

COURSE CODE 204
SCHOOL LEADERSHIP AND MANAGEMENT

Time:3 Hours

Max. Marks: 75

General Instructions:

1. *This question paper has 31 questions in all with 3 Parts*
2. *This question Paper has three parts, A,B and C.*
3. *All Questions in Part A are compulsory*
4. *Part A has 15 questions and all are compulsory.*
5. *Questions 1-10 are MCQs of 1 Mark each.*
6. *Questions 11-15 are Assertion-Reason type of 2 marks each.*
7. *Part B: Questions 16-23 are Short answer type questions of 3 Marks each with expected length of answer of questions is approximately 100 words. Attempt any 5 questions out of given 8 questions.*
8. *Part C: Questions 24-31 are Essay Type questions of 8 Marks each with expected length of answer of questions is approximately 300 words. Attempt any 5 questions out of given 8 questions.*

PART A (15 Marks)

Chose the correct option from the options given below each of the questions

Q.No. 1-10 carries 1 mark each

1. Your school has recently undergone a review of its educational policies and procedures. What should be your role in this process?
 - a. Ignore the changes and continue teaching as you always have.
 - b. Provide feedback to the school administration on the changes.
 - c. Actively participate in the review process and offer suggestions for improvement.
 - d. Wait for the school administration to approach you for feedback.
2. What is a key component of school learning organization?
 - a. Student assessment
 - b. Teacher training
 - c. Resource allocation
 - d. All of the above
3. What is the main purpose of accountability for teachers?

- a. To evaluate the quality of their teaching
 - b. To punish teachers for poor performance
 - c. To provide teachers with recognition for their efforts
 - d. To ensure that teachers are adhering to professional standards
4. What is the most effective way to manage conflicts that may arise in the classroom?
- a. Ignoring the conflict
 - b. Blaming one party for the conflict
 - c. Encouraging open communication and actively seeking solutions to resolve the conflict.
 - d. Escalating the conflict to the school administration.
5. What is the primary goal of classroom management?
- a. To control student behavior
 - b. To punish students for misbehavior
 - c. To create a positive learning environment for all students
 - d. To maintain order in the classroom.
6. How can you effectively manage an overcrowded classroom?
- a. Ignoring the issue of class size
 - b. Providing less individual attention to students
 - c. Implementing effective classroom management strategies and seeking support from the school administration to address the issue of class size.
 - d. Providing less challenging material for students.
7. What is transformational leadership?
- a. A leadership style that focuses on inspiring and motivating followers to achieve a shared vision.
 - b. A leadership style that relies on punishment and rewards to control behavior.
 - c. A leadership style that is centered on the leader's personal interests and goals.
 - d. All the above
8. What are the benefits of effective communication in a team?
- a. Improved collaboration, reduced misunderstandings, and increased trust among team members.
 - b. Increased misunderstandings, reduced collaboration, and decreased trust among team members.
 - c. Decreased collaboration, increased misunderstandings, and decreased trust among team members.
 - d. Poor team building
9. How can a school development plan benefit the school community?
- a. By providing a clear roadmap for improvement and helping to ensure that resources are used effectively and efficiently.
 - b. By creating an atmosphere of competition and individualism among staff and students.

- c. By hindering communication and collaboration among staff and students.
- d. By involving influential persons

10. Why is record management important in a school?

- a. It ensures that important information and data are organized, accessible, and secure.
- b. It hinders communication and collaboration among staff and students.
- c. It is not important for a school.
- d. It creates an additional work for staff

Q.No. 11-15 carries 2 marks each

11. Assertion: Total Quality Management is a customer-focused approach to continuous improvement.

Reasoning:

- a. TQM is a management approach that focuses on improving the quality of the products and services offered by an organization.
- b. TQM is a process improvement approach that is centered around the customers' needs and expectations.
- c. TQM is a cost-saving strategy that involves reducing expenses while increasing productivity.
- d. TQM is a management philosophy that emphasizes the importance of continuous improvement in all areas of an organization.

12. A. Assertion: There are three main dimensions of classroom management: preventative, support, and corrective.

B. Reason: These dimensions reflect the different stages of behaviour management, from proactive measures to resolve conflicts to more reactive strategies for dealing with behaviour problems.

- a. A is correct, B is correct explanation of A.
- b. A is correct, B is not the correct explanation of A.
- c. A is incorrect, B is correct.
- d. Both A and B are incorrect.

13. A. Assertion: Effective communication is key to ensuring a positive and productive school environment.

B. Reason: Good communication helps to build trust, reduce misunderstandings, and foster a sense of community among staff, students, and parents.

- a. A is correct, B is correct explanation of A.
- b. A is correct, B is not the correct explanation of A.
- c. A is incorrect, B is correct.
- d. Both A and B are incorrect.

14. A. Assertion: Community resources can hinder growth of school by its interference. As such they must not be involved in schools for ensuring the quality of education provided to students.

B. Reason: Community resources such as local businesses, organizations, and individuals can provide funding, volunteers, and expertise to support school initiatives, helping to create a more vibrant and supportive learning environment.

- a. A is correct, B is correct explanation of A.
- b. A is correct, B is not the correct explanation of A.
- c. A is incorrect, B is correct.
- d. Both A and B are incorrect.

15. A. Assertion: Prioritizing tasks and delegating responsibilities can help teachers manage their time effectively.

B. Reason: These strategies help ensure that important tasks are delegated to other and one can be free from work load by shifting responsibilities.

- a. A is correct, B is correct explanation of A.
- b. A is correct, B is not the correct explanation of A.
- c. A is incorrect, B is correct.
- d. Both A and B are incorrect.

PART B (15 Marks)

Attempt any 5 questions from Q.No. 16-23 with approximate word limit of 100 words for each answer. Each question carries 3 marks.

16. How can the school effectively foster a culture of continuous learning and improvement, and support the growth and development of students, teachers, and staff as a learning organization?

17. A teacher is facing conflicts with colleagues and is struggling to manage their stress levels. "What strategies can be used to effectively communicate, resolve conflicts and manage stress levels, while maintaining a positive and professional work environment?"

18. What are the challenges of developing a school time table and how can be they overcome to ensure that it is effective and efficient for all stakeholders?

19. Being an elementary teacher what steps would you take to create an inclusive classroom?

20. A teacher is grappling with ethical dilemmas regarding the appropriate use of technology in the classroom. "How can a teacher make informed and ethical decisions regarding the use of technology in the classroom, while balancing the needs of its students, the school, and its own professional standards?"

21. Discuss the importance of Team building for successful completion of various tasks as well as for betterment and progress of schools.
22. What is your understanding of a school development plan and how does it impact teaching and learning in schools?
23. 'At High School, the Head of School and the teachers have noticed a recent decline in communication between teachers and students. This lack of communication has been linked to a decrease in student engagement and a rise in student discipline issues.' What strategies can be implemented to improve communication between teachers and students?

PART C (40 Marks)

Attempt any 5 questions from Q.No. 24-31 with approximate word limit of 300 words for each answer. Each question carries 8 marks

24. A school is facing challenges with low student achievement. There is a lack of cohesiveness and collaboration among teachers and a lack of engagement from students and parents. The school board and the administration are looking for solutions to improve the overall quality of education and create a positive learning environment for students.

To address these challenges, the school adopts a Total Quality Management (TQM) approach, with a focus on becoming a learning organization.

- a. What is the purpose of adopting a TQM approach in this school? (2)
- b. How does TQM align with the challenges faced by the school? (2)
- c. How does the school involve stakeholders in the TQM process? (2)
- d. Can you describe the role of professional development of teacher in the TQM approach? (2)

25. Define the term 'Professional Ethics'. Discuss how professional ethics and teachers' accountability are directly related in the field of education. Justify your answer with suitable examples.

26. a) What is institutional planning and why is it important in the education field? (3)

b) How does a school go about creating and implementing an institutional plan? (3)

c) What are the key components of an effective institutional plan for a school? (2)

27. Case Study: A 5th Grade teacher Mrs. 'Y'

Mrs. 'Y' has been a 5th-grade teacher for the last ten years. She is known for her strict and traditional teaching methods. This year, her class size has increased to 60 students, leading to overcrowding in the classroom. This has resulted in an increase in indiscipline and disruptive behaviour among the students. Furthermore, Mrs. 'Y' has noticed that some of her students are not engaging in the classroom activities and are struggling to keep up with the pace of the class.

- a. How does overcrowding in the classroom impact student behavior and academic performance? (2)

- b. What strategies can Mrs. 'Y' use to promote an inclusive learning environment for all of her students, regardless of their abilities and backgrounds? (2)
- c. How can Mrs. 'Y' manage the increased indiscipline and disruptive behavior in her classroom, while still maintaining a positive learning environment? (2)
- d. How can Mrs. 'Y' engage parents and other community members in supporting her efforts to create a positive and inclusive learning environment for her students? (2)

28. What are the characteristics of effective leadership? Discuss the role of transformational leadership in bringing overall improvement in school management with a suitable example. (3+3+2)

29. Differentiate between Indiscipline and Misbehaviour in the context of school with example. Suggest to deal with these in school in today's context. (3+2+3)

30. Case Study: Improving Teamwork in a High School

'X', the new principal of a large high school with staff of 100, has noticed that despite the school's large size and numerous staff members, there is a lack of teamwork and collaboration among teachers and staff. This has led to a fragmented and disjointed work environment, which is impacting the students' learning experiences.

- a. Analyse the situation of above case in about 50-60 words. (2)

On the basis of situation, think and answer the following questions: -

- b. What factors may be contributing to the lack of teamwork and collaboration among the staff? (2)
- c. What are some potential solutions to improve teamwork and collaboration in the school setting? (2)
- d. How can the school promote trust and cooperation among staff members? (2)

31. Describe the management process of Directorate of Education GNCTD responsible for imparting elementary education in Delhi. What is the role of DIET in providing resource support at school level? (5+3)