



UNIVERSITY OF THE PUNJAB

B.S. 4 Years Program : Seventh Semester – 2020

Paper: School Organization and Management

Course Code: EDE-323

Part – I (Compulsory)

Time: 15Min. Marks: 10

Roll No. in Fig.

Roll No. in Words.

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.

Signature of Supdt.:

Q.1. Encircle the right answer cutting and overwriting is not allowed. (10x1=10)

1. The basic purpose of Supervision is to help.

A. Teachers in improving methods

B. Teachers in understanding pupil

C. Teachers in dealing pupils

D. Children learn more effectively

2. ACR stands for

A. Annual Confidential Report

B. All Correct Response

C. annual correct report

D. Annual Confidential Results

3. The Process of directing others, towards the Accomplishments of some objectives is.

A. Communication

B. Managing

C. leadership

D. command

4. The teacher is considered in the world as.

A. Religious Agent

B. Social Agent

C. Change Agent

D. Political Agent

5. The characteristic of community is>

A. A group of interactive people

B. same Goal

C. Same culture, tradition and territory

D. All of Above

6. An element of fear and anxiety is found in.

A. Supervision

B. Guidance

C. Management

D. Inspection

7. Arrangement of physical recourses is.

A. Instructional tasks

B. Non Instructional Tasks

C. Financial tasks

D. Educational task

8. Encouraging, inspiring and motivating employees is

A. Transformational leadership

B. Bureaucratic leadership

C. Democratic leadership.

D. Autocratic leadership

9. Budgeting is an estimation of.

A. Income and investment

B. Investment only

C. Income and Expenditures

D. All A, B & C

10. Froogh e Taleem Fund (FTF) is utilized in public sector schools through

A. School Management Committee

B. School Management Council

C. Finance Committee

D. School Council



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Time: 2 Hrs. 45 Min. Marks: 50

ATTEMPT THIS (SUBJECTIVE) ON THE SEPARATE ANSWER SHEET PROVIDED

Q.2. Give short answers of the following: (5x4=20)

1. Define system. Why is system thinking valuable?
2. Describe briefly “the school as social system”.
3. Enlist the role of a teacher as an instructional leader.
4. Enlist the major functions of management.
5. Impact of shared decision making on school environment

Q.3. Answers the following questions. (3x10=30)

- 1) Discuss in details the Functions of School Management with examples.
- 2) Enlighten significance of planning and managing of co-curricular activities with examples for educative process.
- 3) Describe the Need for school and Community Cooperation with examples.