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University, Kanpur

**Answer Script Details**  
**Barcode** 11099554

**Roll No.** 25117004841  
**Total Mark** 60/75.00

**Exam** Bachelor of Education (BED)  
**Subject** BED301 - SCHOOL MANAGEMENT AND LEADERSHIP

**Question wise Mark Summary**

**Q.No Mark Q.No Mark Q.No Mark Q.No Mark**

1A 4/5

1B 4/5

1C 4/5

1D 4/5

1E 4/5

1F 4/5

1G 4/5

1H 4/5

1I 4/5

2 12/15

3 0/15

4 0/15

5 0/15

6 0/15

7 0/15

8 12/15

9 0/15

Kanpur, Uttar Pradesh

PART-I

Date of Exam: 13/12/2025  
 Session: 2025-26  
 Paper Code: BED301  
 Subject: School Management & Leadership  
 Year: III  
 Name of Candidate: Sneha Kamari Yadav  
 Roll No: 25117004841

Signature of Candidate: Sneha Kamari Yadav  
 Signature of Invigilator: S. Bharti  
 COE Facsimile

PART-II

MARKS OBTAINED

Q.	1	2	3	4	5	6	7	8	9	10
(a)										
(b)										
(c)										
(d)										
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(f)										
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(i)										
(j)										
Total										
Total Marks in Figures						Max. Marks				
Total Marks in Words										



Paper Code

Signature of Evaluator

PART-III

Course: B.Ed  
 Session: 2025-26 Year/Semester: III  
 Subject: School Management and Leadership  
 Paper Code: BED301  
 Exam Date: 13/12/2025  
 Name of Candidate: SNEHA KUMARI YADAV  
 Father's Name: BRAHAMASHANKAR YADAV

कॉलेज कोड  
 College Code

KN24  
 O A D  
 1 2 3 4  
 5 6 7 8  
 9 0

एग्जाम सेंटर कोड  
 Exam Centre Code

KN24  
 O A D  
 1 2 3 4  
 5 6 7 8  
 9 0

एग्जाम का प्रकार  
 Type of Exam

Regular  Ex-Student   
 Private  Re-test after Back paper Exam

ANSWER BOOKLET NO.

11099554

Paper Code



PART-IV

एनरोलमेंट नंबर  
 Enrollment Number: CSJMA24000169872

कैंडिडेट का रोल नंबर  
 Candidate's Roll Number

25117004841  
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 1 2 3 4  
 5 6 7 8  
 9 0

पेपर कोड  
 Paper Code

BED301  
 O A D  
 1 2 3 4  
 5 6 7 8  
 9 0



Signature of Candidate

Signature of Invigilator

C.S. Facsimile

COE Facsimile

नोट: 1. कैंडिडेट को निर्दिष्ट किए गए हैं कि आसपास वाले से कुछ भाग पर अधिक सभी निर्देशों को सावधानीपूर्वक पढ़ें।  
 2. केंद्र में गरी जाने वाली प्रतिस्पर्धीकारी तालिका से शुद्ध की जाएगी। 3. केंद्रों को काले या नीले स्यानेन से भरना चाहिए।

**INSTRUCTIONS TO THE CANDIDATE FOR FILLING PART-I**

1. Read the instructions carefully given on the answer script and admit card.
2. Write Date of Exam, Shift, Paper Code & Name of Subject Correctly.
3. Write Name & Roll No. Correctly.
4. Write Semester & Branch Correctly.

**INSTRUCTIONS TO THE CANDIDATE FOR FILLING PART-III**

1. Use blue or black ball point pen for writing alphabets & numerals in  Boxes.
2. Carefully study the example before you start marking.
3. As shown in the example below blacken the circles completely.



4. Make no Stray marks on this sheet.
5. **DO NOT WRITE OR MARK ON THE BAR CODE.**

**IN ORDER TO AVOID UFM (UNFAIR MEANS):**

1. The Roll No. and Answer Book no. found elsewhere or any other symbol found in the answer book will be treated as unfair means.
2. Any tampering of Bar Code and Booklet no shall be treated as Unfair Means.
3. Do Not bring the materials like slip of paper/mobile/digital diaries/ study material/ revision notes in examination hall. Possession of the mobiles/ digital diaries/ electronic watch and any other electronic gadget except memory less scientific calculator shall be considered as UFM case.
4. Do not keep or paste currency note in answer script it shall be consider as UFM.

**अनुचित साधन से बचने हेतु:**

1. उत्तर पुस्तिका के निर्दिष्ट स्थान को छोड़कर अनुक्रमांक एवं उत्तरपुस्तिका का क्रमांक कहीं और न लिखें तथा कोई भी चिह्न न बनायें क्योंकि यह अनुचित साधन प्रयोग की परिधि में आता है।
2. उत्तर पुस्तिका के बारकोड अथवा उत्तर पुस्तिका संकेत पर छेद करने पर अनुचित साधन प्रयोग माना जायेगा।
3. परीक्षा कक्ष में निम्न वस्तुएँ साथ न लाये, जैसे लिखें हुए कागज के टुकड़े, मोबाइल, डिजिटल डायरी, कोई पुस्तक यह सभी वस्तुएँ जो अनुचित साधन के अन्तर्गत आती हैं। कैंबल संबंधित प्रश्नपत्र में ही मेमोरी लेस साइंटिफिक कैल्कुलेटर ले जाने की अनुमति दी गयी।
4. उत्तर पुस्तिकाओं में कपड़े न रखें न ही उत्तर पुस्तिका में चिपकायें। ऐसा करना अनुचित साधन प्रयोग की परिधि में आता है।

**परीक्षार्थी के लिए निर्देश**

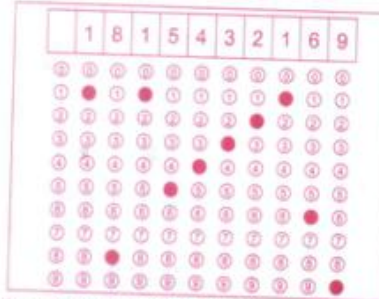
1. प्रवेश पत्र एवं उत्तर पुस्तिका पर दिये गये निर्देशों को ध्यान से पढ़ें।
2. कवर वृत्त के दूसरी तरफ कुछ न लिखें।
3. उत्तर पुस्तिका के पृष्ठों पर दोनों तरफ लिखें।
4. प्रश्न पत्र पर अपने अनुक्रमांक के अतिरिक्त कुछ न लिखें।
5. प्रश्न पत्र कोड एवं प्रश्न पत्र कोड सावधानी पूर्वक लिखें।
6. अपनी विधिति स्पष्ट लिखें।
7. उत्तर पुस्तिका के पृष्ठों की संख्या देखें। अगर उत्तर पुस्तिका में वृत्त (1-24) से कम है या फटे हुए हैं, तो परीक्षा शुरू होने के पूर्व दूसरी छापर पुस्तिका ले लें।
8. प्रश्नपत्र को देखें, यदि प्रश्नपत्र के विषय कोड, विषय का नाम तथा प्रश्न में कोई त्रुटि है तो उसके परीक्षा शुरू होने के 30 मिनट के अन्दर क्या निरीक्षक को तत्काल सूचित करें, उसके बाद विश्वविद्यालय द्वारा कोई कार्यवाही नहीं की जायेगी।
9. प्रश्नों के उत्तर लिखने के लिये पेंसिल का प्रयोग न करें।
10. B बोरी या अतिरिक्त चाक नहीं दिया जायेगा।

**INSTRUCTIONS TO THE CANDIDATE**

1. Read the instructions carefully given on the Question Paper, Admit Card & Answer Script.
2. Do not write anything on back side of the cover page.
3. Write on both sides of pages of answer book.
4. Do not write anything on question paper except Roll Number.
5. Write Paper Code & Question Paper Id carefully.
6. CHECK the number of pages (1-32) or any other kind of darlage in your answer script, if found than change the answer script immediately before the commencement of examination.
7. CHECK the Question Paper for any kind of discrepancy e.g. Subject Code, Subject Name and Question of the Question Paper during first THIRTY MINUTES of the commencement of the exam, so that it can be corrected in TIME. After that no corrections shall be entertained by the university.
8. Do not use pencil for answering the question.
9. Write status correctly e.g. those appearing in carry over papers should fill in status as Carry Over. Those appearing as Ex-Students should fill in status as ex.
10. No supplementary answer book & graph paper will be provided.

**INSTRUCTIONS TO THE CANDIDATE FOR FILLING PART-IV**

1. Use blue or black ball point pen for writing alphabets & numerals in  Boxes.
2. Use blue or black ball point pen for filling the circles.



Note - If your Roll No. is of 10 digits. Please leave first three columns.



## [Section - A]


## [Question - 1] [Answer - a]

(a) Effective Leadership :- Leadership is an ability of an individual or a group of people to guide and influence a particular person, society or community.

In educational aspect, leadership mean to bring students, parents teachers and administration under to perform and achieve a particular goal.

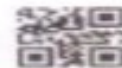
According to D. Dwight - "Leadership is the art of getting someone else to do something, you want done, because he wants to do it."

According to Chestered Bernard, "Leadership is the ability of superior to influence the subordinates, persuade them to follow a particular course of action."

"Effective leadership is very important for the smooth functioning of an institution. It uses knowledge and all the useful  resources to bring in change and achieve the goal of the institution."

Characteristics of Effective Leadership :- following are the characteristics of effective Leadership.

• Decision-making capabilities :- A leader should be



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- capable enough' - to -take right decision at right time.
- Accountability: - The leader himself is accountable for the consequence of the decisions taken by him.
  - Delegation and Empowerment: - In effective leadership the leader trusts the capabilities of his subordinates and work for their empowerment.
  - Honesty: - Honesty and truthfulness is the hallmark of effective leadership.
  - Integrity: - Even when no one is watching, the leader stays true to his subordinates.
  - Empathy: - This leadership promotes empathy towards the subordinates.
  - Resilience: - Effective leadership show positive approach towards any problem.
  - Cooperation and collaboration: - Effective leadership promotes collaboration and cooperation among the followers.
  - Importance to Emotional Intelligence: - Effective leadership focuses on the emotion and motivation of the followers.
  - Good communication: - In effective leadership, the leader is able to communicate well.



[Answer - (b)]

Democratic leadership style :- It is also called as "participative leadership style."

In democratic leadership, the input of all the followers is taken to form a decision.

Suggestions and advices are taken from the subordinates before making any decision.

In educational setup, democratic style leadership is the most accepted style of leadership.

Example :- In a school, democratic style leadership is seen when a principal call all the teachers to know their point of view before implementing any change in the curriculum or system of the school.

Advantages of democratic leadership style :- following are the advantages of democratic leadership style -

- It promotes freedom of thoughts.
- It fosters creativity.
- Builds a sense of collaboration and cooperation.
- The responsibility of result is collective.
- Best outcomes are expected from it.
- Many possibilities are observed and analysed.
- The subordinates or the followers feel heard.
- Boost confidence and self-esteem.



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### Disadvantages of democratic leadership style :-

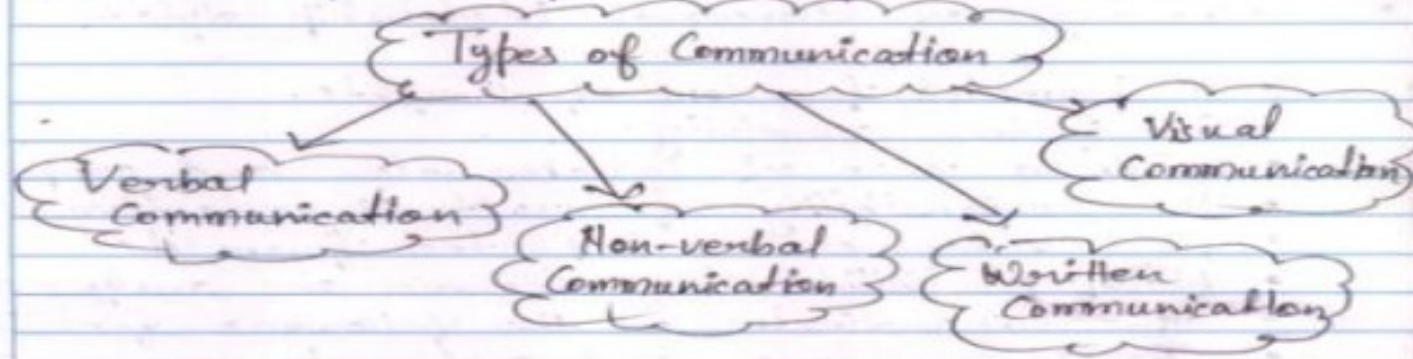
Following are the disadvantages of democratic leadership style -

- Every one thinks that their opinion is the best.
- Followers give importance to only their idea, thus the thought of experts is ignored.
- It is a time-taking process.
- It promotes the negative culture of criticism.

### [Answer - (c)]

### Importance of communication for developing team building :-

Communication is the process through which thoughts or ideas are passed from one person to another.





Team Building :- "Team building" is a phrase made up of two words - "Team" and "building".

Team building is the process of bringing capable and competent people to achieve a particular goal.

Importance of team building communication for developing team building :-

• Setting goals and vision :- The leader should communicate with the team members properly so that they become aware of the vision and goals properly.

• Communicating about the short-term and long-term goals :-

The leader should communicate about the short-term and long-term goals.

• Taking suggestions from the subordinates :- The leader should feel free to communicate with the followers about their ideas and thoughts.

• Taking feedback from teammates :- The leader should communicate with the team-mates to know their point of views.



[Answer - (d)]

Classroom Management :- Classroom management is the process of managing the classroom effectively and efficiently by the teacher.

Need for Classroom Management :-

- For smooth functioning of the class - Classroom management helps smooth functioning of the classroom.
- For better learning outcomes - When the class is well managed, the outcomes of the lessons become better and effective.
- For maintaining discipline in class - A well managed class is always disciplined and ordered.
- Helps in performing co-curricular activities :- A disciplined and well managed class helps the teacher to perform co-curricular activities better.

Problems of Classroom Management :-

- Disruptive and disturbing nature of students bring difficulty in classroom management.

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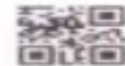


- Size of the classroom - A classroom with the strength of 60 students, is very difficult to manage.
- Time management - Most of the time of the lecture goes in managing the class, and very less time is left for teachers.

[Answer - (c)]

Main features of child friendly school system :-

- A school system that is child friendly focuses on the development, mental growth, physical growth and overall holistic development of child.
- The agenda of such school systems is not to make profit, but to high the student achievement ratio.
- A child friendly school system, tries to make every student feel included and welcomed.
- No child is judged on the basis of their, caste, creed, colour, sex, economic background, religion or their social status.
- In such school, children with different learning abilities are treated and taught according to their pace of learning.



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- The focus is not on syllabus completion, but the amount of learning outcomes of the child.

- If we talk about infrastructure, ramp for physically challenged students is provided in such school systems.

Conclusion:- Thus, it concludes that a child friendly school system is indeed the second home of the child.

[Answer - (f)]

Functions of hostel management in school:-

Many schools are residential in nature which means they provide hostels for students to live in the school premises and seek knowledge. Following are the main functions of hostel management -

- To provide residence to students coming from small area -

Many children move to cities for their education from small area, hostels provide them residence in school. It makes the whole student learning process more easier.



• To ensure parents about the safety of their child:-

As school students are very small and their safety is always a concern, hostels give a sense of reliability and sense of safety to their parents.

• To make students capable of doing their work:-

Students do their work on their own which makes them capable and multi-talented.

• To provide nutritious and balanced meal:-

Hostel mess provides nutritious and balanced diet to students for their proper physical and mental growth.

• To bring a of collaboration and cooperation among students:-

Living together in hostels, students learn cooperation and collaboration.

• To foster teamwork:- Students learn teamwork very well while living in hostels.

• To provide a disciplined lifestyle:- Students living in hostels are very disciplined and punctual.



[Answer - (g)]

Institutional Governance :- An institution is governed by the administrator, principal, teachers, school staff all at different levels.

Governance by administrator :- The administrator governs the institute by making policies and bringing required changes in the institution.

Governance by Principal :- Principal governs the school by implementing these policies in the institute. Principal also communicates with the teaching and non-teaching staff about the policies.

Governance by Teachers :- Teachers don't govern the school directly, but they do the most important work that is to actually teach students and practically apply these implementation.

Governance by Non-teaching staffs :- The non-teaching staffs also play a vital role in the governance of the institution. Such as - clerk, messes etc.

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✓ [Answer - (b)]

### Midday Meal Scheme in India :-

- Midday meal scheme in India was launched to meet the nutritional needs of students coming from economically weaker families.
- Initially in India, the government used to give raw food items such as cereals, pulses, potatoes etc. to the students.
- But there was a corruption seen in that case, the principals & teachers of school did not provide it to students.
- The main idea behind, the mid-day meal scheme was to actually provide cooked, nutritious meal to students for their growth and development.
- Under the midday meal scheme, students are provided with nutritious, healthy meals to meet their nutritional needs.
- There is weekly menu decided for students.
- Classwise, calories is also decided by the government.
- Classwise expenditure is also decided.



Conclusion:- Midday meal scheme in India is a very good scheme for families who cannot provide nutritious meal to their kids.

[Answer-(i)]

Main functions of Educational Supervision:-

Educational supervision is very important to monitor the overall academic outcome of an institution or a particular student. Following are the main functions of educational supervision:-

- To check and monitor learning outcomes - Educational supervision checks upon the learning outcome.
- For smooth functioning of an institute:- If supervision is not done, the school starts going out of track.
- To Foster discipline among students:- Students' behaviour needs to be checked to make sure that each student is disciplined and behaves properly.



- To make the school clean:— Supervision is also important for maintaining cleanliness in schools.

[Section - B]

[Answer - 2]

Major Problems of Classroom Management :-

Ethics and Etiquettes are the foundation of effective leadership :-

Ethics :-

- Ethics are standard or code of behaviour that expected to be according to the norms of the society.
- Ethics are same all over the world.
- It is based on the fact of "what is wrong and what is right".

Etiquettes :-

- Etiquettes are standard or code of behaviour in society or community.
- It is about how we behave in public.
- Etiquettes differ from country to country.

Ethics and etiquettes are indeed the foundation of effective leadership - because a leader is supposed to ~~keep~~ have proper ethics and etiquettes to ~~run~~ run and lead.



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Reasons for the support of statement:

(i) Honesty: — An effective leader is someone who is honest to his followers.

- Does not participate in gossip.
- Does not lie.

(ii) Respect: — Respect is a feeling that an effective leader should have.

- He should listen to others.
- Should not interrupt others while talking.
- Should be punctual.
- Should dress appropriately.

(iii) Consideration: — An effective leader should always consider his subordinates.

(iv) Obligation towards students, parents, society: —

An effective leader should always be responsible for his actions and the consequences of his actions.

(v) Punctuality: — An effective leader should be punctual, and respect others time.



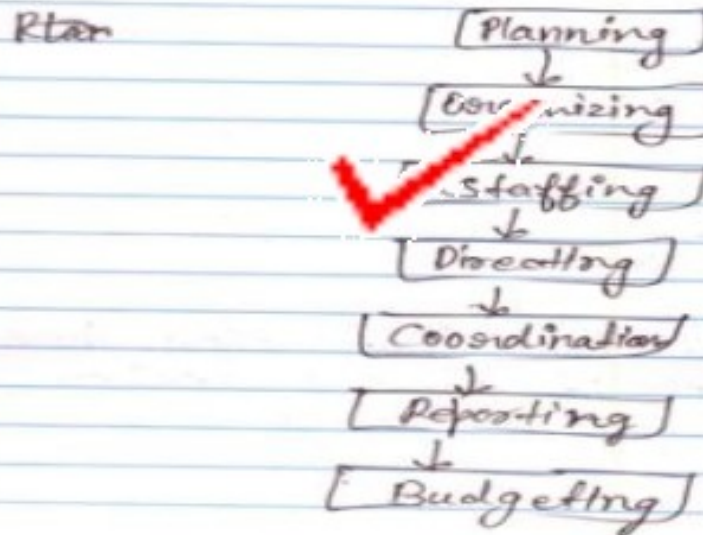
(ii) Emotional Intelligence:— When a person is considerate, he automatically becomes emotionally intelligent, which is sign of an effective leader.

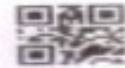
[Section - C]

[Answer - 8]

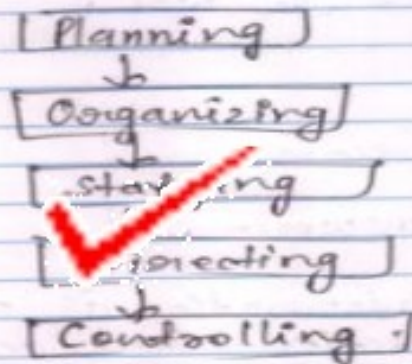
Educational administration is a process of Planning, organization, direction and coordination:—

According to Lather Gullick, the educational administration or management is considered to be completed in the following steps—

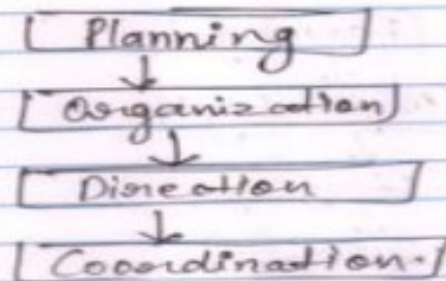




But according to Koontz and O'Donnell it is considered to be -



Combining these two thoughts, we can say that educational administration is a process of



Following is a flow chart that shows how these steps when follow each other becomes best way for educational administration.

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Planning: - • First and most important step of management.

- Bridges the gap of where we are and where we want to be.
- Connects today's situation with future possibilities.
- Tells us what to do, when to do, How to do and who does what.

Organization: - Organizing follows planning.

- Without organization, there is no function of planning.
- It means to collect all the resources and allocate functions to different teachers based on their expertise.

Direction: - Direction is the most important step of management, without the direction of the leader, it is not possible.

Coordination: - It is very important among the subordinates.



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