

B. Ed (1.5 Years)  
School Administration and Supervision (8616)  
03 Hours

Semester:  
Maximum Marks:  
Pass Marks:

Autu  
100  
50

**Note: ATTEMPT FIVE QUESTIONS. ALL CARRY EQUAL MARKS**

Question No.1	Describe the academic heads' responsibilities explaining his/her different roles.	20
Question No.2	What is difference between the administrative structure of public/Government and private schools? Explain the functions of educational administrative office?	20
Question No.3	Write your understanding about 1: Supervising resource management. 2: Supervising teaching and learning	20
Question No.4	What is the difference between Laissez faire and authoritarian Supervision? Out of two which is beneficial for an academic environment?	20
Question No.5	How does synergistic supervision improve the performance of student and teachers?	20
Question No.6	What are the five most important skills a supervisor must possess to improve the quality and diversity of instructions in the school?	20
Question No.7	How will you define school administration, strengthen your answer with relevant literature and in your opinion what is the scope educational	20



## ALLAMA IQBAL OPEN UNIVERSITY

Level:	B.Ed (1.5Years)	Semester:	Spring, 2017
Paper:	School Administration and Supervision (8616)	Maximum Marks:	100
Time Allowed:	03 Hours	Pass Marks:	50

**Note: ATTEMPT FIVE QUESTIONS. ALL CARRY EQUAL MARKS**

Question No.1	Elaborate the different levels of administration with reference to an educational institution. What are the school head's responsibilities?	20
Question No.2	Explain the central bodies of educational administration that play important role in administration?	20
Question No.3	How financial audit and academic audit are different? Explain your answer keeping in mind different aspects of audit?	20
Question No.4	Discuss Kadushin's model of supervision and give your opinion about this model. Would you like to suggest any other model if yes, justify it?	20
Question No.5	What is the difference between administration, educational administration and management? Precisely describe the concept of educational administration with examples?	20
Question No.6	What is the performance appraisal? What different techniques are used in different scenarios?	20
Question No.7	What possible role conflicts will supervisors face when they trying to fulfill the different core functions?	20
Question No.8	Link the literature with present use of technology in institutions and prepare a report on it.	20



# ALLAMA IQBAL OPEN UNIVERSITY

Level: B.Ed

Paper: School Administration and Supervision (8616)

Time Allowed: 03 Hours

Semester: Spring 2019

Maximum Marks: 100

Pass Marks: 50

NOTE: ATTEMPT ANY FIVE QUESTIONS. ALL CARRY EQUAL MARKS

SR NO	QUESTION	MARKS
1	Explain the concept of educational administration and its scope	20
2	Discuss administration of private schools in Pakistan	20
3	Differentiate between financial management and personnel management.	20
4	Describe past oriented methods of performance appraisal	20
5	Critically evaluate 'Authoritative style' of supervision.	20
6	What possible role conflicts will supervisors face when trying to fulfill different core functions?	20
7	What is procedure of supervision of school environment in public schools?	20
8	Explain the concept of Ubiquitous Supervision in education sector.	20

## ALLAMA IQBAL OPEN UNIVERSITY

Level:	B.Ed 1.5 Year	Semester:	Autumn 2021
Course Code	8616 School Administration and Supervision	Maximum Marks:	100
Time Allowed:	03 Hours	Pass Marks:	50

Note: ATTEMPT ANY FIVE QUESTIONS. ALL CARRY EQUAL MARKS.

Q. No.	Questions	Marks
Q.No.1	Discuss the concept of administration, educational administration and its different levels.	20
Q.No.2	Explain the role of central bodies of educational administration in an educational setup.	20
Q.No.3	Elaborate in detail the responsibilities of a school head.	20
Q.No.4	What is difference between performance management and performance appraisal? Explain performance management phases in your own words.	20
Q.No.5	What is supervision of instruction and how does developmental supervision work in a school?	20
Q.No.6	Write note on following: a) Supervising teaching and learning    b) Supervising school environment	20
Q.No.7	How can you use latest technology to improve the administrative functions?	20
Q.No.8	As an administrator of an educational institute what steps will you take to improve the quality of education in your institute?	20

## ALLAMA IQBAL OPEN UNIVERSITY

<b>Level:</b>	<b>B.ED</b>	<b>Semester:</b>	<b>Spring 2022</b>
<b>Course &amp; Code</b>	<b>8616 School Administration and Supervision</b>	<b>Maximum Marks:</b>	<b>100</b>
<b>Time Allowed:</b>	<b>03 Hours</b>	<b>Pass Marks:</b>	<b>50</b>

**Note: ATTEMPT ANY FIVE QUESTIONS.**

<b>Q. No.</b>	<b>Questions</b>	<b>Marks</b>
<b>Q.No.1</b>	Define educational administration. Describe scope of educational administration	<b>20</b>
<b>Q.No.2</b>	Explain the duties and responsibilities of District Education officers in public sectors in Pakistan	<b>20</b>
<b>Q.No.3</b>	Elaborate 'academic responsibilities' of a Head teacher in a school.	<b>20</b>
<b>Q.No.4</b>	Justify the evaluative skills of a school principal used for his/her sub-ordinate teachers	<b>20</b>
<b>Q.No.5</b>	Discuss advantages and limitations of 'Authoritarian' approach of supervision	<b>20</b>
<b>Q.No.6</b>	Describe the role of effective communication for a school principal.	<b>20</b>
<b>Q.No.7</b>	Elaborate some guidelines for a school Head while supervising 'physical infrastructure' of a school	<b>20</b>
<b>Q.No.8</b>	Explain the use of ICT in monitoring and evaluation within schools	<b>20</b>

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(School Administration and Supervision (8616))

سمسٹر بہار 2018ء

سطح: بی۔ ایڈ

کل نمبر: 100

پرچہ: سکول ایڈمنسٹریشن ہائیڈ سپروویشن (8616)

کامیابی کے نمبر: 50

وقت: تین گھنٹے

نوٹ: پانچ سوالوں کے جواب تحریر کریں۔

- Q1. What is administration? Discuss its levels and scope.
- Q2. Discuss different aspects under the Central bodies of educational administration.
- Q3. Explore the responsibility of head teacher in a secondary school. Being a head which are the most crucial things to do to improve the standard of education.
- Q4. What is performance appraisal and how it can be used to evaluate the role of administration.
- Q5. Name different styles of administration and explain the laissez-faire style in administration.
- Q6. Discuss the theory and function of supervision. What are the characteristics of a good supervisors?
- Q7. What are supervising practices regarding physical infrastructure and teaching and learning process?
- Q8. Write short note on following:
1. Dual focus
  2. Two ways communication
  3. Growth Orientation