

Mid-West University
Examinations Management Office
Surkhet, Nepal

End Semester Examination 2080

Level: B.Ed. / VII Semester

FM: 60

Time: 3 hrs

PM: 30

Sub: Management and Supervision of SHP (HEP 473)

Candidates are requested to give their answers in their own words as far as practicable.

Attempt All the Questions.

Group 'B'

6 × 5 = 30

1. Briefly explain administrative duties (POSDCORB) with examples.
2. What is organization? Discuss the organization process with illustration
3. Briefly explain the principles of coordination with illustration.

Or

Show the differences between general and clinical supervision with examples.

4. Define budget and budgeting in your own words and briefly explain the basis of budgeting with illustration.
5. "The aim of supervision is the improvement of teaching"
Discuss with examples.
6. Highlight the managerial roles and skills with illustration.

Or

Describe the line and staff organization with illustrate.

Group 'C'

2 × 10 = 20

7. What do you mean by planning in management? Discuss the planning process in detail.
8. Briefly explain the classical theory and its application in school health education.

Or

What is decision-making? What are the process would you follow while decision-making? Explain in brief.

THE END

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Roll No.

Group 'A'

10×1=10

Tick (✓) the Best Answer.

1. What do you mean by administration?
 - a. Planning and management
 - b. Co-ordination
 - c. Putting the plan into operation
 - d. Supervision and inspection
2. Which one of the followings does not come under 'POSDCORB'?
 - a. Cooperation
 - b. Coordination
 - c. Organization
 - d. Planning
3. Organization sometimes is called...
 - a. working the plan
 - b. planning the work
 - c. process of integrating efforts
 - d. establishing human relation
4. All are the forms of organization except...
 - a. line organization
 - b. line and staff organization
 - c. functional organization
 - d. healthful school living

5. The aim of supervisions to...
 - a. develop a better teaching learning situation
 - b. develop physical facilities
 - c. develop instructional technology
 - d. observe school situation
6. Which one of the followings is not the function of management?
 - a. Planning
 - b. Organizing
 - c. Governing
 - d. Controlling
7. Which one is not the merit of line organization?
 - a. Easy to development
 - b. Easy to control
 - c. It is not expensive
 - d. Co-ordination among the whole staff
8. Who is the founder of clinical supervision?
 - a. M.L. Cogan
 - b. Adames and Dickey
 - c. Robert G. Hammer
 - d. Kimbal Wiles
9. All are the barriers to effectiveness of supervision except...
 - a. lack of real experiences
 - b. adequate self confidence
 - c. uncooperative attitude of teacher
 - d. insufficient mutual contact
10. What is the major step in planning management?
 - a. Determining the goal
 - b. Selecting the staff
 - c. Managing physical facilities
 - d. Operating the work