

UNIVERSITY OF EDUCATION
"UEExam" Semester-II, 2019
B.Ed. Secondary, Session 2018-20
Course Code: EDUC3133
Subject: School Management

No. 112

Roll No. (in fig.) _____

Roll No. (in words) _____

Candidate's Signature. _____

Signature of Addl. Supdt. _____

SECTION: I (MCQ's)

Time Allowed: 20 Minutes

Max. Marks: 18

NOTE: Encircle the correct/ best answer in each of the followings. Each Question carries 1 mark. Use of remover carries zero mark. Cutting and Overwriting is not allowed.

Q1.

- Arrangement of physical resources is:
a) Instructional Task b) Non-Instructional Task c) Both a & b d) Cognitive Task
- To bring harmony among all the elements of programme is:
a) Planning b) Organizing c) Commanding d) Coordinating
- The space required for classroom in elementary school is:
a) 0.40 m² b) 0.50 m² c) 0.60 m² d) 0.70 m²
- Who manages the school at district level?
a) AEO b) Dy. DEO c) DEO d) DPI
- The individual in the group given the task of directing and coordinating is:
a) Leader b) Supervisor c) Instructor d) Guide
- Chairperson of school council is:
a) Head Teacher b) Any teacher of school c) Person from community d) Parents
- The earned value account of Gazetted servants is maintained by:
a) Head of institution b) District Education officer c) District Accounts Officer d) Executive Officer
- All Govt. grants and expenditures are maintained in:
a) Cash register b) Acquittance Roll c) Contingent Register d) Stock Register
- A.D.P is the abbreviation of:
a) Annual Development Programme b) Annual Duty Programme
c) Annual Division of Performance d) Annual Debating Programme
- Wastage of resources, time and work is prevented in administration by the function of:
a) Staffing b) Directing c) Coordination d) Budgeting
- All transactions should be written in:
a) Fee Register b) Cash Register c) Funds Register d) Withdrawal Register
- Education in Pakistan is the responsibility of which govt. under devolution of power:
a) Federal b) District c) Divisional d) Provincial
- Micro Planning is done in:
a) Top Management b) Middle Management c) Lower Management d) Middle & Lower Management
- The power delegated throughout an organization is:
a) Control b) Command c) Centralization d) Decentralization
- Leadership is the ability:
a) To influence b) To motivate c) To achieve organizational goals d) All of the above
- According to Gulick and Urwick, elements of administration are:
a) 4 b) 5 c) 6 d) 7
- "Boss is right" is the feature of:
a) Authoritative administration b) Democratic administration
c) Laissez Faire administration d) All of the above
- Administration means:
a) To look after b) To protect c) To run d) To establish

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Section II (Short Answer)

Q.2- Write short answers of the following.

3x6 = 18

- i. Write a short note on playground in school.
- ii. What is effective time management?
- iii. What do you know about school time table? Give its importance.
- iv. Write a short note on school library.
- v- Differentiate between administration and management.
- vi- Why is there a need of school-community cooperation?

Section III (Essay Type)

Answer the following Questions

6x4 = 24

- Q. 3:- Describe the significant features of school record.
- Q. 4:- Describe the different techniques in the process of teaching.
- Q. 5:- What is the role of a teacher in classroom management?
- Q. 6:- What is a school plant? Explain the different components of a school plant.