

**Malwa Central College of Education for Women, Ludhiana**

**School Management (Question Bank)**

**F-2.5**

**B.Ed. (Semester II)**

**Essay Type Questions**

**Unit I**

1. What is the importance of school plant? What considerations should govern the selection of site for a school? Why?
2. Discuss the principles of school organisation and management?
3. Explain the meaning of school organisation. Discuss the need and objectives of school organisation
4. Discuss the need and objectives of school organisation.
5. Explain the democratic principles of school organisation.
6. What is school organisation? Describe its need and objectives.
7. What is school organisation? Why is organisation necessary for smooth and efficient running of the school?
8. What are the various principles of school organisation and management?
9. Explain the importance of school plant. Briefly state the essential characteristics of school plant.
10. Which points are to be kept in mind while selecting site for school plant?
11. Write short notes on the following i) selection of site ii) maintenance of school building
12. What is school plant? Explain the importance of school plant.
13. The selection of site for a school is a very difficult task. What consideration would you keep in mind while selecting site for school plant?
14. What is institutional plan? Describe the characteristics of institutional plan.
15. Define institutional plan. Discuss its objectives in detail.
16. What are the characteristics and advantages of institutional planning?
17. Describe the characteristics and objectives of institutional planning.
18. Discuss need and objectives of institutional planning in detail.
19. Explain the characteristics of institutional planning in detail.
20. What is meant by institutional planning? Why there is a need to prepare institutional plan?

**Unit II**

21. What do you mean by term time table? Discuss its need and importance.
22. Explain detailed the steps of preparing time table for a school. Draw a good time-table for a secondary school.
23. What are the principles of framing a good time-table for a school?

Describe in brief the various types of school timetable. Write down the principles of timetable construction.

24. "A good timetable is a mirror of smooth work in a school." Explain the statement and briefly indicate the fundamental principles to keep in mind while planning a balanced school timetable.
25. What are the different types of the time table? How they can be helpful to the teachers as well as students
26. Discuss the meaning and importance of co-curricular activities in a school.
27. "Co-curricular activities are no extras but constitute a fundamental part of school work" Explain the statement by giving examples.
28. Discuss the importance and place of co-curricular activities in a secondary school.
29. Why do you think that co-curricular activities should be a part and parcel of school programme? Suggest a co-curricular activity for the moral development of a child. How should it be organized?
30. 'Co-curricular activities form an integral part of the school curriculum' Discuss.
31. 'Co-curricular activities are of immense value'. Comment on this statement.
32. What do you mean by Discipline? Explain its main causes.
33. "Spare the rod and spoil the child." Does this dictum still hold good even today in maintaining discipline. If not suggest a better alternative.
34. What are the causes of growing indiscipline in schools? What steps would you suggest to overcome these problems?
35. What are the causes of present day indiscipline? Suggest remedies?
36. What do you understand by positive discipline? How can a teacher promote good discipline among pupils

### **Unit III**

37. Describe the need and importance of school records? How are the records maintained?
38. What is meant by supervision? Explain the main principles of effective supervision in schools.
39. What do you understand by leadership? Discuss the qualities and characteristics of an effective leader.
40. Define leadership. What are the characteristics of an effective leader?
41. How leadership qualities can be developed among students?
42. Why there is a need to develop leadership qualities among students.
43. Discuss the need and importance of developing leadership qualities among students.
44. Discuss the need and importance of developing leadership qualities among teachers.
45. Write short notes on i) qualities of leadership among teachers ii) develop leadership qualities among students.
46. Define supervision. What are the objectives of school supervision?
47. What is supervision? Explain the main principles of effective supervision in schools.
48. Discuss the various principles of effective supervision in schools.
49. Explain the role of educational administrators at school level, district and state level.

50. What is the importance of school records? What steps would you suggest for their efficient maintenance?
51. Explain the various guidelines for efficient maintenance of school records.
52. Discuss the different types of school records and registers.
53. Discuss the need and importance of school records.
54. What is the need and importance of school records? How are records maintained?
55. Discuss the characteristics of school records and registers.
56. 'School records are very important and indispensable for school organisation and administration'. Discuss.
57. Describe different types of school records. Why are they necessary?
58. Discuss various guidelines for efficient maintenance of school records and registers.

#### **Unit IV**

59. Define the concept of Total Quality Management. What is its need and importance in education?
60. Define Total Quality Management. Discuss principles underlying this concept.
61. Discuss Total Quality Management of Human Resource Development in education.
62. Discuss the characteristics of Total Quality Management in detail.
63. What is Biometric Attendance system? Discuss it in reference to a school Biometric attendance system.
64. Discuss the challenges faced by Biometric attendance system in schools.
65. Explain Biometric Attendance system. What are main challenges in Indian context?
66. The most popular form of Biometric Attendance system is fingerprint based system. Why?
67. What is feedback? Discuss the need and importance of feedback.
68. Elaborate the feedback mechanism of teachers and administrators? Discuss how feedback is helpful for teachers and administrators.
69. What is the concept of 'Reflective teaching'? What is its need for teachers?
70. Discuss the major aspects of reflective thinking in respect of teaching profession.
71. Why should teachers adopt the principle of reflective thinking in their teaching?

#### **Short answer type questions**

1. Define school organisation.
2. Institutional planning
3. Characteristics of Institutional planning
4. Types of school records.
5. Need of school records
6. Importance of school records
7. Maintenance of school records
8. Any four principles of school organisation
9. Types of school records
10. Characteristics of institutional planning
11. Types of administration and management

12. What is school organisation?
13. Characteristics of school organisation
14. Objectives of school organisation
15. Meaning of school plant
16. Characteristics of school plant
17. Maintenance of school plant
18. Selection of site for school plant
19. Advantages of institutional planning
20. Objectives of institutional planning
21. Define leadership
22. Qualities of a leader
23. Need of leadership qualities in students
24. Need of leadership qualities in teachers
25. How to develop leadership qualities in teachers
26. How to develop leadership qualities in students
27. Meaning of supervision
28. Any four principles of effective supervision
29. Objectives of supervision
30. Role of educational administrators at state level
31. Role of educational administrators at district level
32. Role of educational administrators at school level
33. Meaning of school records and registers
34. Characteristics of school records
35. Need and importance of school records
36. Importance of timetable.
37. An ideal time table.
38. The Morning Assembly
39. Excursions/Field Trips
40. NCC
41. NSS
42. Define the term Total Quality Management in education.
43. Meaning of Total Quality Management.
44. Application of Total Quality Management in schools
45. What is concept of Biometric Attendance system?
46. Give four important merits of Biometric Attendance system.
47. Write characteristics of Biometric Attendance system.
48. What is concept of feedback?
49. Why is feedback necessary to teacher?
50. What is Reflective teaching?
51. Elaborate importance of Reflective teaching.
52. What are the characteristics of Reflective teaching?

