

	B.ED (1.5)	Semester:	Spring
	8615	Maximum Marks:	100
Allowed:	03 Hours	Pass Marks:	50

Note: ATTEMPT FIVE QUESTIONS. ALL CARRY EQUAL MARKS.

### Questions

- Define the concept of management? Explain Fayol's principles of management.
- Describe in detail the importance of SWOT analysis in decision making.
- Describe the elements and functions of Planning Programming Budgeting System (PPBS).
- What do you mean by 'Resistance management' and 'corrective actions' that can be suggested during the change process?
- Describe different ways of monitoring and evaluation for identification of organizational progress.
- What are the different elements of organizational behavior? Write down the characteristics of organizational development?
- Define 'Quality management'. Explain its applications in an educational

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Level:	B.ED	Semester:	Autumn 2021
Paper:	8615	Maximum Marks:	100
Time Allowed:	03 Hours	Pass Marks:	50

Note: ATTEMPT FIVE QUESTIONS. ALL CARRY EQUAL MARKS.

Q. No.	Questions	Marks
Q.No.1	<p>What are different functions of management according to Henri Fayol? How can an educational manager apply these functions at work place?</p> <p>”ہنری فوایول کے مطابق مختلف انتظامیہ کے مختلف افعال کیا ہیں؟ ایک تعلیمی مینجر اپنے کام کی جگہ پر ان افعال کو کیسے سر انجام دے سکتا ہے؟“</p>	20
Q.No.2	<p>Discuss the role of control and Gantt Charts in management process.</p> <p>”انتظامی عمل میں ”اختیار اور گینٹ چارٹس“ کے کردار کو بیان کریں۔“</p>	20
Q.No.3	<p>Explain in detail the programme evaluation and review technique (PERT). How is it used in educational settings?</p> <p>”پروگرام جاغضا اور جائزہ“ یعنی ”پرٹ“ تکنیک کو تفصیل سے واضح کریں۔ تعلیمی ماحول میں یہ کیسے طرح استعمال کر سکتے ہیں؟“</p>	20
Q.No.4	<p>What is SWOT analysis? Describe in detail its importance in decision making.</p> <p>”SWOT“ تجزیہ کیا ہے؟ فیصلہ سازی میں اس کی اہمیت تفصیل سے بیان کریں۔“</p>	20
Q.No.5	<p>Describe in detail main features and benefits of strategic decision making.</p> <p>”حکمت عملی فیصلہ سازی“ کے بنیادی فوائد اور خصوصیات بیان کریں۔“</p>	20
Q.No.6	<p>Differentiate between monitoring and evaluation. Also explain key principles of monitoring and evaluation.</p> <p>”نگہبانی“ اور ”تعمین“ میں فرق بیان کریں۔ ”نگہبانی“ اور ”تعمین“ کے بنیادی قواعد بیان کریں۔“</p>	20
Q.No.7	<p>Explain in detail the role of change management during process of change.</p> <p>”تبدیلی“ کے عمل میں تبدیلی یا انتظامیہ کے کردار کو تفصیل سے بیان کریں۔“</p>	20
Q.No.8	<p>Define Management Information System: (MIS). What are the factors that contribute to the success and failure of MIS?</p> <p>”انتظامی معلوماتی نظام“ کی تعریف کریں۔ وہ کون سے عوامل ہیں جو انتظامی معلوماتی نظام کی کامیابی اور ناکامی میں کردار ادا کرتے ہیں؟“</p>	20

سمسٹر: بہار: 2018ء

سطح: بی۔ ایڈ

پرچہ: تعلیمی اداروں میں تنظیمی حکمت عملیاں (8615) کل نمبر: 100

کامیابی کے نمبر: 50

وقت: تین گھنٹے

نوٹ: پانچ سوالوں کے جواب تحریر کریں۔

- Q1. How do you define the term 'management'? Discuss the different principles of management as enunciated by Henri Fayol. Give examples in support of your answer.
- Q2. What is meant by 'Critical Path' in an educational project. Explain the different steps involved in using critical path in project planning phase.
- Q3. What is SWOT Analysis? Explain its advantages and limitations with suitable examples from education.
- Q4. Differentiate between 'Monitoring' and 'Evaluation'. Also discuss the role of the process of 'Monitoring and Evaluation' in educational projects.
- Q5. Explain the concept of 'ORGANIZATION DEVELOPMENT' and discuss its major characteristics with examples from educational organizations.
- Q6. Define the term 'Quality' and discuss any four principles of managing quality in educational institutions.
- Q7. Describe the concept of 'Change Management' and discuss the four basic strategies of managing change in educational institutions giving examples in support of your view-point.
- Q8. Explain with examples the role of (i) skype, and (ii) Text and Instant Messaging in promoting educational management in



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Level:	B.Ed (1.5 Years)	Semester:	Autumn 2017
Course:	Management Strategies in Educational Institutions (8615)	Maximum Marks:	100
Time Allowed:	03 Hours	Pass Marks:	50

Note: ATTEMPT FIVE QUESTIONS. ALL CARRY EQUAL MARKS

1. What is 'management'? Discuss its five fundamental concepts with examples from education sector.
2. What is meant by the acronym PERT? Describe its major advantages and limitations with reference to its use in project planning and implementation.
3. Define STRATEGIC MANAGEMENT and explain its different steps with examples from educational institutions.
4. What do you understand by 'Key Performance Indicator (KPI)? Discuss any five major KPIs used in judging the functioning of an education system.
5. Describe the concept of 'Organizational Behaviour' and discuss its four different models used in educational management.
6. What is 'Systems Approach' and how is it used in education? Discuss the major advantages and limitations of this approach with examples from its use in educational institutions.
7. What is the importance of Individual Level Change in an organization. Discuss the four approaches related to individual level change in an organization.
8. What is meant by 'Benchmarking'? Discuss the major procedural steps followed in Benchmarking with examples in support of your answer.



## ALLAMA IQBAL OPEN UNIVERSITY

Level: B.Ed (1.5Years)

Semester: Spring, 2017

Paper: Management Strategies in Educational Institutions (8615)

Maximum Marks: 100

Time Allowed: 03 Hours

Pass Marks: 50

Note: ATTEMPT FIVE QUESTIONS. ALL CARRY EQUAL MARKS

Q. No.	Questions	Marks
1.	Define the concept of educational management. Explain the Fayol's principles of management with suitable examples.	20
2.	Elaborate the concept of Critical Path Method. Identify the advantages and disadvantages of CPM.	20
3.	Compare and contrast the concept of Strategic management and operational management.	20
4.	What is the difference between monitoring and evaluation? Elaborate performance appraisal and its importance in personnel management.	20
5.	Define the term behavioral system analysis (BSA). What is the role of behavioral system analysis in organizational behavior?	20
6.	Describe the concept of quality management. Analyse the principles of quality management and their application in educational institutions.	20
7.	Explain the concept of change management. What are the main drivers for change in educational institution?	20
8.	Describe the basic concept of data driven instructional management. What are the various assessment techniques to generate data about learners?	20



# ALLAMA IQBAL OPEN UNIVERSITY

Level: B.Ed

Paper: Management Strategies in Educational Institutions (8615)

Time Allowed: 03 Hours

Semester: Spring 2019

Maximum Marks: 100

Pass Marks: 50

**Note: ATTEMPT ANY FIVE QUESTIONS ALL CARRY EQUAL MARKS**

Q. No.	Questions	Marks
1.	Define the concept of management. What are the various functions of educational management discuss in detail.	20
2.	Enlist different tools of educational management. Write in detail the role of these tools for efficient and effective management process.	20
3.	Differentiate between strategic management and operational management. Also explain the strategic role of operations.	20
4.	Differentiate between monitoring and evaluation. Critically analyze the performance appraisal process.	20
5.	Evaluate different management strategies that may apply in educational institutions to solve issues.	20
6.	Discuss the role of various stakeholders of educational institutions for quality management.	20
7.	Evaluate the role of coaching and training in the management of change.	20
8.	Elaborate various sources of data. Write a note on difference of formative and summative assessment data.	20