

Name of the Program: MScTE 2-Yr, 2nd Sem
Semester: Summer

Date: 23 February, 2023
Time: 02:00 pm – 03:30 pm

ISLAMIC UNIVERSITY OF TECHNOLOGY (IUT)
ORGANISATION OF ISLAMIC COOPERATION (OIC)
DEPARTMENT OF TECHNICAL AND VOCATIONAL EDUCATION (TVE)

Exam: Mid Semester Examination
Course Number: TVE 6273
Course Title: Management and Administration in Technical & Vocational Education

Academic Year: 2021 - 2022
Full Marks: 75
Duration: 90 minutes

There are 4 (four) questions. Answer 3 (three) questions.
Figures in the right margin indicate marks of the questions.

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| 1 | (a) Discuss briefly the concept of Management and Administration in context of Technical and Vocational Education (TVE). | 10 |
| | (b) What are the basic principles required to be a good manager in terms of TVE? | 05 |
| | (c) Explain why efficiency and effectiveness are important in management? | 10 |
| 2 | (a) What are the basic principles of an educational administration? Explain briefly the major functions of administration. | 15 |
| | (b) Define supervision. Discuss briefly the importance of supervision of instruction in educational institutions. | 10 |
| 3 | (a) Explain briefly the Taylor's principles of Scientific Management? Identify the differences between Taylor's principle of Scientific Management and Fayol's principles of Management. | 10 |
| | (b) What is Bureaucracy? Explain in details the Max Weber's Ideal Bureaucracy for the organisations. | 15 |
| 4 | (a) What is an organization? Distinguish between educational organization and business organization? | 10 |
| | (b) What is meant by administrative task? Explain in details different administrative tasks in the educational organization. | 15 |