



UNIVERSITY OF THE PUNJAB

B.S. 4 Years Program / Seventh Semester – Spring 2022

Paper: School Organization and Management

Course Code: EDE-323

Roll No.

Time: 3 Hrs. Marks: 60

THE ANSWERS MUST BE ATTEMPTED ON THE ANSWER SHEET PROVIDED

Q.1. Answer the following short questions: (6x5=30)

- i. What is open system? Why school is considered as an open system?
- ii. Briefly describe principles important for healthy school environment?
- iii. Briefly describe Upward and downward communication?
- iv. Discuss the concept of educational supervision?
- v. What is difference between service book and visitor's book?
- vi. Describe the School Plant Management.

Q.2. Answer the following questions. (3x10=30)

- i. What are communication barriers? Which strategies should a teacher adopt to overcome communication barriers during teaching learning process?
- ii. How does the maintenance of school building, furniture, equipment and library help pupil and teacher in teaching and learning process?
- iii. Discuss the importance and key principles of framing a time table?