

Navajyothi College of Teacher Education for Women

EDU 03 - SCHOOL ORGANIZATION

PART A

1. What do you mean by educational management?
2. What are the human elements included in educational management?
3. Write two functions of educational management?
4. Define educational management?
5. What is educational management?
6. What is institutional planning?
7. Define the concept of institutional planning?
8. What are the steps for institutional planning?
9. What is meant by institutional climate?
10. Mention two institutional climates in school organization?
11. What is meant by democratic institutional climate?
12. Write about the unique nature of democratic institutional climate?
13. What do you mean by school record?
14. Write any two essential records to be maintained in a school?
15. What is a Time Table?
16. What are the different types of Time Table?
17. Define cumulative record?
18. Write the features of a service book?
19. Write any two functions of staff council? What do you mean by rating scale?
20. What do you mean by TQM?
21. Expand TQM?
22. What is institutional planning?
23. What do you mean by performance appraisal of a teacher?
24. Define performance appraisal?
25. What is meant by a performance appraisal of a teacher?
26. Define health?
27. Define physical education?
28. Define hypo kinetic diseases?
29. What do you mean by nutritional balance?
30. What are micro-nutrients?
31. What is meant by personal hygiene?
32. Which endocrine gland does not function properly in diabetic patients?

33. What is a physical fitness test?
34. Write the normal resting heart rate for an adult?
35. Specify the nutrients in a balanced diet?
36. Differentiate between physical fitness and wellness?
37. What is the caloric value?
38. Define hypertension?
39. Who is the father of Yoga?
40. What do you mean by first aid?
41. What is the first aid for common injuries of burn?

PART B

- 1) Enlist the functions of management.
- 2) What are the functions of educational management?
- 3) What does it mean by organizational process in school organization?
- 4) Explain the scope and importance of school organization.
- 5) What is the concept of TQM?
- 6) What are the steps involved in institutional planning?
- 7) Write the two important characteristics of democratic educational climate?
- 8) What is the importance of the school admission register and attendance register?
- 9) What is teacher performance appraisal?
- 10) Write any two roles of SMC in school.
- 11) Who are the members of SMC?
- 12) Why is a student council needed in school?
- 13) What are functions of staff school and students' council in a school?
- 14) Write any four topics to be included in the agenda of the staff meeting?
- 15) What are the principles to be followed in preparing the time table?
- 16) Write significance of vacant period time table?
- 17) What are the aims and objectives of physical education?
- 18) Write any four principles on sport training.

- 19) How will you organize a sports day in school?
- 20) Write a short note on the importance of health services in school?
- 21) What are the aims and objectives of health education in schools?
- 22) What are the components in a positive lifestyle?
- 23) What are postural deformities?
- 24) Write a short note on good body posture?
- 25) List out any four hypo kinetic diseases.
- 26) Write a short note on hypertension.
- 27) What is meant by coronary heart diseases?
- 28) What are the causes of obesity?
- 29) Write any four activities that can be done as a part of a health club in a school?
- 30) Write a note on general principles of yoga?
- 31) List out benefits of yoga.
- 32) What are principles of first aid?

PART C

- 1) What are the five steps in the organizing process?
- 2) What are the functions of educational management?
- 3) What are the responsibilities of a Headmaster?
- 4) What is the scope and importance of school organization?
- 5) What are the functions of the School Management Committee (SMC)?
- 6) What is SMC and what are the functions undertaken by SMC?
- 7) Explain the scope of TQM.
- 8) What is the importance of institutional planning in a school?
- 9) Explain the importance of a school development plan (SDP).
- 10) Distinguish between SMC and SDP.
- 11) What are the characteristics of democratic institutional climate?
- 12) What are the institutional climates affecting the school environment?
- 13) Describe various indicators of Quality Education?
- 14) Explain the role of the student council—what are their advantages?
- 15) Write the functions of Staff and Student councils in a school.
- 16) Write short notes on different records that are kept in schools.

- 17) What is the cumulative record? Explain its importance.
- 18) What do you mean by the performance appraisal? What are the objectives of the performance appraisal?
- 19) Discuss major criteria to evaluate performance of school teachers.
- 20) What do you mean by the critical incidents method?
- 21) Explain major principles of time table construction.
- 22) Explain the relevance of Physical Education in modern society.
- 23) Describe the components of physical fitness?
- 24) Why is health instruction important in schools?
- 25) Explain Hypo Kinetic diseases.
- 26) Describes a briefly balanced diet and nutritional balance.
- 27) What is a good posture? What are the common postural deformities?
- 28) What do you mean by first aid? Briefly explain the principles of first aid.
- 29) Explain about First aid for common injuries.
- 30) Write a note on CPR.
- 31) Write the basic guidelines for yogic practices. Briefly explain the importance of asanas.
- 32) List out the misconceptions about Yoga. Briefly describes its history.

PART D

- 1) What are the duties and responsibilities of a head master in a school?
- 2) Explain the concept and scope of educational management?
- 3) Explain the functions of student's council and staff council?
- 4) Define institutional planning. Distinguish between SMC (School Management Committee) & SDP (School Development Plan)?
- 5) Briefly explain the essential records to be maintained in a school?
- 6) Explain briefly the importance, types of time table in school? What are the principles of time table completion (construction)?
- 7) What do you mean by hypo kinetic diseases? List some of hypo kinetic diseases?
- 8) What are principles of first aid? Explain about first aid for common injuries?
- 9) Discuss briefly on yoga—meaning, history, types & importance?

