

Program: MScTE, 2nd Sem.

Date: 21 May 2024, Tuesday

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

Semester Final Examination

Course Code No: TVE 6273

Course Title: Management and Administration in Technical and Vocational Education

Summer Semester (2022-2023)

Time : 3:00 hours

Full Marks : 150

There are 8 (Eight) questions. Answer any 6 (Six).

Figures in the right margin indicate full marks of the question(s).

1. a) Discuss the value of studying management. 5
 b) Classify the organizational managers by identifying their specific tasks and responsibilities. 10
 c) Write a short note on "organization and management". 10
2. a) Why planning is essential in educational management? How to prepare effective plans for TVET management? 10
 b) Briefly discuss management functions and limitations. 15
3. a) Discuss the types and major functions of TVET administration. 10
 b) Describe salient features of an autocratic administrator and democratic administrator. 15
4. Write note on "human resource management (HRM)" considering the following components: (i) nature of HRM, (ii) staffing and authority, (iii) human capital management (HCM), (iv) personnel appraisal, and (v) factors affecting human resource planning (HRP). 25
5. Describe concepts of job analysis, job specifications and discuss the following mechanisms considering applicants applied for new jobs in TVET institutions; (i) recruitment criteria & process, (ii) factors affecting selection, (iii) ways of fair selections (iv) career path for future advancement. 25
6. Derive a note on "Management of Change (MOC)". 25
7. a) How does motivation affect employees in the TVET institutions? 5
 b) Discuss motivation factors, process, and characteristics. 5
 c) Explain extrinsic motivation and intrinsic motivation with examples. 5
 d) Discuss "Herzberg's Two-Factor Theory" of motivation. 10
8. a) Distinguish the roles of TVET administration and management. 5
 b) "The quality of an effective educational organization depends on supervisions, monitoring, and careful inspections" – Discuss. 20