



UNIVERSITY OF THE PUNJAB

B.S. 4 Years Program : Seventh Semester – Fall 2021

Roll No.

Paper: School Organization and Management

Course Code: EDE-323

Time: 3 Hrs. Marks: 60

Q.1. Answer the following short questions:

(6x5=30)

- i. Define system. Why System thinking is important for an educational institution?
- ii. What are the principles of educational administration?
- iii. Why strategic planning is important for the teachers as leaders?
- iv. Define shared leadership. What is importance for school leader?
- v. Define the role of a school as social system?
- vi. How can teamwork increase the work efficiency of teachers?

Q.2. Answer the following questions.

(3x10=30)

- i. Enlist the major types of school record. What is the need importance of record keeping?
- ii. Discuss the role of a headmaster in a school as a transformative leader?
- iii. What are communication barriers? Suggest ways to overcome communication barriers?