PAPER –IV Essentials of Educational Technology and Management

SECTION- A

LONG QUESTIONS

- 1. Explain the meaning and concept of Educational technology in details.
- 2. What do you mean by Educational technology? Differentiate it from Instructional Technology.
- 3. Explain the importance of Educational Technology for a teacher.
- 4. Define the term "Educational technology" and discuss its important features and characteristics.
- 5. Discuss the concept, types and importance of educational technology.
- 6. Describe in detail the scope of educational technology.
- 7. Explain the concept of Educational technology with special reference to the types of Educational technology?
- 8. Explain hardware and software approach to education and their contribution towards effective teaching and learning.
- 9. "There is not only one educational technology but several educational technologies". Discuss the statement.
- **10.** Discuss briefly various types of Educational technology.
- 11. Explain the meaning and concept of Educational technology in details.
- 12. Explain the role of Educational technology in educational theory and practice.
- 13. Describe in brief the nature and characteristic of teaching.
- 14. What is teaching? Describe the principles of teaching with reference to their importance.

- 15. Explain the concept of learning with special reference to characteristics of learning.
- 16. Discuss the relationship between teaching and learning.
- 17. What is the concept of learning? Define it and describe the characteristics of learning.
- 18. Define teaching and discuss the relationship of teaching and learning.
- 19. Explain the concept of Teaching and Learning.
- 20. Teaching may be best defined as organization of learning. Critically discuss this statement.
- 21. Explain the teaching learning process. Show how it is the sharing of educative experience by the teacher as well as by the pupils.
- 22. Explain the concept of communication with special reference to characteristics of communication.
- 23. What do you mean by communication? Write about different phases of the process of communication.
- 24. Discuss the steps (components & elements) involve in the communication process.
- 25. Define communication. What are the different barriers to communication?
- 26. Describe the principles of effective classroom communication.
- 27.What is communication? Discuss in detail various principles of a good communication.
- 28. Explain the verbal and non-verbal communication in relation to the classroom situation with the help of examples.
- 29. How can you achieve effectiveness in the classroom communication? Discuss in detail.
- **30. Explain different modes of communication.**
- 31.What are different barriers in communication? How can we plan possible remedial measure for effective communication?
- 32. As a teacher what do you like to do for bringing sufficient efficiency & effectiveness in the classroom communication?
- 33. What are the different types of Media? State advantages and limitations of print media.

- 34. State the meaning of Mass Media. What is the role of Mass Media in teaching learning process?
- 35. Discuss the utility of television as an effective mass media of providing education. How can a teacher utilize it more effectively for the realization of his purpose?
- 36. Discuss the role of computer and their networking in the field of education.
- 37. Discuss the role of newspaper as an effective instructional aid and mass media for being utilized in the education of masses and children.
- 38. What are the principles or criteria for the selection and use of multimedia approach?
- 39. What is internet? How can you access the internet on your PC? Discuss its educational uses.
- 40. What is E-mail? How can you make use of the E-mail facility on your PC? Discuss its educational uses.

SHORT QUESTIONS

- 1. Provide few definitions of the term educational technology by various authors.
- 2. Distinguish between hardware and software approaches.
- 3. Describe four objectives of educational technology
- 4. Explain technology in education.
- 5. What do you understand by technology of education?
- 6. Give 4 features and characteristics of educational technology.
- 7. Give definition of teaching.
- 8. What is learning?
- 9. Give characteristics of teaching.
- 10. Relationship between teaching and learning.
- 11. Give process of communication.
- 12. What is meant by effective communication?
- 13. Point out 3 internal and external barriers in the process of communication.
- 14. Discuss principles of good communication.
- 15. Use of radio

- **16. Types of classroom Problems**
- 17. Give three purpose of using mass media in communication.
- 18. Role of computers and internet in communication.
- 19. Types of mass media.

SECTION B

LONG QUESTIONS

- 1. Explain the meaning and process of micro teaching? Discuss its merits and demerits.
- 2. Explain the concept and characteristics of micro teaching.
- 3. 'Micro teaching is a scaled down encounter". Discuss the statement and enumerate the nature and characteristics of micro teaching?
- 4. Micro teaching is not the real teaching but is used for developing certain teaching skills among teachers. Discuss this statement.
- 5. Discuss any one technique of behavior modification of teachers.
- 6. Which precautions should be observed in the use of Flanders's Interaction Analysis? Mention the limitations of Flanders's Interaction Analysis.
- 7. Explain the meaning of classroom interaction analysis. What is the assumption underlying interaction analysis?
- 8. Discuss merits and demerits of Flander's Ten Category system?
- 9. Describe Flander's Ten Category system in detail by outlining, its encoding and decoding process.
- 10. Describe behavior ratios and interaction variables and their use in studying teacher behavior.
- 11. What do you mean by classroom problem? How will you solve those problems which you may encounter in the classroom?

- 12. What are the different types of problems faced by a teacher in the classroom? Discuss the possible solutions to these problems.
- 13. What is action research? How does it differ from fundamental research? Explain the procedure of action research with the help of an example?
- 14. What is action research? What are its goals? Discuss steps in action research.
- 15. Discuss the importance of Action Research. Explain the methodology of action research.
- 16. What are the uses of action research for behavior modification and other functionaries?

SHORT QUESTIONS

- 1. Define microteaching?
- 2. Steps involved in microteaching cycle.
- 3. Main assumptions of micro teaching.
- 4. Give definition of term interaction analysis.
- 5. Mention 10 categories given in the flander's interaction analysis system
- 6. Give nature of classroom problems.
- 7. Types of classroom problems
- 8. Give solutions for solving classroom problem related with management of classroom.
- 9. Importance of School records.
- 10. What is action research?
- 11. Discuss the importance of action research.
- 12. Steps involved in Action Research.
- 13. Give argument in favour of conducting action research in schools.

SECTION C

- 1. Draw out differences between organization administration and management. What are the principles of democratic management of schools?
- 2. "In a democratic organization, the head of the institution should realize the importance of democratic practices". In the light of this statement, outline the relationship between the head of the institution and his colleagues.
- 3. Discuss the need and functions of school organization.
- 4. What is democratic administration? Describe its main principles with examples.
- 5. Write short note on Responsibilities of a headmaster.
- 6. As a professional, a teacher has to perform various functions. What are those? Discuss them.
- 7. What are the functions of a head of a school? Select any one function and describe how it can perform effectively.
- 8. What is role of student in the school? Discuss.
- 9. Discuss characteristics of institutional planning.
- **10. Discus the concept and implementation of institutional planning.**
- 11. What is the need and importance of institutional planning? Suggest various steps in the formulation of institutional planning.
- 12. "The pivot upon which an educational system works is the personality of the teacher". In light of this statement discuss the essential characteristics of a good teacher.
- 13. What is the importance of school records and registers? What are the different modes of keeping school records?
- 14. What is the value of code of conduct for teachers? Discuss.
- 15. What are the advantage of maintain school records. How will you maintain these records?
- 16. How does the maintenance of school records help the school, the classroom teacher and the pupil?

SHORT QUESTIONS

- 1. Define school management
- 2. Give three principles of democratic management of schools.
- 3. Define school organization and administration.
- 4. Importance of headmaster in school
- 5. Role of Teacher and student in school
- 6. Objectives of institutional planning
- 7. Characteristics of institutional planning
- 8. Relation between teacher and students
- 9. Modes of keeping school records
- 10. Importance of school record
- 11.Cashbook
- 12. Log book
- 13. Attendance register
- 14. Stock register
- **15. Implementations of institutional Planning**
- **16. Need of school records**
- 17. Various types of school records

SECTION-D

LONG QUESTIONS

- 1. What is school Time Table? Discuss its importance and types.
- 2. What general principles will you keep in mind while constructing Time Table for a higher secondary school?
- 3. What is importance of time table in school? Give the principles involved in framing a good time table.
- 4. What is the importance of time table in good administration?
- 5. Which principles should govern the framing of Time Table? Do you think a time table is necessary for a school? Justify your answer

- 6. Describe briefly the different types of time table maintained in school pointing out the purpose of each of them.
- 7. Explain the tyranny of the school time table. How can it be avoided?
- 8. "A good Time Table is a mirror of smooth work in a school." Explain the statement and briefly indicate the fundamental principles to be borne in mind while planning a balanced school Time Table.
- 9. What do you understand by 'Discipline'? How can a teacher promote good discipline among pupils?
- 10. Distinguish between traditional and modern concept of discipline? What is the importance of discipline in schools?
- 11. Discuss 'Rewards' as a technique of discipline.
- 12. Discuss 'punishment' as a discipline technique.
- 13. What are the causes of present day student indiscipline? Suggest remedies.
- 14. What are the principles of good discipline that you will bear in mind as a teacher?
- 15. What is the new concept of discipline? How does it help in the harmonious development of the pupils? How far can it help to remove the problems of indiscipline among the adolescents?
- 16. What is the need of freedom and discipline in an institution?
- 17. What are the need of supervision and inspection of schools? You're your acquaintance with various types of supervision,
- 18. Discuss the principles and procedures of supervision.
- 19. What is supervision? Discuss the modern trends in supervision.
- 20. What are the aims and objectives of supervision and inspection of schools?
- 21. What are the defects in the existing system of supervision and inspection of schools? Suggest some remedies.
- 22. How will you utilize community resources? Discuss.
- 23. What do you mean by NCC? What is the importance of this service in school?
- 24. What do you mean by community resources?

25. What programme be included in the morning Assembly Session and why?

SHORT QUESTIONS

- 1. What is school Time Table?
- 2. Importance of time table
- 3. Types of time table
- 4. What is supervision and inspection?
- 5. Difference between freedom and discipline
- 6. What do you mean by welfare services?
- 7. Causes of indiscipline
- 8. Define self discipline.
- 9. Explain the main functions of NSS.
- 10. Modern trends in supervision
- 11. Write down the importance of NSS.
- 12. Code of conduct of NSS volunteers
- 13. Principles of supervision
- 14. What do you mean by NCC?
- 15. Morning Assembly
- 16. Community resources?
- 17. Explain utilization of any 2 community resources.