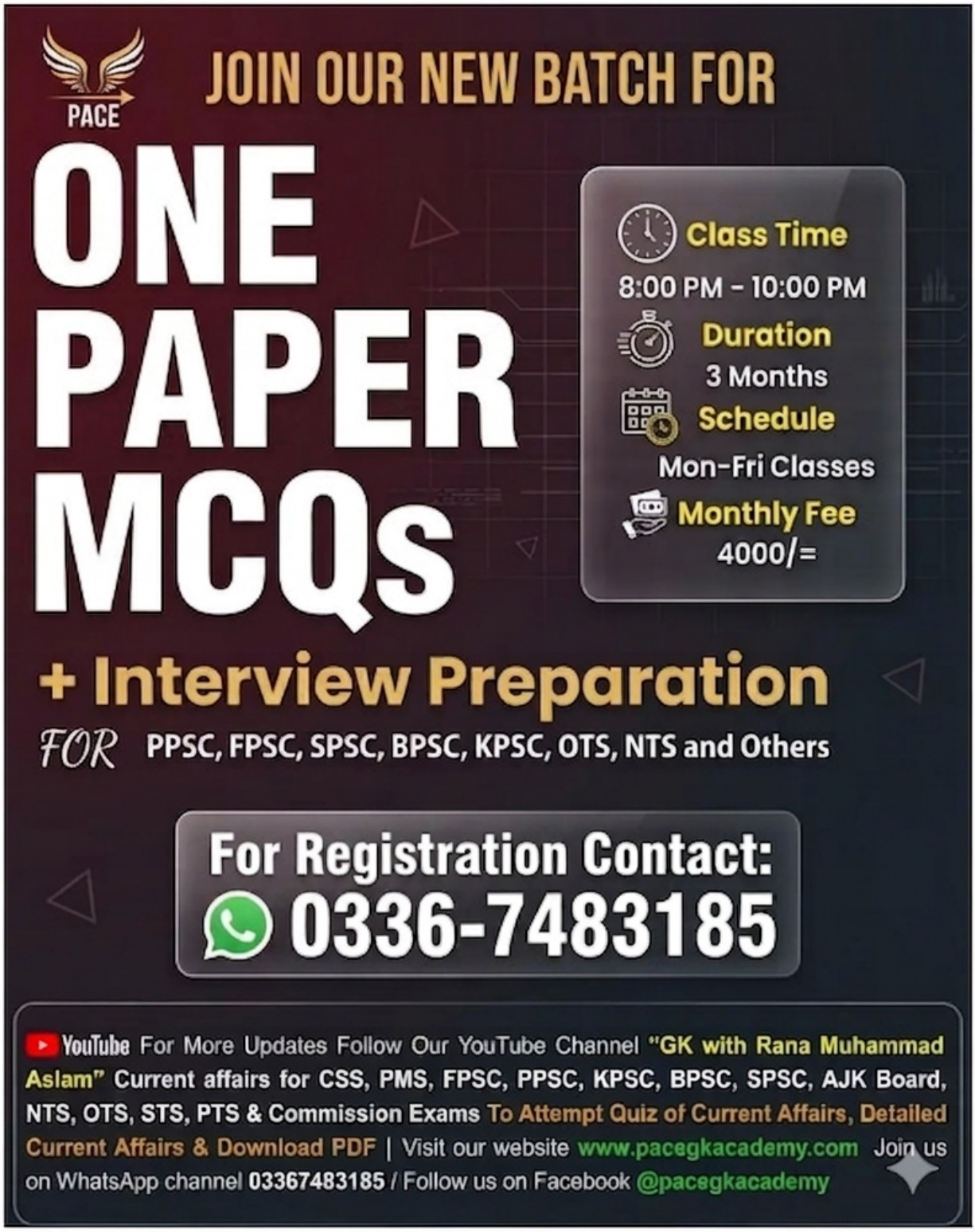
School and Classroom Management


PACE
JOIN OUR NEW BATCH FOR
ONE PAPER MCQs
Class Time
8:00 PM - 10:00 PM
Duration
3 Months
Schedule
Mon-Fri Classes
Monthly Fee
4000/=
+ Interview Preparation
FOR PPSC, FPSC, SPSC, BPSC, KPSC, OTS, NTS and Others
For Registration Contact:
0336-7483185
YouTube For More Updates Follow Our YouTube Channel "GK with Rana Muhammad Aslam" Current affairs for CSS, PMS, FPSC, PPSC, KPSC, BPSC, SPSC, AJK Board, NTS, OTS, STS, PTS & Commission Exams To Attempt Quiz of Current Affairs, Detailed Current Affairs & Download PDF | Visit our website www.pacegkacademy.com Join us on WhatsApp channel 03367483185 / Follow us on Facebook @pacegkacademy

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 resourses, 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 Nationalizated 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 schoo 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: he degree to which organizational resources contribut to productivity is_____?
A. Production
B. Effectiveness
C. **Efficiency**
D. Out put

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 out comes**

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 mamted 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 wor 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 to lazy
D. **They fail to provide leadership**

Q.122: The elementary school teachers aré 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**					