

UNIVERSITY OF EDUCATION  
"UEXAM" Semester-II, 2019  
MA Special Education, Session:2018-20

Course Code: SPED3127  
Subject: Management of Special Education Schools

SECTION: I (MCQ's)

Time Allowed: 20 Minutes

Max. Marks: 18

NOTE: Encircle the correct/ best answer in each of the followings. Each Question carries 1 mark. Use of remover carries zero mark. Cutting and Overwriting is not allowed.

No. 22

Roll No. (in fig.)

Roll No. (in words)

Candidate's Signature.

Signature of Addl. Supdt.

Q1.

- Leadership style in which all decision making powers are centralized in the leader is
  - a) Autocratic
  - b) Participative
  - c) Democratic
  - d) All of these
- The actual words or symbols of the message that is known as language
  - a) Communication
  - b) Content
  - c) Context
  - d) Thought
- Need which include all material and psychological desires is
  - a) Psychological
  - b) Existence
  - c) Relatedness
  - d) Growth
- Motivational factors include
  - a) Achievement
  - b) Recognition
  - c) Responsibility
  - d) All of these
- When motivational stimuli are coming from outside source it is called
  - a) Motivation
  - b) Intrinsic motivation
  - c) Extrinsic motivation
  - d) All of these
- Management theory which focus on the management of work and worker is
  - a) Scientific management
  - b) Administrative management
  - c) Functional management
  - d) None
- POSDCORB was the model of
  - a) Henry Fayol
  - b) Luther Gulick
  - c) Max Weber
  - d) None
- It involves systematically moving employees from one job to another is
  - a) Job Rotation
  - b) Job enlargement
  - c) Job enrichment
  - d) All of these
- Model which emphasize managerial process rather than organizational structure is
  - a) System model
  - b) Rational model
  - c) Democratic model
  - d) Bureaucratic model
- When communication occurs between superior and subordinates it is called
  - a) one way
  - b) two way
  - c) vertical
  - d) horizontal
- Which one of the following is bureautic theory
  - a) Weberian theory
  - b) Classical Theory
  - c) System model
  - d) None
- Leader is born not made is an example of ----- of leadership
  - a) Trait theory
  - b) Greatman theory
  - c) Chrismatic theory
  - d) Situational theory
- Budget is a -----
  - a) Financial plan
  - b) Financial experience
  - c) Financial statement
  - d) None
- ----- is the old name of supervision
  - a) Observe
  - b) Inspection
  - c) Look after
  - d) Both a & b
- Advertising including in which type of recruitment resources
  - a) Inventory recruitment
  - b) External recruitment
  - c) Both a & b
  - d) None
- The latest concept of TQM is -----
  - a) Full of errors
  - b) Less errors
  - c) Zero Errors
  - d) Some errors
- Which mthod of recruitment is cost effective
  - a) Internal
  - b) External
  - c) Advertising
  - d) None
- In the need hierarchy model the highest level of need is ----
  - a) Esteem
  - b) Affiliation
  - c) Self actualization
  - d) Security

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Time Allowed: 100 Minutes.

Max. Marks: 42

**Section II (Short Answer)**

**Q.2- Write short answers of the following.**

**3x6 = 18**

- (i) What is Motivation?
- (ii) Differentiate between Communication and Motivation?
- (iii) Define the terms: administration and management.
- (iv) Write down the personnel management process.
- (v) Describe the performance appraisal.
- (vi) What is meant by educational supervision.

**Section III (Essay Type)**

**Answer the following Questions**

**6x4 = 24**

- Q.No. 3: Describe the Bureaucratic model.
- Q.No. 4: Briefly describe the financial management and importance of financial management.
- Q.No. 5: Write down the Classical organization, theory.
- Q. No. 6: Write down the Model of Consultancy.