

## Appendix IV

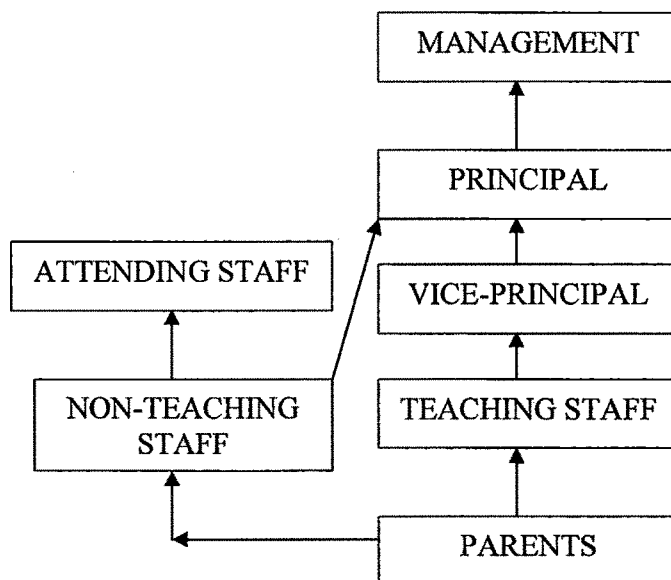
### Educational Management Aptitude Test

1. Which of the following activity strictly comes under the management of teaching learning activity?
  - a. Recruitment of Teachers
  - b. Preparation of Time Table
  - c. Equipping the Classrooms
  - d. Appointing attending staff
2. Arrange the following in sequential order
  1. Allotting classes to teachers
  2. Analysis of results
  3. Conducting exams
  4. Looking for requirement of teachers for current academic year
  5. Conducting interviews
  6. Advertising for the recruitment
  7. Giving appointment orders to teachers
  8. Orientation program

a. 32465781                      b. 45781632                      c. 65781432                      4. 46578123
3. Head of an educational institution has to recruit a mentor to orient newly appointed teachers. When he has gone through the list of senior teachers in the organization he is left out with two teachers – one with 8 years of working experience with moderate communication ability and another with 3 years of working experience but with good communication capacity. Who will be better suited to be a mentor?
  - a. Orientation program is making new teachers aware of rules and regulations of the organization, so communication capacity is more important. So teacher with best communication skills can be chosen.
  - b. Clarity in ways of working of any organization comes with experience. So, it is better to take teacher with more experience.
  - c. Mentoring is a long term program. Initial level requires awareness, so good communication skills are needed and to sustain the awareness and develop expertise experience is needed. So both teachers can be involved
  - d. Any of the above option is workable
4. As part of the initialization of new teaching staff a school involves teaching staff in academic as well as administrative aspects. But the teaching staff feels that administrative work is entirely the responsibility of non-teaching staff. Management of the school feel that it is necessary as it is administration of academic matters. Which of the following statements best supports the decision of management?
  - a. Principal is more involved with administrative duties than academic work
  - b. Selection of students for admission is finally decided by teachers involved with admission unit
  - c. Non-teaching staff helps in each and every process of school
  - d. Decisions of management are to be followed by teachers
5. Generally in schools principal is selected basing on his teaching experience in years. Once s/he takes up the post, most of the working schedule involves administrative than academic nature. It is opined that administrative training is more important before inducting principals into the respective post. Which of the following statement proves the above argument wrong?
  - a. Non-teaching staff advises principal in administrative matters

- b. Principals' meet is regularly organized by DEO on monthly basis
  - c. Administrative bodies like NUEPA organizes orientation/training programs for working principals about administrative aspects
  - d. With passing time principal gains knowledge of administrative aspects.
6. A school has started computer education course as an elective with biology for 12<sup>th</sup> standard students. During the middle of the academic year school management came to know that permission from relevant board conducting examination is necessary to start the course. Management blamed principal for the situation and principal said that it is not mentioned in the material provided to him regarding the course. Which precautionary measure might have prevented the situation?
- a. Principal might have consulted colleagues in other schools starting the same program
  - b. Principal might have searched the Web site of the related Board which contains all the latest information than booklets
  - c. Principal might have visited the DEO Office
  - d. Management might have approached an educational consultant before starting the course
7. A teacher is strict in maintaining discipline in class in curricular and extra-curricular activities. But there is always room for discussion regarding clarification of doubts in teaching learning and conducting other activities. What is the approach of teacher towards students?
- a. Authoritative
  - b. Democratic
  - c. No interest
  - d. Not clear
8. An administrator assigns duties on his choice to his subordinates. But he leaves all the decision making regarding the conduct of the duties to subordinates and provides the necessary facilities required. He gives freedom by non-interference in working process, except for weekly reports on progress of work. The leadership style of the administrator is -
- a. Democratic
  - b. Laissez faire
  - c. Autocratic
  - d. none
9. A successful leader said, "The success of leadership lies not solely in mentoring and leading, but modifying behaviour and values according to followers". He means to say that -
- a. Leadership is changing according to followers.
  - b. Leadership is controlling and providing help to the group.
  - c. Leadership is managing others, not only self.
  - d. Leadership is achieving success on any count.
10. Rejecting an offer to lead a team, a young and new entrant in an organization said, "Let me lead myself, before leading others". He means to say -
- a. A newly appointed person cannot lead successfully
  - b. Leadership needs self-management more
  - c. Initial stages of professional development should concentrate on self-development and adjustment to organizational process
  - d. It depends on the nature and confidence of a person to take up leading role

11. A student who took admission into a Sainik School providing training to students to join military forces was immediately punished for late coming. The student said, "My earlier school allows five minutes late coming of students. This school has no value for human relations." Which of the following statement shows the fallacy in his comment?
- Sainik schools emphasize on discipline and following orders without questioning.
  - Ordinary schools do not give much emphasis on discipline
  - Sainik schools should not follow the punishment patterns of military forces
  - Punishment patterns of ordinary school and sainik school differ
12. A senior professor with finest achievements in his profession and is still actively pursuing one or other career goals said, "I am my own competitor now in my professional development." He means to say –
- that he has no equals in professional achievement
  - that at senior position there is no need to compare with others
  - that one has to self-motivate in order to sustain success at higher level
  - that he is so confident about his professional success
13. Under unavoidable circumstances two teachers who cannot stand each other were to put together to look after annual day celebrations. Head of the institution decided that he himself decide on all key tasks of the program after due consultation with the two teachers even though it cost him his time. His decision is fair enough on the ground
- Head is the superior in any institution in decision making
  - One has to avoid conflict at any cost, as it hinders goal achievement
  - He wants to negotiate with the two conflicting teachers
  - He is simply wasting his valuable time
14. Which of the following points can be clearly deduced by careful observation of the diagram given below?



- Democratic Management
- Communication channels not centralized
- Teaching staff cannot talk to principal directly

- d. Attending staff can talk to principal at any time
15. Which of the following behaviour show the democratic decision making process of principal in academic matters?
    - a. Takes interest in each and every matter related to teaching
    - b. Regularly visits the classroom to observe and discuss later with teacher
    - c. Conducts regular meetings with teachers to discuss and take decisions regarding changes needed in academic matters
    - d. Conduct meetings with parents to convey decisions on academic matters
  16. An administrator is popular among his students and staff as he enquires regularly about their farewell and even visits their homes in times of trials and tribulations. His colleagues ridicule it as an unexpected behaviour considering his position. Which of the following statement substantiates the behaviour of the administrator?
    - a. Administrator can look after personal welfare of his subordinates
    - b. It will help him in sustaining his position with success
    - c. Maintenance of good human relations is a part of successful management
    - d. It will help him in gaining the confidence of his staff
  17. A senior teacher always takes extra time to finish up the lesson of a particular day. He usually gives excuse that his subject needs more illustrations and he cannot cut short explanation as it affects subject comprehension. Which of the following statements reveals his defective time management?
    - a. He is affecting the teaching of other subjects
    - b. His period has to be given more time if needed
    - c. Time table is prepared looking into subject comprehension difficulty of students
    - d. He has to reduce his explanation part.
  18. An educator is always interested in attending seminars, workshops and training programs in order to enhance his professional skills. He opines research is more important to improve upon teaching. In this regard, he has to face many altercations with his colleagues and superiors in order to adjust the schedule of work. Which of the following measures will help him giving justice to his work duties and satisfying his professional development?
    - a. He can take up his activities in group to avoid confrontations with others
    - b. He can identify problems in his working environment and do research on it to enhance knowledge about teaching
    - c. He can arrange his extra curricular activities during vacations
    - d. He can improve upon automatically with experience in teaching
  19. Knowledge about human rights, child rights, diseases like HIV/AIDS, life skills, moral education are some new areas being added to the curriculum. But this situation complicates the teaching learning process in educational institutions. This situation can be managed by taking which of the following measures?
    - a. By providing special training to teachers to teach these aspects
    - b. By making these aspects compulsory topics of study at school level
    - c. Taking helps of NGOs and providing study programs through non-formal ways and providing emphasis on this knowledge in future employment
    - d. Making parents aware of the situation so that they will take care of their wards
    - e. All the above
  20. Looking at the sudden importance being given to practice of yoga in education system, a physical education instructor commented, "Simply practicing some

meditation and relaxation exercises in name of yoga will not help in anything, physical activities are also equally important.” He is right in his view because –

- a. Physical strength gives confidence for student to face critical situations
  - b. Emotional control is possible by practice of yoga only
  - c. Yoga itself emphasizes on development of emotional mind and physical body in proper proportions
  - d. Personality of a person depends more on his emotional control
21. A school is wishing to automate its admission and evaluation systems. In this regard management has conducted a meeting with the staff. What could be the possible outcomes of this meeting?
- a. Staff members will agree to the decision unanimously
  - b. Some of the staff members may raise objections on the reason of lack of training on part of teachers
  - c. Staff members may raise their concerns over fool proof working of the program developed
  - d. Both a and c
22. Any change intended to be brought into any organization always met one or other kind of resistance from people at different levels. This situation is so due to-
- a. Any change brought in affects the comfort zone of certain sections of organization. So they resist
  - b. It is the general nature of people to resist any change
  - c. People are always afraid of any change in their routine
  - d. All the above
23. Educational organizations now a days are giving importance to providing campus selections and publishing pamphlets of students passing out for a particular academic year. These kinds of employment opportunity providing attempts help in –
- a. Motivating students to join the course
  - b. The number of appointments indicate the validity of the course
  - c. Various organizations coming forward to appoint students from the institution indicate the credibility of the course
  - d. None.
24. Educational outsourcing now prevalent in the area of education is a way of –
- a. Synthesizing the efforts of people working in the same area from different places
  - b. Providing necessary help to people through networking
  - c. Managing resources effectively in order to find solutions to the problems
  - d. It is a new way of earning profits for organizations