UNIVERSITY OF THE PUNJAB

B.S. 4 Years Program / Eighth Semester - 2019

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Signature of Supdt.:

Paper: Educational Management and Leadership Course Code: EDU-405 Part - I (Compulsory)

Time: 15 Min. Marks: 10

ATTEMPT THIS PAPER ON THIS QUESTION SHEET ONLY.

Division of marks is given in front of each question.

This Paper will be collected back after expiry of time limit mentioned above.

Q.1. Encircle the correct option.

(10x1=10)

- 1. Leader involves.
 - a) Establishing vision

- b) Sharing vision
- c) Providing information that vision
- d) All of these
- 2. Management is the art of getting things done through:
 - a) Command
 - b) Others
 - c) Control
 - d) Planning
- 3. All of the following are traits of managers who exhibit openness to experience except
 - a) Imaginative
 - b) Narrow-minded
 - c) Curious
 - d) Artistically sensitive
- 4. How many types of Educational Planning:
 - a) 5

(b) 3

(c) 4

(d) 2

- 5. Trait theory is also called in psychology:
 - a) Dispositional Theory
 - b) Situational Theory
 - c) Behavioral Theory
 - d) Contingency Theory
- 6. "Management is the art of getting things done through" by.
 - a) Parker
- b) Henry
- c) Louis
- d) Michel
- 7. Setting a new direction and vision for the followers is.
 - a) Management b) Leadership
- c) Controlling
- d) None of above
- 8. This style of leadership is includes sharing of ideas.
 - a) Headship

- b) Laissez-faire leadership style
- c) Autocratic leadership style

- d) Democratic leadership style
- 9. Documented proof of transaction that is routinely done by a school is.
 - a) Record
- b) Register
- c) Public record
- d) Book

- 10. Laissez-faire leadership style also known.
 - d) Headship

- b) Courageous leadership style
- c) Delegative leadership style
- d) competent leadership style



UNIVERSITY OF THE PUNJAB

B.S. 4 Years Program / Eighth Semester - 2019

Roll No.

Paper: Educational Management and Leadership Course Code: EDU-405 Part – II

Time: 2 Hrs. 45 Min. Marks: 50

ATTEMPT THIS (SUBJECTIVE) ON THE SEPARATE ANSWER SHEET PROVIDED

Q.2. Write briefly. Attempt all questions.

(5x4=20)

- i. Differentiate between leadership and management?
- ii. Define POSDCORB?
- iii. Define "Human Resources"?
- iv. Describe the advantages of Autocratic leadership style?
- v. What is code of ethics?

موال نمبر2: درج ذیل موالات کے جواب تحریر کریں۔ تمام موال لازی ہیں۔

i لیڈرشپ اور مینیجنٹ میں فرق واضح کریں۔

ii POSDCORB .ii

iii "ہیومن ریسوری" کی تعریف بیان کریں۔

iv فواکد تحریر کریں۔

v کوڈ آف این تھکس کیا ہے؟

Q.3. Give extensive answer of the following questions.

(3x10=30)

- i. Discuss the democratic leadership style with suitable examples?
- ii. Briefly discuss the role of planning in management process?
- iii. What are the types of school records? Discuss its importance in any educational organization.

موال نمبر 3: درج ذیل سوالات کے تفصیلی جواب تحریر کریں۔ i. ذیمو کرینک لیڈر شپ سٹائل کی وضاحت موزوں مثالوں سے تحریر کریں۔ ii. مضوبہ بندی کے مینجمنٹ کے عمل میں کر دارکی وضاحت کریں۔ iii. سکول ریکارڈ کی کتی اقسام ہیں؟ سکول ریکارڈزکی افادیت اور اہمیت تعلیمی ادارے کے حوالے سے بیان کریں۔