

School and Classroom Management



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School and Classroom Management

Q.1: The condition for leave encashment is _____?

- A. Surrendered LPR
- B. Complete 30 years of service
- C. **Both a & b**
- D. None of a & b

Q.2: The salary is given as leave encashment for _____?

- A. 365 days
- B. **180 days**
- C. 200 days
- D. 300 days

Q.3: The maximum period of leave preparatory to retirement is _____?

- A. **365 days**
- B. 100 days
- C. 200 days
- D. 300 days

Q.4: The maximum period of leave without pay is _____?

- A. 7 years
- B. 1 year
- C. 2 years
- D. **5 years**

Q.5: The leaves that can not be refused is _____?

- A. Recreation Leave
- B. Causal Leave
- C. **Medical Leave**
- D. All above

Q.6: The maximum period of leave on full pay that can be granted at one time with medical certificate is _____?

- A. **180 days**
- B. 100 days
- C. 120 days
- D. 140 days

Q.7: The maximum period of leave on full pay without medical certificate is _____?

- A. 180 days
- B. 100 days
- C. **120 days**
- D. 140 days

Q.8: Earned leaves of non-gazetted officers maintained _____?

- A. Acquittance roll
- B. Order Book
- C. **Service Book**
- D. Log Book

Q.9: he earned leave account of Gazetted servants is maintained by _____?

- A. Executive Officer
- B. Head of Institution
- C. District Education Officer
- D. **District Accounts Officer**

Q.10: Who belongs to vacation department _____?

- A. **Teacher**
- B. Head of institution
- C. Clerk
- D. Grade-4 Servant

Q.11: Earned leaves that a civil servant in non-vacation department can avail per month_____?

- A. Six
- B. One
- C. Two
- D. **Four**

Q.12: Earned leaves that a civil servant in vacation department can avail per moth_____?

- A. Seven
- B. **One**
- C. Three
- D. Five

Q.13: Maximum casual leaves sanctioned at a time under special circumstances are

- A. 20
- B. 5
- C. 10
- D. **15**

Q.14: Maximum leaves sanctioned at a time under ordinary circumstances are_____?

- A. 20
- B. 5
- C. **10**
- D. 15

Q.15: Casual leaves per annum are_____?

- A. **25**
- B. 10
- C. 15
- D. 20

Q.16: What is the major penalty under E & D rules_____?

- A. Removal & dismissal from service
- B. Reduction to a lower grade and recovery of loss
- C. Compulsory retirement.
- D. **All above**

Q.17: What is the minor penalty under E & D rules_____?

- A. Stoppage of efficiency bar
- B. Censure
- C. Without promotion of increments
- D. **All above**

Q.18: How much concession in fees is admissible for brothers/sisters of a student in an institution under same management_____?

- A. One fourth
- B. Full
- C. **Half**
- D. One third

Q.19: When is stock annually checked or physically verified_____?

- A. 31 December
- B. 1 January
- C. 1" April
- D. **30th June**

Q.20: For how many consecutive days, absence without lears, name of the boys shall be struck off the rolls_____?

- A. 12
- B. **6**
- C. 10
- D. 8

Q.21: For how many consecutive days absence without leave name of girls shall be struck off the rolls_____?

- A. 12
- B. 6
- C. 8
- D. **10**

Q.22: Which register is used to convey the orders to head of institution and Govt. to employee_____?

- A. Movement Register
- B. Log Book
- C. **Order Book**
- D. Correspondence Register

Q.23: Wastage of resources, time and work is prevented in administration by the function of_____?

- A. **Budgeting**
- B. Staffing
- C. Directing
- D. Coordination

Q.24: Inspection officers of education department pen down the particulars, merits, demerits and views in_____?

- A. Examination Register
- B. Accession Register
- C. Conduct Register
- D. **Log Book**

Q.25: The determination of human and material resources for successful management is_____?

- A. Controlling
- B. **Planning**
- C. Organizing
- D. Leading

Q.26: In which register, remarks are written when a student is commended for a special merit or report or punished for misbehaviour_____?

- A. Log Book
- B. Accession Register
- C. **Conduct Register**
- D. Examination Register

Q.27: Private schools in Pakistan were Nationalized in_____?

- A. 1992
- B. 1962
- C. 1982
- D. **1972**

Q.28: Correspondence register is used_____?

- A. Receiving mail
- B. Dispatching mail
- C. **Both a& b**
- D. None of a & b

Q.29: Stock register is used for writing stock_____?

- A. Purchased from Donation
- B. Purchased from Govt. Grant
- C. Purchased from Contingent grant
- D. **All above**

Q.30: Selecting people to meet needs of activities is_____?

- A. Controlling
- B. Planning
- C. **Staffing**
- D. Organizing

Q.31: The successful and systematic working of a school depends on suitable_____?

- A. Location
- B. Teacher
- C. **Time Table**
- D. Curriculum

Q.32: M.I.S. is the abbreviation of_____?

- A. Management Information Strategy
- B. Measurement Information System
- C. **Management Information System**
- D. Module Information System

Q.33: In Laissez faire Leadership - the leader_____?

- A. Appreciate the group
- B. Controls the group
- C. Motivates the group
- D. **Avoids the group**

Q.34: Expenses of newspapers, coal, ice, stationery are written in_____?

- A. Stock Register
- B. Cash Register
- C. Acquittance Roll
- D. **Contingent Register**

Q.35: An element of fear and anxiety is found in_____?

- A. Guidance
- B. Supervision
- C. Management
- D. **Inspection**

Q.36: The authorized person of staff performance is_____?

- A. Clerk
- B. Teacher
- C. **Head teacher**
- D. Student

Q.37: Budgeting is an estimation of_____?

- A. **Income and Expenditure**
- B. Income and Investment
- C. Investment
- D. All of the above

Q.38: The concept of inspection was first introduced in_____?

- A. China
- B. Pakistan
- C. India
- D. **England**

Q.39: Coordinating, stimulating and directing the growth of teacher is the purpose of_____?

- A. Management
- B. Administration
- C. **Inspection**
- D. Supervision

Q.40: All transactions should be entered in which register_____?

- A. With drawl
- B. Fee
- C. **Cash**
- D. Funds

Q.41: The degree to which organizational resources contribute to productivity is _____?

- A. Production
- B. Effectiveness
- C. **Efficiency**
- D. Output

Q.42: Acquittance roll is used for _____?

- A. Expenditures
- B. **Salary disbursement**
- C. Stock
- D. Govt. grants

Q.43: The level of school administration can best be judged through _____?

- A. Teachers students relations
- B. Head teacher-teacher relations
- C. Beautiful building
- D. **Learning outcomes**

Q.44: The teacher is considered in the world as _____?

- A. Political agent
- B. Religious agent
- C. **Change agent**
- D. Social agent

Q.45: S.N.E. is an abbreviation of _____?

- A. System of new entry
- B. Schedule of new experience
- C. **Schedule of new entry**
- D. Schedule of new expenditure

Q.46: In POSDIR, R stands for _____?

- A. Directing
- B. **Reporting**
- C. Response Reply
- D. Representing

Q.47: What is central to administration _____?

- A. Coordination
- B. Organization
- C. Communication
- D. **Decision making**

Q.48: The power is concentrated in the hands of one or few people in _____?

- A. **Centralization**
- B. Control
- C. Command
- D. Decentralization

Q.49: Education in Pakistan is the responsibility of which government under devolution of power _____?

- A. Provincial
- B. Federal
- C. **District**
- D. Divisional

Q.50: A.D.P is an abbreviation of _____?

- A. Annual Debating Programme
- B. **Annual Development Programme**
- C. Annual Duty Programme
- D. Annual Division of Performance

Q.51: What does E & D Rules mean_____?

- A. **Effective and discipline rules**
- B. Efficiency and duty rules
- C. Efficiency and department rules
- D. Efficiency and discipline rules

Q.52: The characteristics of good planner are_____?

- A. Producer
- B. Optimistic
- C. Motivator
- D. **All of them**

Q.53: The process of making judgment is called_____?

- A. Documentation
- B. Budgeting
- C. **Evaluation**
- D. Demonstration

Q.54: Person who possesses qualities of leadership is_____?

- A. Officer
- B. **Leader**
- C. Manager
- D. Administrator

Q.55: Pension is given if the retirement is after service of_____?

- A. **25 years**
- B. 20 years
- C. 15 years
- D. 35 years

Q.56: Superannuation/retirement age in Pakistan is_____?

- A. 58 years
- B. 65 years
- C. 62 years
- D. **60 years**

Q.57: A programme of activities which is designed to attain educational ends is_____?

- A. Syllabi
- B. Learning
- C. **Curriculum**
- D. Instruction

Q.58: To motivate the other to achieve certain goals is_____?

- A. Organizing
- B. Planning
- C. **Leading**
- D. Controlling

Q.59: Teachers salaries and allowances collectively are written in_____?

- A. Stock Register
- B. **Cash Register**
- C. Acquittance Roll
- D. Contingent Register

Q.60: Authoritarian model is more suitable for_____?

- A. **Discipline**
- B. Confidence
- C. Improvement
- D. Achievement

Q.61: 65. The cash book is manted by_____?

- A. EDO
- B. **DDO**
- C. Dy. DEO
- D. DEO

Q.62: A choice made t called_____?

- A. **Decision**
- B. Assumption
- C. Reporting
- D. None of the above

Q.63: The individual in the group given the task of directing and coordinating is_____?

- A. Supervisor
- B. Leader
- C. **Supervisor**
- D. Guide

Q.64: The ACR can not be initiated for the period of less than

- A. Four months
- B. Two months
- C. **Three months**
- D. Five months

Q.65: Micro Planning is done in_____?

- A. **Middle & Lower Management**
- B. Top Management
- C. Middle Management
- D. Lower Management

Q.66: The process of directing others, towards the accomplishment of some objectives is_____?

- A. Leadership
- B. Communication
- C. **Managing**
- D. None of the above

Q.67: All financial transaction of the school occurring from day to day is entered in_____?

- A. Service Book
- B. **Cash Book**
- C. Stock Register
- D. Log Book

Q.68: Which pension is granted to civil servant who retires in the age of sixty_____?

- A. Compensation
- B. **Superannuation**
- C. Invalid
- D. Retiring

Q.69: The smallest interacting parts of a systems are_____?

- A. Feed back
- B. Input
- C. **Components**
- D. Structure

Q.70: The father of modern theory of management is_____?

- A. Gullick
- B. Tyler
- C. **Henry Fayol**
- D. Max Weber

Q.71: The Power delegated throughout an organization is_____?

- A. **Decentralization**
- B. Control
- C. Command
- D. Centralization

Q.72: In case of new recruitment the probation period is_____?

- A. 06 months
- B. **03 years**
- C. 02 years
- D. 01 year

Q.73: Directing must be consistent with_____?

- A. Herzberg
- B. Campbell
- C. Henry Fayol
- D. **Max Weber**

Q.74: Who advocated bureaucratic theory?

- A. Henry Fayol
- B. Campbell
- C. Herzberg
- D. **Max Weber**

Q.75: Type of supervision encouraging variety, originality and independent experimentation is_____?

- A. **Creative**
- B. Preventive
- C. Corrective
- D. Constructive

Q.76: ACR means_____?

- A. Annual confidential result
- B. **Annual confidential report**
- C. All correct responses
- D. Annual correct report

Q.77: How funds in a given period will be obtained and spent is_____?

- A. Receipt
- B. Allocation
- C. Expenditure
- D. **Budget**

Q.78: Developing alternatives is a step of_____?

- A. Direction
- B. Organization
- C. **Planning**
- D. Control

Q.79: In case of GPF advance, the no. of installments for refunding is_____?

- A. 40
- B. **24**
- C. 36
- D. 30

Q.80: All Govt. grants and expenditures are maintained in_____?

- A. Stock Register
- B. **Cash Register**
- C. Acquittance Roll
- D. Contingent Register

Q.81: Who is the father of operational management theory_____?

- A. Terry and Franklin
- B. Fredrick Tylor
- C. **Henry Fayol**
- D. Elton Meo

Q.82: Who is called father of scientific management theory_____?

- A. Terry and Franklin
- B. **Fredrick Tylor**
- C. Henry Fayol
- D. Elton Meo

Q.83: 43. Selecting one alternatives is: course of action among variousc alternatives is_____?

- A. Planning
- B. Organizing
- C. **Decision making**
- D. Coordinating

Q.84: Staff development means_____?

- A. Decreasing staff
- B. Recruiting staff
- C. **Training staff**
- D. Increasing staff

Q.85: Leadership is the ability_____?

- A. To motivate
- B. To influence
- C. To achieve organizational goals
- D. **All of the above**

Q.86: New Libraries, laboratories etc are constructed under_____?

- A. Non-development budget
- B. **Development Budget**
- C. Both a & b
- D. None of a & b

Q.87: Non-development budget includes_____?

- A. Running expenditures
- B. Salaries
- C. Maintenance of building
- D. **All of the above**

Q.88: BM stands for_____?

- A. **Budget Manual**
- B. Budget Money
- C. Budget Materials
- D. Budget Monitoring

Q.89: School Budget includes_____?

- A. Non-development expenditure
- B. Development expenditure
- C. **Both a & b**
- D. None of a & b

Q.90: To bring harmony among all the elements programme is_____?

- A. **Coordinating**
- B. Planning
- C. Organizing
- D. Commanding

Q.91: Execution of plans and decisions is the part of_____?

- A. Coordinating
- B. Planning
- C. Organizing
- D. **Commanding**

Q.92: To make arrangements is the part of_____?

- A. Coordinating
- B. Planning
- C. **Organizing**
- D. Commanding

Q.93: In "POSDCORB" CO stands for_____?

- A. Correlation
- B. Cooperation
- C. Collection
- D. **Coordinating**

Q.94: According to Gulick and Urwick, elements of administration are_____?

- A. **7**
- B. 4
- C. 5
- D. 6

Q.95: According to Fayol, elements of administration are_____?

- A. 7
- B. 4
- C. 5
- D. 6

Q.96: "Assessment of how well a school is performing" is_____?

- A. Supervision
- B. Administration
- C. **Inspection**
- D. All of the above

Q.97: In teaching learning process supervision is usually carried out by_____?

- A. Parents
- B. **Principal**
- C. Teacher
- D. Society

Q.98: Who said "Supervision is the set of services and process for teacher development to attain goals of school"

- A. Glickman
- B. **Glatthorn**
- C. Hoy and Forsyth
- D. Harris

Q.99: "Supervision is not to control the teacher but to work cooperatively" is the saying of_____?

- A. Glickman
- B. Glatthorn
- C. **Hoy and Forsyth**
- D. Harris

Q.100: Literal meaning of supervision is_____?

- A. Superior efforts and services
- B. **Superior Knowledge and Power**
- C. Superior knowledge and service
- D. None of the above

Q.101: Sense of responsibility is not cared in

- A. Democratic administration
- B. Authoritative administration
- C. **Laissez Faire Administration**
- D. All of the above

Q.102: Respect of opinion is the feature of_____?

- A. **Democratic administration**
- B. Authoritative administration
- C. Laissez Faire Administration
- D. All of the above

Q.103: "Boss is right" is the feature of_____?

- A. Laissez Faire Administration
- B. **Authoritative administration**
- C. Democratic administration
- D. All of the above

Q.104: Laissez Faire administration is based on_____?

- A. Mutual sharing
- B. Dictatorship
- C. **Non-Interference**
- D. None of the above

Q.105: Democratic administration is based on_____?

- A. Non-Interference
- B. Dictatorship
- C. **Mutual sharing**
- D. None of the above

Q.106: Authoritative administration is based on_____?

- A. Non-Interference
- B. **Dictatorship**
- C. Mutual sharing
- D. None of the above

Q.107: Which is not the characteristic of authoritative administration_____?

- A. **Sharing**
- B. Rudeness
- C. Suppressing the subordinates
- D. Strict discipline

Q.108: Which is not the type of administration_____?

- A. Laissez Faire administration
- B. **Instructional administration**
- C. Authoritarian administration
- D. Democratic administration

Q.109: The main types of administration are_____?

- A. 5
- B. 2
- C. **3**
- D. 4

Q.110: Arrangement of physical resources is_____?

- A. **Non-Instructional tasks**
- B. Instructional tasks
- C. Both a & b
- D. None of a & b

Q.111: Provision of good educational environment is_____?

- A. Non-Instructional tasks
- B. **Instructional tasks**
- C. Both a & b
- D. None of a & b

Q.112: The function of educational administration and management is_____?

- A. Non-Instructional tasks
- B. Instructional tasks
- C. **Both a & b**
- D. None of a & b

Q.113: Administration means_____?

- A. To establish
- B. **To look after**
- C. To protect
- D. To run

Q.114: The history of administration goes back to_____?

- A. 6000 BC
- B. 3000 BC
- C. 4000 BC
- D. **5000 BC**

Q.115: Indication of democratic attitude is_____?

- A. Participation
- B. Equal rights
- C. Cooperation
- D. **All of the above**

Q.116: The chief responsibility of the principal is_____?

- A. Handle discipline problems
- B. Organize and administer the guidance programme
- C. **Provide leadership in instructional plan**
- D. Maintain school records

Q.117: The school policy should be determined by_____?

- A. **Citizens and educators**
- B. The professional educators
- C. Headmasters
- D. Citizens

Q.118: The effective supervision is indicated by_____?

- A. Helping teachers in their teaching
- B. Good relations between teacher and supervisors
- C. Criticizing teacher's lessons
- D. **Helping teachers becoming more self sufficient**

Q.119: A supervisor is one who_____?

- A. Criticizes the teaching method
- B. **Provides friendly help**
- C. Inspects classrooms
- D. Gives directions

Q.120: The school headmaster are expected to_____?

- A. Prepare the budget
- B. **Put into operation the course of study**
- C. Hold daily meetings
- D. All of the above

Q.121: The criticism most frequently leveled at school administrators is that_____?

- A. They do not know teachers
- B. They like praise
- C. They are too lazy
- D. **They fail to provide leadership**

Q.122: The elementary school teachers are directly responsible to the_____?

- A. Students
- B. **Headmaster**
- C. DEO
- D. Parents

Q.123: The basic purpose of supervision is to help_____?

- A. **Children learn more effectively**
- B. Teachers in improving methods
- C. Teachers in understanding pupil
- D. Teachers in dealing pupils

Q.124: Achievement of success in examination_____?

- A. Construction and critical
- B. Preventive and critical
- C. **Preventive and corrective**
- D. Constructive and creative

Q.125: The main purpose of the supervision of teaching should be the_____?

- A. Achievement of success in examination
- B. **Advancement of pupil welfare**
- C. Proper utilization of school facilities
- D. Carrying out of the curriculum

School and Classroom Management (Answer Key)

1. C	2. B	3. A	4. D	5. C	6. A	7. C	8. C	9. D	10. A
11. D	12. B	13. D	14. C	15. A	16. D	17. D	18. C	19. D	20. B
21. D	22. C	23. A	24. D	25. B	26. C	27. D	28. C	29. D	30. C
31. C	32. C	33. D	34. D	35. D	36. C	37. A	38. D	39. C	40. C
41. C	42. B	43. D	44. C	45. C	46. B	47. D	48. A	49. C	50. B
51. A	52. D	53. C	54. B	55. A	56. D	57. C	58. C	59. B	60. A
61. B	62. A	63. C	64. C	65. A	66. C	67. B	68. B	69. C	70. C
71. A	72. B	73. D	74. D	75. A	76. B	77. D	78. C	79. B	80. B
81. C	82. B	83. C	84. C	85. D	86. B	87. D	88. A	89. C	90. A
91. D	92. C	93. D	94. A	95. C	96. C	97. B	98. B	99. C	100. B
101. C	102. A	103. B	104. C	105. C	106. B	107. A	108. B	109. C	110. A
111. B	112. C	113. B	114. D	115. D	116. C	117. A	118. D	119. B	120. B
121. D	122. B	123. A	124. C	125. B					