic leader
- D. None of the above

Answer: .Democratic leader

35 All decisions are centralized in

- A. Democratic leadership
- B. Laissez-faire leadership
- C. Autocratic leadership
- D. None of the above

Answer: .Autocratic leadership

36 The term manager, in fact, is a _concept

- A. Multi-meaning
- B. Organizational
- C. Managerial
- D. Meaningful

Answer: .Multi-meaning

37 What is one characteristic of a Laissez-faire leadership style?

- A. Leader gives opinion only when asked
- B. Leader takes charge
- C. Everyone work together and participate together
- D. None of the above

Answer: .Leader gives opinion only when asked

38 __ is increasing leadership rapidly

- A. Strategy
- B. Command
- C. Getting others to follow
- D. Control

Answer: .Control

39 __ is one of the most effective leadership styles because it allows lower-level employees to exercise authority.

- A. Strategic leadership
- B. Autocratic leadership
- C. Democratic leadership
- D. Laissez-faire leadership

Answer: .Democratic leadership

40 Under the leader tends to reject an employee's input if it conflicts with company policy or past practices.

- A. Bureaucratic leadership
- B. Transformational leadership
- C. Transactional leadership
- D. Strategic leadership

Answer: .Bureaucratic leadership

41 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

- A. Democratic
- B. Autocratic
- C. Laissez-faire
- D. Bureaucratic

Answer: .Autocratic

42 ___ leadership is the least intrusive form of leadership

- A. Democratic
- B. Autocratic
- C. Laissez-faire
- D. Bureaucratic

Answer: .Laissez-faire

43 Transformational leadership is always___and improving upon the company's conventions.

- A. Transacting
- B. Conformity
- C. Depending
- D. Transforming

Answer: .Transforming

44 Factors that influenced the behaviour of the manager are

- A. Personal factor
- B. Social factor
- C. Cultural factor
- D. All of the above

Answer: .All of the above

45 Which one of the following is the social factors which influence managerial behaviour?

- A. Society's custom
- B. Nature of the state
- C. Functions of the government
- D. None of the above

Answer: .Society's custom

46 The basic unit of society and of education is

- A. Community
- B. Parents
- C. Family
- D. Social activities

Answer: .Family

47 In a democratic system of government education is the responsibility to be shared by the government and the_____

- A. Local people
- B. Common people
- C. Society
- D. None of the above

Answer: .Local people

48 Involvement of the teachers and managers in the task of planning is one of the factors of ____ managerial behaviour

- A. Political
- B. Social
- C. Cultural
- D. Institutional

Answer: .Institutional

49 The personal factors in managerial behaviour are

- A. Attitudes
- B. Abilities
- C. Socio-psychological
- D. All of the above

Answer: .All of the above

50 ____ are important determinants of managerial behaviour

- A. Community characteristics
- B. Quality of family life
- C. Leadership structure
- D. Society's customs

Answer: .Community characteristics

51 Managerial behaviour is a term used quite often in

- A. Applied behavioral research
- B. Educational behavioral research
- C. Democratic behavioral research
- D. None of the above

Answer: .Applied behavioral research

52 A manager has often been defined as

- A. One who manages persons, controls a business or who organizes other people's activities
- B. The leader makes decisions based on the input of each team member
- C. A talented individual contributor and a source of knowledge for the team
- D. All of the above

Answer: .One who manages persons, controls a business or who organizes other people's activities

Educational Supervision

1 Supervision is a

- A. Guiding and stimulating service
- B. Fault finding service
- C. Punishment service
- D. Disciplinary service

Answer: .Guiding and stimulating service

2 Supervision is a/an

- A. Help service
- B. Punishment service
- C. Fault-finding service
- D. Authoritarian service

Answer: .Help service

3 The purposes of Supervision are

- A. To encourage professional development and provide personal support
- B. To encourage quality of service to clients
- C. For keeping teachers up-to-date
- D. All of the above

Answer: .All of the above

4 The primary functions of educational supervision is

- A. Providing leadership and improving teaching learning
- B. Providing more money and improving inspection
- C. Providing follow-up actions and improving the workload
- D. All of the above

Answer: .All of the above

5 Supervision should be primarily

- A. Preventive and critical
- B. Critical and corrective
- C. Constructive and creative
- D. Constructive and critical

Answer: .Constructive and creative

6 A supervisor is one who

- A. Provides friendly help
- B. Inspects classrooms
- C. Gives directions
- D. Criticizes the teaching method

Answer: .Provides friendly help

7 The criticism most frequently leveled at school administration is that

- A. They like praise
- B. They are too lazy
- C. They fail to provide leadership
- D. They do not know teacher

Answer: .They fail to provide leadership

8 The effective supervision is indicated by

- A. Good relations between teacher and supervisors
- B. Helping teacher in their teaching
- C. Helping teachers becoming more self sufficient
- D. Criticizing teacher's lessons

Answer: .Helping teachers becoming more self sufficient

9 The school policy should be determined by

- A. The professional educators
- B. Headmasters

- C. Citizens
- D. Citizens and educators

Answer: .Citizens and educators

10 Laissez Faire supervision is based on

- A. Dictatorship
- B. Mutual sharing
- C. Non interference
- D. None of the above

Answer: .Non interference

11 In teaching-learning process supervision is usually carried out by

- A. Principal
- B. Teacher
- C. Parents
- D. Society

Answer: .Principal

12 Assessment of how well a school is performing is

- A. Administration
- B. Supervision
- C. Inspection
- D. All of these

Answer: .Inspection

13 Educational supervision helps in

- A. Diagnosis
- B. Remediation
- C. Encouraging
- D. All of these

Answer: .All of these

14 The main focus of educational supervision is

- A. Administration
- B. Educational service
- C. Decision making
- D. Control

Answer: .Educational service

15 The objective of supervision is

- A. Classroom management
- B. Curriculum development
- C. Evaluate instruction
- D. All of the above

Answer: .All of the above

16 The supervision helps in improving__process

- A. Guidance
- B. Leadership
- C. Teaching-learning
- D. Feedback

Answer: .Teaching-learning

17 Educational supervision is a service in

- A. Management
- B. Administration
- C. Organization
- D. All of the above

Answer: .All of the above

18 The main function of educational supervision is

- A. Provide leadership
- B. Provide feedback
- C. Assessment and diagnosis
- D. All of the above

Answer: .All of the above

19 Modern Supervision centers attention on skill, which of the following is not that skill?

- A. Planning skill
- B. Organizational skill
- C. Co-ordination skill
- D. Matter related skill

Answer: .Matter related skill

20 Which of the following is considered as the best type of supervision

- A. Corrective supervision
- B. Coercive supervision

- C. Creative supervision
- D. Preventive supervision

Answer: .Creative supervision

21 Creative and constructive supervision believes in –

- A. Keeping order and discipline
- B. Guidance and help
- C. Findings of inefficiencies
- D. Prescription and help

Answer: .Guidance and help

22 In which type of the following supervision, everything regarding teachings is prescribed and the teachers are forced to follow what is predetermined?

- A. Preventive supervision
- B. Coercive supervision
- C. Corrective supervision
- D. Laissez faire supervision

Answer: .Coercive supervision

23 The main purpose of the supervision of teaching should be the

- A. Advancement of pupil welfare
- B. Proper utilization of school facilities
- C. Carrying out of the curriculum
- D. Achievement of success

Answer: .Advancement of pupil welfare

24 Literal meaning of supervision is

- A. Superior knowledge and power
- B. Superior knowledge and service
- C. Superior efforts and service
- D. None of these

Answer: .Superior efforts and service

25 “Supervision is not to control the teacher but to work cooperatively.”

Who said this?

- A. Glatthorn
- B. Hoy and Forsyth
- C. Glickman
- D. Harris

Answer: .Hoy and Forsyth

26 Modern supervision is

- A. Objective and productive
- B. Systematic and democratic
- C. Creative and growth-centred
- D. All of these

Answer: .All of these

27 Modern supervision is based on

- A. Social process
- B. Psychological process

- C. Educational process
- D. All of the above

Answer: .All of the above

28 Which of the following is the characteristics of educational supervision

- A. Provides leadership with extra knowledge and superior skills
- B. Helps achievement of appropriate educational aims and objectives
- C. Fives coordination, direction and guidance
- D. All of the above

Answer: .All of the above

29 In what type of educational supervision, the supervisor is more concerned with the findings of inefficiencies rather than giving guidance?

- A. Creative supervision
- B. Corrective supervision
- C. Preventive supervision
- D. Coercive supervision

Answer: .Corrective supervision

30 Creative supervision leads to

- A. Self reliant and self confident
- B. Originality of ideas
- C. Freedom
- D. All of these

Answer: .All of these

31 In preventive type of educational supervision, the supervisor tend to-

- A. Detects the mistakes and recognizes the defects in teacher's work
- B. Anticipates mistakes and provides help to teacher's work
- C. Checked to see regularly that orders are obeyed
- D. All of these

Answer: .Anticipates mistakes and provides help to teacher's work

32 Principle of Supervision is based on

- A. Philosophy
- B. Scientific
- C. Progressive
- D. All of the above

Answer: .All of the above

33 Supervisory procedures may includes

Improvement of human relation

Personnel reform

Policy formulation

All of the above

Answer: .All of the above

34 Educational supervision means

- A. Assistance in development of teaching learning process
- B. That discipline through which we control affairs of others
- C. Both a & b
- D. None of the above

Answer: .Both a & b

35 Traditional supervision largely considered

- A. Inspection and teacher-focused
- B. Imposed and Authoritarian
- C. Both a & b
- D. None of these

Answer: .Both a & b

36 In a democratic supervision

- A. Everyone has the right to contribute
- B. Teacher has the right to contribute
- C. Headmaster has the right to contribute
- D. Students has the right to contribute

Answer: .Everyone has the right to contribute

37 Supervision is a/an

- A. Helping service
- B. Fault-finding service
- C. Punishment service
- D. Authoritarian service

Answer: .Helping service

38 Democratic supervision tends to be

- A. An eradication of illiteracy in the country
- B. A cooperative endeavor for the common good

- C. A mode of punishing faulty behaviour
- D. An elimination of poverty of the school

Answer: .A cooperative endeavor for the common good

39 The word Supervision is derived from two words 'super' and 'vision'.
Super means__and vision means to see the work of others.

- A. Excellent
- B. From above
- C. Above all
- D. None of the above

Answer: .From above

40 The type of supervision resorted to tackle indiscipline subordinates is called

- A. Laissez-faire or free-rein supervision
- B. Autocratic or authoritarian supervision
- C. Democratic supervision
- D. Bureaucratic supervision

Answer: .Autocratic or authoritarian supervision

41 Laissez-faire or free-reign supervision is also known as

- A. Independent supervision
- B. Technical supervision
- C. Democratic supervision
- D. Bureaucratic supervision

Answer: .Independent supervision

42 Under democratic supervision, supervisor acts according to the mutual consent and discussion. This is also known as

- A. Participative or consultative supervision
- B. Independent supervision
- C. Bureaucratic supervision
- D. None of the above

Answer: .Participative or consultative supervision

43 Under supervision, certain working rules and regulations are laid down by supervisor and all subordinates are required to follow these rules and regulations strictly

- A. Laissez-faire
- B. Authoritarian
- C. Democratic
- D. Bureaucratic

Answer: .Bureaucratic

44 The basic purpose of supervision is to help

- A. Teachers in improving methods
- B. Teachers in understanding pupil
- C. Children learn more effectively
- D. Teachers in dealing pupils

Answer: .Children learn more effectively

45 A supervisor is one who

- A. Provides friendly help
- B. Inspects classroom
- C. Gives directions
- D. Criticizes the teaching method

Answer: .Provides friendly help

46 The effective supervising is indicated by

- A. Good relationships between teachers and supervisors
- B. Helping teacher in their teaching
- C. Helping teachers becoming more self sufficient
- D. Criticizing teachers lessons

Answer: .Helping teachers becoming more self sufficient

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- A. Superior knowledge and power
- B. Superior knowledge and service
- C. Superior efforts and services
- D. None of the above

Answer: .Superior knowledge and power

48 Who advocated Bureaucratic theory

- A. Campbell
- B. Herzberg
- C. Henry Fayo
- D. Max Weber

Answer: .Max Weber

49 The individual in the group given the task of directing and coordinating is

- A. Leader
- B. Supervisor
- C. Instructor
- D. Guide

Answer: .Supervisor

50 Coordinating, stimulating and directing the growth of teacher is the purpose of

- A. administration
- B. inspection
- C. supervision
- D. management

Answer: .inspection

51 The main purpose of the supervision of teaching should be

- A. Advancement of pupil welfare
- B. Proper utilization of school facilities
- C. Carrying out the curriculum
- D. Achievement of success in examination

Answer: .Advancement of pupil welfare

52 Democratic administration is based on

- A. Dictatorship

- B. Mutual sharing
- C. Non-interference
- D. None of the above

Answer: .Mutual sharing

The End