

# **SCHOOL AND CLASSROOM MANAGEMENT**

(MCQs)

- 1 The main purpose of the supervision of teaching should be the:

  - (a) Advancement of pupil welfare
  - (b) Proper utilization of school facilities
  - (c) Carrying out of the curriculum
  - (d) Achievement of success in examination

2. Supervision should be primarily:

  - (a) Preventive and critical
  - (b) Preventive and corrective
  - (c) Constructive and creative
  - (d) Construction and critical

3. The basic purpose of supervision is to help:

  - (a) Teachers in improving methods
  - (b) Teachers in understanding pupil
  - (c) Teachers in dealing pupils
  - (d) Children learn more effectively

4. The elementary school teachers are directly responsible to the:

  - (a) Headmaster (b) DEO
  - (c) Parents (d) Students

5. The criticism most frequently leveled at school administrators is that:

  - (a) They like praise
  - (b) They are too lazy
  - (c) They fail to provide leadership
  - (d) They do not know teachers

6. The school headmaster are expected to:

  - (a) Put into operation the course of study
  - (b) Hold daily meetings
  - (c) Prepare the budget
  - (d) All of the above

7. A supervisor is one who:

  - (a) Provides friendly help
  - (b) Inspects classrooms
  - (c) Gives directions
  - (d) Criticizes the teaching method

8. The effective supervision is indicated by:

  - (a) Good relations between teacher and supervisors
  - (b) Helping teachers in their teaching
  - (c) Helping teachers becoming more self sufficient
  - (d) Criticizing teacher's lessons

9. The school policy should be determined by:

  - (a) The professional educators
  - (b) Headmasters
  - (c) Citizens
  - (d) Citizens and educators

10. The chief responsibility of the principal is:
- (a) Organize and administer the guidance programme
  - (b) Provide leadership in instructional plan
  - (c) Maintain school records
  - (d) Handle discipline problems
11. Indication of democratic attitude is:
- (a) Equal rights
  - (b) Participation
  - (c) Cooperation
  - (d) All of the above
12. The history of administration goes back to:
- (a) 3000 BC
  - (b) 4000 BC
  - (c) 5000 BC
  - (d) 6000 BC
13. Administration means:
- (a) To look after
  - (b) To protect
  - (c) To run
  - (d) To establish
14. The function of educational administration and management is:
- (a) Instructional tasks
  - (b) Non-Instructional tasks
  - (c) Both a & b
  - (d) None of a & b
15. Provision of good educational environment is:
- (a) Instructional tasks
  - (b) Non-Instructional tasks
  - (c) Both a & b
  - (d) None of a & b
16. Arrangement of physical resources is:
- (a) Instructional tasks
  - (b) Non-Instructional tasks
  - (c) Both a & b
  - (d) None of a & b
17. The main types of administration are:
- (a) 2
  - (b) 3
  - (c) 4
  - (d) 5
18. Which is not the type of administration:
- (a) Instructional administration
  - (b) Authoritarian administration
  - (c) Democratic administration
  - (d) Laissez Faire administration
19. Which is not the characteristic of authoritative administration:
- (a) Rudeness
  - (b) Suppressing the subordinates
  - (c) Strict discipline
  - (d) Sharing
20. Authoritative administration is based on:
- (a) Dictatorship
  - (b) Mutual sharing
  - (c) Non-Interference
  - (d) None of the above
21. Democratic administration is based on:
- (a) Dictatorship
  - (b) Mutual sharing
  - (c) Non-Interference
  - (d) None of the above
22. Laissez Faire administration is based on:
- (a) Dictatorship
  - (b) Mutual sharing
  - (c) Non-Interference
  - (d) None of the above



37. School Budget includes:
- (a) Development expenditure
  - (b) Non-development expenditure
  - (c) Both a & b
  - (d) None of a & b
38. BM stands for:
- (a) Budget Money
  - (b) Budget Monitoring
  - (c) Budget Materials
  - (d) Budget Manual
39. Non-development budget includes:
- (a) Salaries
  - (b) Running expenditures
  - (c) Maintenance of building
  - (d) All of the above
40. New Libraries, laboratories etc are constructed under:
- (a) Development Budget
  - (b) Non-development budget
  - (c) Both a & b
  - (d) None of a & b
41. Leadership is the ability:
- (a) To influence
  - (b) To motivate
  - (c) To achieve organizational goals
  - (d) All of the above
42. Staff development means:
- (a) Recruiting staff
  - (b) Training staff
  - (c) Increasing staff
  - (d) Decreasing staff
43. Selecting one course of action among various alternatives is:
- (a) Planning
  - (b) Organizing
  - (c) Decision making
  - (d) Coordinating
44. Who is called father of scientific management theory:
- (a) Fredrick Tylor
  - (b) Henry Fayol
  - (c) Elton Meo
  - (d) Terry and Franklin
45. Who is the father of operational management theory:
- (a) Fredrick Tylor
  - (b) Henry Fayol
  - (c) Elton Meo
  - (d) Terry and Franklin
46. All Govt. grants and expenditures are maintained in:
- (a) Cash Register
  - (b) Acquittance Roll
  - (c) Contingent Register
  - (d) Stock Register
47. In case of GPF advance, the no. of installments for refunding is:
- (a) 24
  - (b) 36
  - (c) 30
  - (d) 40
48. Developing alternatives is a step of:
- (a) Organization
  - (b) Planning
  - (c) Direction
  - (d) Control
49. How funds in a given period will be obtained and spent is:
- (a) Allocation
  - (b) Expenditure
  - (c) Budget
  - (d) Receipt
50. ACR means
- (a) Annual confidential report
  - (b) All correct responses
  - (c) Annual correct report
  - (d) Annual confidential result





81. S.N.E. is an abbreviation of:
- (a) Schedule of new experience
  - (b) Schedule of new entry
  - (c) Schedule of new expenditure
  - (d) System of new entry
82. The teacher is considered in the world as:
- (a) Religious agent
  - (b) Change agent
  - (c) Social agent
  - (d) Political agent
83. The level of school administration can best be judged through:
- (a) Head teacher-teacher relations
  - (b) Beautiful building
  - (c) Learning outcomes
  - (d) Teachers students relations
84. Acquittance roll is used for:
- (a) Salary disbursement
  - (b) Stock
  - (c) Govt. grants
  - (d) Expenditures
85. The degree to which organizational resources contribute to productivity is:
- (a) Effectiveness
  - (b) Efficiency
  - (c) Out put
  - (d) Production
86. All transactions should be entered in which register:
- (a) Fee
  - (b) Cash
  - (c) Fund
  - (d) Withdrawal
87. Coordinating, stimulating and directing the growth of teacher is the purpose of:
- (a) Administration
  - (b) Inspection
  - (c) Supervision
  - (d) Management
88. The concept of inspection was first introduced in:
- (a) Pakistan
  - (b) India
  - (c) England
  - (d) China
89. Budgeting is an estimation of:
- (a) Income and Investment
  - (b) Investment
  - (c) Income and Expenditure
  - (d) All of the above
90. The authorized person of staff performance is:
- (a) Teacher
  - (b) Head teacher
  - (c) Student
  - (d) Clerk
91. An element of fear and anxiety is found in:
- (a) Supervision
  - (b) Guidance
  - (c) Management
  - (d) Inspection
92. Expenses of newspapers, coal, ice, stationery are written in:
- (a) Cash Register
  - (b) Acquittance Roll
  - (c) Contingent Register
  - (d) Stock Register

93. In Laissez faire Leadership – the leader:

  - Controls the group
  - Motivates the group
  - Avoids the group
  - Appreciate the group

94. M.I.S. is the abbreviation of:

  - Measurement Information System
  - Management Information System
  - Module Information System
  - Management Information Strategy

95. The successful and systematic working of a school depends on suitable:

  - Teacher
  - Time Table
  - Curriculum
  - Location

96. Selecting people to meet needs of activities is:

  - Planning
  - Staffing
  - Organizing
  - Controlling

97. Stock register is used for writing stock:

  - Purchased from Govt. Grant
  - Purchased from Contingent grant
  - Purchased from Donation
  - All above

98. Correspondence register is used:

  - Dispatching mail
  - Receiving mail
  - Both a&b
  - None of a & b

99. Private schools in Pakistan were Nationalized in

  - 1962
  - 1982
  - 1972
  - 1992

100. In which register, remarks are written when a student is commended for a special merit or report or punished for misbehaviour.

  - Accession Register
  - Conduct Register
  - Examination Register
  - Log Book

101. The determination of human and material resources for successful management is:

  - Planning
  - Organizing
  - Leading
  - Controlling

102. Inspection officers of education department pen down the particulars, merits, demerits and views in:

  - Accession Register
  - Conduct Register
  - Examination Register
  - Log Book

103. Wastage of resources, time and work is prevented in administration by the function of:

  - Staffing
  - Directing
  - Coordination
  - Budgeting

104. Which register is used to convey the orders to head of institution and Govt. to employee:

  - Log Book
  - Order Book
  - Correspondence Register
  - Movement Register



118. Earned leaves of non-gazetted officers maintained.
- (a) Order Book                      (b) Service Book
- (c) Log Book                      (d) Acquittance roll
119. The maximum period of leave on full pay without medical certificate is.
- (a) 100 days                      (b) 120 days
- (c) 140 days                      (d) 180 days
120. The maximum period of leave on full pay that can be granted at one time with medical certificate is:
- (a) 100 days                      (b) 120 days
- (c) 140 days                      (d) 180 days
121. The leaves that can not be refused is:
- (a) Causal Leave                      (b) Medical Leave
- (c) Recreation Leave                      (d) All above
122. The maximum period of leave without pay is :
- (a) 1 year                      (b) 2 years
- (c) 5 years                      (d) 7 years
123. The maximum period of leave preparatory to retirement is:
- (a) 100 days                      (b) 200 days
- (c) 300 days                      (d) 365 days
124. The salary is given as leave encashment for:
- (a) 180 days                      (b) 200 days
- (c) 300 days                      (d) 365 days
125. The condition for leave encashment is:
- (a) Complete 30 years of service
- (b) Surrendered LPR
- (c) Both a & b
- (d) None of a & b

126. The period of maternity leave is:
- (a) 60 days                      (b) 90 days
- (c) 100 days                      (d) 120 days
127. Maternity leave can be availed by ladies in non vacation departments for.
- (a) One time                      (b) Two times
- (c) Three times                      (d) Four times
128. How many times maternity leave can be availed by female servants in vacation department.
- (a) Two time
- (b) Three times
- (c) Four times
- (d) At all times when needed
129. The period of study leave for the Degree of Doctorate is.
- (a) One year                      (b) Two years
- (c) Three years                      (d) Four years
130. The budget in which grants for new construction are demanded is:
- (a) Annual Budget
- (b) Development Budget
- (c) Non-development Budget
- (d) Supplementary Budget
131. The budget in which salaries of employees are demanded is:
- (a) Annual Budget
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145. School Management Committee was renamed in 2000 as:
- (a) School Council
  - (b) Parents Teachers Association
  - (c) Students, Parents and Teachers Association
  - (d) Student, Teacher Association
146. The space required for classroom in Elementary school is:
- (a)  $0.40\text{m}^2$
  - (b)  $0.50\text{m}^2$
  - (c)  $0.60\text{m}^2$
  - (d)  $0.70\text{m}^2$
147. The space required for classroom in secondary school is.
- (a)  $1/4 \text{ m}^2$
  - (b)  $1/2 \text{ m}^2$
  - (c)  $1 \text{ m}^2$
  - (d)  $1 \frac{1}{4} \text{ m}^2$
148. The biggest library in Pakistan is:
- (a) Punjab Public Library Lahore
  - (b) Quaid-e-Azam Library Lahore
  - (c) Public Library Multan
  - (d) Dial Singh Library Lahore
149. Determination of human and material resources for successful management is:
- (a) Planning
  - (b) Organizing
  - (c) Leading
  - (d) Controlling
151. The element that regulates the management activities is:
- (a) Planning
  - (b) Organizing
  - (c) Leading
  - (d) Controlling
151. The process undertaken to coordinate the activities of others to achieve the results is known as:
- (a) Supervision
  - (b) Management
  - (c) Organization
  - (d) Direction
152. The first step in the process of administration is:
- (a) Planning
  - (b) Organizing
  - (c) Controlling
  - (d) Leading

153. The process of efficiently getting activities completed with and through other people is called:
- (a) Administration
  - (b) Curriculum
  - (c) Guidance
  - (d) Research
154. The last step in decision making is to:
- (a) Select the best alternatives
  - (b) Evaluate the alternatives
  - (c) Develop the alternatives
  - (d) Establish decision criteria
155. If the manager is doing the evaluation of a project he is at stage of:
- (a) Planning
  - (b) Organizing
  - (c) Leading
  - (d) Controlling
156. When a new programme is started the management process will start from the element:
- (a) Planning
  - (b) Organizing
  - (c) Leading
  - (d) Controlling
157. Co-curricular activities organized to develop social values in student are:
- (a) Debates
  - (b) Scouting
  - (c) Doll making
  - (d) Gardening
158. Chairperson of school council is:
- (a) Head teacher
  - (b) Any teacher of school
  - (c) Person from community
  - (d) Parents
159. The special daily allowance of an officer in BPS-19 is:
- (a) 430
  - (b) 700
  - (c) 450
  - (d) 825



## KEY MCQ's

### SECTION - II (Short Questions)

1. Discriminate between Administration, management and supervision.
2. What are the principles of supervision?
3. Describe common principles of school environment.
4. Enlist different types of school record.
5. Which seating arrangement you consider best for performing activity in the class.
6. What is the role of co-curricular activities in overall development of personality of student?
7. Discuss the code of ethics of a teacher with reference to profession and students.
8. Discuss the participation of community in school development.

### SECTION - III (Detailed Questions)

1. Discuss in detail the theories of management. Which theory you consider the best and why.
2. Discuss general rules and guiding principles for time management.
3. What are the duties and authorities of school head?
4. Discuss in detail the trends of administration.

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

121.	b	122.	c	123.	d	124.	a	125.	c
126.	b	127.	c	128.	d	129.	c	130.	b
131.	c	132.	d	133.	c	134.	d	135.	d
136.	b	137.	b	138.	d	139.	d	140.	d
141.	d	142.	c	143.	c	144.	d	145.	a
146.	c	147.	c	148.	a	149.	a	150.	d
151.	b	152.	c	153.	a	154.	a	155.	d
156.	a	157.	b	158.	a	159.	d	160.	b
161.	a	162.	b	163.	a	164.	b	165.	b
166.	d	167.	d	168.	d	169.	d	170.	c
171.	d	172.	c	173.	c				