



# UNIVERSITY OF THE PUNJAB

B.S. 4 Years Program / Eighth Semester – 2020

Paper: Educational Management and Leadership

Course Code: EDU-405 Part – I (Compulsory)

Time: 15 Min. Marks: 10

Roll No. in Fig. ....

Roll No. in Words. ....

Signature of Supdt.: .....

**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)**

- i. The major problem of making the school management effective is.  
(a) Low literacy rate (b) High dropout rate  
(c) Weak management (d) None of these
- ii. The most important tool for school is.  
(a) Teaching (b) Time table  
(c) syllabus (d) assembly
- iii. Which key determinant is most effective for school management?  
(a) Values and duties (b) Systems and Teams  
(c) Researches and Changes (d) Unavailability
- iv. The funds which are received from students are spent on.  
(a) Students only (b) Institution Only  
(c) Teachers Only (d) Students and Institutions
- v. The process of school development planning is enhanced by.  
(a) To promote desirable goals (b) To achieve agreed standards  
(c) To judge success (d) Motivation
- vi. Theory X assumes which of the following.  
(a) People regard work as normal activities  
(b) People achieve little satisfaction from work  
(c) People seek out responsibility  
(d) People are self-motivated
- vii. Which among the following is not a leadership style.  
(a) Transactional Leadership (b) Transformational Leadership  
(c) Transmission Leadership (d) Paternalistic Leadership
- viii. Too many, the word management suggests.  
(a) Dynamism (b) Risk taking  
(c) Efficiency (d) Creativity
- ix. Leadership is often more associated with.  
(a) Consistency (b) Planning  
(c) Paperwork (d) Change
- x. Fee and different kinds of funds are entered in.  
(a) Stock Register (b) Person Files  
(c) Cash Register (d) Leave Register



**ATTEMPT THIS (SUBJECTIVE) ON THE SEPARATE ANSWER SHEET PROVIDED**

**Q.2. Answer the following short questions.**

**(5x4=20)**

- i. Define Management and Leadership.
- ii. Write a note on Human Resources.
- iii. What are the duties of Head Teacher?
- iv. Write a note on Lauzis-Faire leadership.
- v. What is the importance of stock register?

**Q.3. Answer the following questions.**

**(3x10=30)**

- i. Differentiate between General and Education management and Leadership.
- ii. Elaborate the process of Management.
- iii. Write a comprehensive note on Leadership Style and Headship.