

2020
Education (Honours)
School Management
Marks : 75
Time : 3 Hours

(The figures in the margins indicate full marks for the questions)

Answer any five questions

1. Explain the concept and scope of School Management. In what way the knowledge of school management helps the teacher. 4+4+7=15
2. Distinguish between :
 - a. Centralised and Decentralised School Management
 - b. Authoritative and Democratic School Management 7½+7½=15
3. What are the principles of school management. Briefly describe the advantages of democratic school management. 7+8=15
4. What is classroom management? Describe in detail the techniques of classroom management. 6+9=15
5. Write in detail the process of classroom management. 15
6. What is a school plant? Discuss the various components of a school plant. 5+10=15
7. What are the functions of a school library? Discuss on the effective function of school library. 7+8=15
8. Why is laboratory important in a school? Explain. 15
9. Explain the meaning of the term 'School'. Describe the various functions of the School. 5+10=15
10. Describe the role of the Headmaster in the functioning of the school. State the important of the teacher's diary. 10+5=15
11. Prepare a school time-table and school calendar. 7½+7½=15
12. Explain the meaning, need and scope of Inspection. Suggest on the measure to improve school inspection. 3+3+3+6=15
13. Differentiate between inspection and supervision. Describe the steps of school supervision. 6+9=15
14. Explain the meaning, need and scope of supervision. State the drawbacks of the present supervisory practices for school. 3+3+3+6=15
15. What is meant by Institutional Planning? In what way institutional planning is being implemented in a school. 5+10=15
16. Discuss the principles and steps of Institutional Planning. 7+8=15
17. Elucidate 'Co-curricular activity'. What are the steps necessary in the organization of a co-curricular activity. 7+8=15
18. Write short notes on any two of the following: 7½+7½=15
 - a. Principles of classroom management
 - b. School office

- c. Staff meeting
- d. Functions of Supervision
- e. Evaluation of school programme