

Model Question for Office Assistant on ECCE Project

1. Choose the most SIMILAR meaning: Overturned

- a) Slipped
- b) Rotated
- c) Inverted
- d) Toppled

Answer: D

2. Choose the most SIMILAR meaning: Odd

- a) Acceptable
- b) Favorable
- c) Unique
- d) Strange

Answer: D

3. Choose the most SIMILAR meaning: Stunned

- a) Shocked
- b) Confused
- c) Doubtful
- d) Hesitant

Answer: A

4. Choose the most OPPOSITE meaning: Cunning

- a) Pure
- b) Sly
- c) Innocent
- d) Harsh

Answer: A

5. Choose the most OPPOSITE meaning: Ashamed

- a) Happy
- b) Proud
- c) Grateful
- d) Peaceful

Answer: B

6. Which among the following is OPPOSITE in meaning to the word *affordable* as used in the given passage?

- a) Reasonable
- b) Utility
- c) Thrifty
- d) Expensive

Answer: D

7. Which among the following is SIMILAR in meaning to the word *unilateral* as used in the passage?

- a) Descent
- b) Ascending
- c) One-sided
- d) Assisted

Answer: C

8. What is NOT necessarily required for being an administrative assistant?

- a) Multi-tasking
- b) Decision-making power
- c) Timely responses
- d) Reliability

Answer: D

9. Flyers, banners, & signage are all parts of:

- a) Performance
- b) Loading
- c) Promotion
- d) Revenue

Answer: C

11. The belief in life after death is prevalent in both primitive societies _____ advanced cultures.

- a) and
- b) and in
- c) and also
- d) also

Answer: a

12. Choose the lettered word or phrase that is most nearly opposite in meaning to the word in capital letters. "FALSE":

- a) real
- b) unreal
- c) pure
- d) true

Answer: d

13. Choose the lettered word or phrase that is most nearly opposite in meaning to the word in capital letters. "STIPEND":

- a) increment
- b) bonus

- c) commission
- d) gift

Answer: d

14. Print preview command is useful to have a look at the document before it goes to _____.

- a) monitor
- b) printer
- c) scanner
- d) web cam

Answer: b

15. MS Excel files contain _____.

- a) sheets
- b) pages
- c) wallpapers
- d) slides

Answer: a

16. "Power Point Slide Layout" refers to the _____.

- a) back ground image
- b) way things are arranged on a slide
- c) header and footer of slide
- d) color scheme of slide

Answer: b

17. In which bookkeeping method the Cashbook & books to personal accounts are maintained.

- a) Compound entry bookkeeping
- b) Double entry bookkeeping
- c) Single entry bookkeeping
- d) None of the above

Answer: c

18. Good records help:

- a) In preparing financial statements
- b) In identifying source of receipts
- c) To keep track of deductible expenses
- d) All of the above

Answer: d

19. The NEP 2020 replace the

- a) National Education Policy (NEP), 1986
- b) National Policy on Education, 1969
- c) Both (a) and (b)
- d) None of the Above

Answer: b

20. Ministry of Human Resources Development (MHRD) renamed as

- a) Ministry of Human Development
- b) Ministry of Education
- c) Ministry of Higher Education
- d) Ministry of Human Capital

Answer: b

21. The current 10+2 school curriculum to be replaced by a new

- a) 5+3+3+4 curricular structure
- b) 5+4+3+3 curricular structure
- c) 5+2+2+4 curricular structure
- d) 2+3+3+4 curricular structure

Answer: a

22. will be created as an apex body for fostering a strong research culture and building research capacity across higher education as per NEP 2020.

- a) National Commission Foundation
- b) Higher Commission Education
- c) National Research Foundation
- d) None of the above

Answer: C

23. As per the policy public investment in education will be increased from the current 4.3% to

- a) 4% of GDP
- b) 7% of GDP
- c) 6.6% of GDP
- d) 6% of GDP

Answer: d

24. The new policy aims in the higher education to improve the Gross Enrollment Ratio from 26.3% to 50% by

- a) 2030
- b) 2035
- c) 2025
- d) 2040

Answer: b

25. Consider the following statement regarding the foundational pillars in NEP 2020

- I. Accessibility
- II. Affordability
- III. Accountability
- IV. Quality

V. Equity

VI. Access

Select Correct Answer given code below

- a) I, II, III, IV Only
- b) I, II, III Only
- c) I, II, III, IV, V
- d) I, II, III, IV, V & VI Only

Answer: d

26. Which is not an educational committee?

- a) Ashok Mehta Committee
- b) Dr. K. Kasturirangan Committee
- c) D. S. Kothari Committee
- d) T. S. R. Subramaniam Committee

Answer: a

27. Consider the following statements regarding the National Research Foundation (NRF):

I. It is to be set-up as an autonomous body envisaged under the NEP 2020.

II. The NRF aims to fund researchers working across streams in India.

Which of the above statements is/are correct?

- a) I Only
- b) II Only
- c) Both I and II
- d) Neither I nor II

Answer: c

28. According to the National Education Policy 2020 by how much percent the Gross Enrollment Ratio in higher education to be raised?

- a) 25%
- b) 50%
- c) 35%
- d) 40%

Answer: b

29. The vocational education will start from

- a) Class 5th
- b) Class 6th
- c) Class 8th
- d) Class 7th.

Answer: b

30. NEP 2020 recommends that 'Fund' to build the nation's capacity to provide equitable quality education for all girls as well as transgender students. What will be the name of the fund?

- a) 'Gender-Employment Fund'

- b) 'Gender-Inclusion Fund'
- c) 'Gender-Promotion Fund'
- d) 'Gender-Education Fund'

Answer: b

31. NEP 2020 stated to establish a national repository of high-quality resources on foundational literacy and numeracy on Government Digital Platform. What is the name of the Govt. Digital platform?

- a) NCERT
- b) DIKSHA
- c) DISHA
- d) NISHITHA

Answer: b

32. Consider the following statements regarding languages in NEP 2020

- i. It will promote 'Ek Bharat Shrestha Bharat' initiative.
- ii. Three language formula with greater flexibility.
- iii. All Classical languages will be available in school as options.

Select CORRECT code given below

- a) i Only
- b) ii Only
- c) i, ii and iii
- d) i and ii Only

Answer: c

33. MERUs stand for

- a) Multidisciplinary Education and Research Universities.
- b) Multilingual Education and Research Universities.
- c) Multidisciplinary Education and Research undertaking.
- d) Multistage Education and Research Universities.

Answer: a

34. How much percentage of the total GDP spends on the research and innovation in India at current time?

- a) 0.69% of GDP.
- b) 2.69 % Of GDP.
- c) 3.25 % Of GDP.
- d) 4.25 % Of GDP.

Answer: a

35. NEP 2020 proposed to set up a National Assessment Centre. What is the name of NAC?

- a) NTA
- b) PARAKH
- c) UGC

d) NAC

Answer: b

36. What is the objective to National Assessment Centre, PARAKH?

- a) setting question paper and organizing exams
- b) setting questions paper for board exam
- c) setting norms, standards, and guidelines
- d) setting question papers for UGC

Answer: c

37. Which government organizations will develop guidelines for the education of gifted children?

- a) NCERT and NCFCS
- b) NCERT and NCTE
- c) NCERT and NTA
- d) NCERT and SCERT

Answer: b

38. NEP 2020 proposed 'Professional Standard Setting Body (PSSB)' will develop common guiding set of principles for the teacher? What will be the name of organization?

- a) Professional Standard Setting Body (PSSB)
- b) General Education Council (GEC)
- c) National Professional Standards for Teachers (NPST)
- d) National Council for Teacher Education (NCTE)

Answer: c

39. According to NEP 2020

- i. Setting up of Gender Inclusion Fund for Female and Transgender students
- ii. Setting up of Special Education Zones (SEZs) for large population from SEDGs (Socio-economically Disadvantaged Groups)

Which of the following statements is/are CORRECT?

- a) i Only
- b) ii Only
- c) Neither i nor ii
- d) Both i & ii

Answer: d

40. New Policy aims for Universalization of Education from pre-school to secondary level with 100% Gross Enrollment Ratio in school by

- a) 2023
- b) 2030
- c) 2025
- d) 2035

Answer: b

41. What is the full form of ABC as per the NEP 2020?

- a) Academic Basic Certificate.
- b) Annual Basic Certificate.
- c) Annual Bank of Credit.
- d) Academic Bank of Credit.

Answer: d

42. NIPUN stands for

- a) National Initiative for Proficiency in Reading with Understanding and Numeracy
- b) New Initiative for Proficiency in Reading with Understanding and Numeracy
- c) National Initiative for Proficiency in Reading with Understanding and Number
- d) New Initiative for Proficiency in Reading with Understanding and Number

Answer: a

43 SARTHAQ stands for

- a) 'Study' and Teach' Historical Advancement through Quality Education
- b) 'Study' and Teach' Holistic Advancement through Quality Education
- c) 'Students' and Teachers' Holistic Advancement through Quality Education
- d) 'Students' and Teachers' Historical Advancement through Quality Education

Answer: c

45. NISHTHA stands for

- a) New Initiative for School Heads' and Teachers' Holistic Advancement
- b) New Initiative for Social Heads' and Teachers' Holistic Advancement
- c) National Initiative for Social Heads' and Teachers' Holistic Advancement
- d) National Initiative for School Heads' and Teachers' Holistic Advancement

Answer: d

46. NIEPA stands for

- a) National Institute of Educational Planning and Administration
- b) National Institution of Educational Planning and Administration
- c) New Institute of Educational Planning and Administration
- d) New Institution of Educational Planning and Administration

Answer: a

47. DEEO stands for

- a) District Elementary Education Office
- b) District Elementary Education Officer
- c) Department of Elementary Education Office
- d) Department of Elementary Education Officer

Answer: b

48. NEP stands for

- a) National Education Plan
- b) New Education Plan
- c) National Education Policy
- d) New Education Policy

Answer: c

49. The average of seven numbers is 18. If one of the number is 17 and if it is replaced by 31, then the average becomes:

- (A) 20
- (B) 21
- (C) 21.5
- (D) 19.5

Answer: A

50. The average monthly salary of the workers in a workshop is Rs. 8,500. If the average monthly salary of 7 technicians is Rs.10,000 and average monthly salary of the rest is Rs. 7,800, the total number of workers in the workshop is

- (A) 22
- (B) 24
- (C) 18
- (D) 20

Answer: A

51. A cricketer had a certain average of runs for his 64 innings. In his 65th innings, he is bowled out for no score on his part. This brings down his average by 2 runs. His new average of runs is:

- (A) 70
- (B) 68
- (C) 130
- (D) 128

Answer: D

52. The average of four consecutive even numbers is 15. The 2nd highest number is:

- (A) 14
- (B) 16
- (C) 12
- (D) 18

Answer: B

53. The average of marks scored by the students of a class is 68. The average of marks of the girls in the class is 80 and that of the boys is 60. What is the percentage of boys in the class?

- (A) 65%
- (B) 70%
- (C) 40%
- (D) 60%

54. the average salary, per head, of all the workers of an institution, is Rs. 60. The average salary of 12 officers is Rs. 400; the average salary, per head, of the rest is Rs. 56. The total number of workers in the in situation is

- (A) 1032
- (B) 1020
- (C) 1030
- (D) 1035

Answer: A

55. Eight consecutive numbers are given. If the average of the two numbers that appear in the middle is 6, then the sum of the eight given numbers is:

- (A) 36
- (B) 48
- (C) 54
- (D) 64

Answer: B

56. The average of 5 numbers is 27. If one number is excluded, the average becomes 25. The excluded number is:

- (A) 30
- (B) 35
- (C) 25
- (D) 27

Answer: B

57. Three numbers are such that the average of first two numbers is 2, the average of the last two numbers is 3 and the average of the first and the last numbers is 4, then the average of three numbers is equal to.

- (A) 3
- (B) 2.5
- (C) 2
- (D) 3.5

Answer: A

58. The average weight of a group of 20 boys was calculated to be 89.4 kg and it was later discovered that one weight was misread as 78 kg instead of 87 kg. The correct average weight is

- (A) 89.55 kg
- (B) 89.85 kg
- (C) 88.95 kg
- (D) 89.25 kg

Answer: B

59. Which of the following actions by an early childhood teacher would likely be most effective in fostering the moral development of young children?

- a) involving the children in creating specific behavior rules for each area of the school and classroom
- b) helping the children understand how their actions may affect others and consistently modeling caring and equity
- c) establishing a set of clear behavior rules at the beginning of the year and applying consequences without exception
- d) awarding a prize each Friday to the child who has been most cooperative during the course of the week

Answer: B.

60. Which of the following scenarios in a kindergarten class would best support Lev Vygotsky's social constructivist theory of learning?

- a) Two children at the games table work on identical puzzles independently without interacting.
- b) One child watches another child dump out a set of puzzle pieces and arrange them by size.
- c) Two children at the table-toy area work side by side on different puzzles.
- d) One child watches another child rotate a puzzle piece to fit a space and then tries out the same strategy.

Answer: D.

61. A four-year-old child at the sand table is trying to fill a container with sand using a measuring cup. However, the child's attempts result in more sand spilling on the floor than filling the container. Which of the following statements by the teacher would most likely prompt the child to engage in problem solving in this situation?

- a) "I'm going to watch you fill the container step by step. You tell me what happens at each step."
- b) "I wonder if you'd be more successful if you tried to fill a wide-mouth container."
- c) "Now I see what's happening. You're pouring the sand before the cup is above the container."
- d) "Perhaps it would work better to use the container to scoop up the sand."

Answer: A.

62. Every fall before the school year begins, a kindergarten teacher creates a daily schedule for her class. The best rationale for this practice is that children:

- a) come from different types of families with different routines in the home.
- b) require repeated prompting and close monitoring to stay focused.
- c) need predictability to allow them to feel secure and be productive.
- d) learn most effectively from activities that are teacher directed.

Answer: C.

63. Which of the following classroom scheduling practices would be developmentally appropriate for children of preschool age?

- a) providing frequent variations in routine
- b) beginning each day with a half-hour circle time
- c) introducing new learning centers each week
- d) alternating physically active and quiet activities

Answer: D.

64. A new first-grade teacher learns that morning arrival time for students occurs over a period of 20 to 30 minutes each day. Which of the following would be the teacher's best strategy for ensuring that the morning arrival period is calm and orderly?

- a) arranging for available parents/guardians to serve as room monitors until everyone has arrived
- b) establishing a system in which students earn or lose points on the basis of their arrival behavior
- c) arranging for students who misbehave to be sent to the school office until the day's instruction begins
- d) establishing routine arrival tasks for students to perform followed by quiet activities such as reading

Answer: D.

65. A four-year-old child has difficulty sharing toys, taking turns, and initiating play during center time. Which of the following observational assessment tools would likely be the preschool teacher's best choice for collecting data on how often the child demonstrates the targeted behaviors?

- a) event sampling
- b) skills checklist
- c) rating scale
- d) running record

Answer: A.

66. A third-grade teacher is concerned about a student who has recently begun having difficulty in several content areas. The student had previously done well on in-class assignments and quizzes and on homework assignments. The teacher has scheduled a conference with the student's parents. Taking which of the following approaches would be the most appropriate way for the teacher to discuss the student's academic difficulties with the parents?

- a) expressing concern to the parents about the student's likely performance on upcoming assessments
- b) preparing a graph for the parents that compares the student's performance with that of classmates
- c) having the parents review the student's grades on his or her most recent report cards

- d) showing the parents recent samples of the student's work to illustrate the areas of concern

Answer: D.

67. A kindergarten teacher regularly includes project-based investigations as part of the curriculum. This practice would benefit students primarily by:

- a) Encouraging them to evaluate their own learning in a systematic way.
- b) Fostering their understanding of their own learning needs and preferences.
- c) Introducing them to new information in a logical and orderly progression.
- d) Promoting their exploration of content from integrated and varied perspectives.

Answer: D.

68. A second-grade teacher reads stories aloud to his class every day. One of his students, an English Learner with limited oral language development in English, has difficulty comprehending the stories. Which of the following modifications should the teacher make to the read-aloud activity to best address this student's needs?

- a) varying the volume and tone of his voice when speaking as various characters in a story
- b) reading each story aloud more than once while emphasizing key events in the story
- c) preteaching key vocabulary words from each story using pictures and concrete examples
- d) writing the names of the main characters from a story on the classroom word wall

Answer: C.

69. A third-grade teacher is considering using a computer program as a tool for reinforcing classroom instruction. The teacher's most appropriate criterion for selecting such a program would be whether the program:

- a) Allows self-pacing and can be adjusted to reflect each student's ability and comfort levels.
- b) Displays the student's level of proficiency at regular intervals.
- c) Includes amusing sounds and animated characters to maintain students' interest and focus.
- d) Permits students to use it competitively with a partner.

Answer: A.

70. The local fire department has offered to come to a preschool to make a presentation for families about safety in homes with young children. Which of the following pre-presentation strategies would best help ensure that the presentation will be meaningful for all attendees?

- a) sending each family a brochure on routine home safety practices and precautions
- b) asking families to submit confidential self-assessments of their parenting skills
- c) scheduling a class field trip to the fire station in the same week as the presentation
- d) seeking input from families regarding safety issues that directly affect their lives

Answer: D.

71. Which of the following steps should a program evaluation team take *first* as it begins the process of conducting a comprehensive evaluation of an early childhood program?

- a) reviewing the program's current philosophy, goals, and objectives
- b) comparing the current year's level of success to that of the previous few years
- c) creating a list of current teaching staff sorted by years of classroom experience
- d) assessing the performance of teachers, administrators, and staff for the current year

Answer: A.

72. In which of the following scenarios is an early childhood teacher acting primarily in his or her role as an advocate for children and families in the program?

- a) A preschool teacher collaborates with an agency in the community to organize a series of health and wellness events.
- b) A first-grade teacher participates in a workshop about incorporating the arts into the early childhood curriculum.
- c) A second-grade teacher regularly reads professional journals to stay informed about developments in the field.
- d) A third-grade teacher maintains a folder for every student to track individuals' development in each of the major domains.

Answer: A.

73. The Early Childhood Education is also known as the...

- a. Beginning Childhood Education
- b. Nursery Education
- c. Infantry Education
- d. Kid's Education

Answer: b

74. Which of the following can be related to Early Childhood Education?

- a) Teaching of adolescent students
- b) Teaching of young children
- c) Teaching of young children on morals
- d) Teaching of parents about young children

Answer: b

75. The age bracket of students taking Early Childhood Education is between...

- a) 0-1
- b) 0-2
- c) 0-3
- d) 0-4

Answer: c

76. Which of the following is a subset of Early Childhood Education?

- a) Teacher's Education
- b) Parent's Education
- c) Infant Education
- d) Teenager's Education

Answer: b

77. Early Childhood Education developed as a field of study during...

- a) World War 2
- b) The Revolution
- c) The Enlightenment
- d) The Dark Ages

Answer: c

78. Early Childhood Education involves which of the following?

- a) Child development
- b) Fight against child abuse
- c) Child care
- d) The emotional development of children

Answer: a

79. What is the main purpose of the Early Childhood Education?

- a) Educational child development
- b) The health of children worldwide
- c) General child development
- d) Aquacultures child development

Answer: c

80. Which of the following is associated with Early Childhood Education?

- a) World board of educators
- b) World association with early childhood educators
- c) World organization of early childhood educators
- d) World early childhood association

Answer: d

81. Which of the following is the president of association of Early Childhood Teachers worldwide?

- a) Frank Jones
- b) Juan Sanchez Muliterno
- c) Will Smith
- d) Samuel L Jackson

Answer: b

82. Which of the following is not involved in Early Childhood Education?

- a) Terrorism
- b) Child development
- c) Certification
- d) Examination

Answer: b

83. Which one of the following is Not a creative development of a three year old

- a. Dramatizes Play
- b. Imaginary companion may appear
- c. Likes to be alone listening to music
- d. Enjoys simple poems

Answer:

84. Which of the following is not a sense we use?

- a. Sight
- b. Taste
- c. Height
- d. Smell

Answer: c

85. What is the meaning of Anecdotal records?

- a. The act of assessing; appraisal; evaluation
- b. Tool used to record the degree
- c. Notes kept by the teacher concerning children's play
- d. None

Answer: a

86. Who of the following has made notable contributions to the field of school counseling?

- a) Eric Berne
- b) Urie Bronfenbrenner
- c) John Holland
- d) Norman Gysbers

Answer: "d"

87. How many experts are there in individual counselling?

- a) One
- b) Two
- c) Three
- d) None

Answer: "b"

88. Which mental health professional can use drug therapy for treatment of psychological disorders such as depression?

- a) Counsellor
- b) Clinical psychologist
- c) Psychiatrist
- d) Social worker

Answer: "c"

89. Which one of the following refers to the fourth step in the general model for counselling proposed by Thompson?

- a) Exploring what new things could be done to solve the problem.
- b) Obtaining a commitment to try one of the problem-solving ideas.
- c) Exploring what has been done to solve the problem.
- d) Closing the counselling interview.

Answer: "a"

90. Which option is false in professional counseling?

- a) The person seeking help is known as a client.
- b) The person seeking help is known as a patient.
- c) The person seeking help is known as a counselee.
- d) The trained professional is known as a counselor.

Answer: "b"

91. Which one of the following options is correct?

- a) The counsellor gives only information, not advice to the client.
- b) The counsellor gives neither information nor advice to the client.
- c) The counsellor gives both information and advice to the client.
- d) The counsellor gives either information or advice to the client as needed.

Answer: "a"

92. PCT is a form of:

- a) Psychodynamic therapy
- b) Humanistic therapy
- c) Cognitive therapy
- d) Behavioral therapy

Answer: "b"

93. Which one of the following is appropriate for the physical arrangement of an individual counseling room to be used with children?

- a) Posters with messages and slogans.
- b) A fish aquarium.
- c) A stimulating, busy room.
- d) Toys and books that can be brought out when needed.

Answer: "d"

94. Dibs in Search of Self describes a case of:

- a) A severely emotionally deprived child who is healed through play therapy.
- b) An adolescent who formulates his identity with difficulty.
- c) A delinquent who is mentored by a caring teacher.
- d) An adopted child's journey of identity development.

Answer: "a"

95. What is the full form of SFBT?

- a) Skill-focused behavioural therapy
- b) Solution-focused brief therapy
- c) Strength-focused brief therapy
- d) Skill-formation behavioural therapy

Answer: "b"

96. For children in the age group of 2-8 years old, the pattern of development include motor, social, emotional, cognitive and

- a) Adaptability skills
- b) Communication skills
- c) Language skills
- d) Writing skills

Answer c

97. Which of the following principle of development is incorrect one?

- a) There are individual differences in development
- b) Development is the result of coincidences
- c) It is a continuous process
- d) It is predictable

Answer: b

98. Which of the following play important role in the development of moral values in the child?

- a) Prayer assembly
- b) Proper socialisation
- c) Intellect
- d) All options are right

Answer: d

99. Micro-teaching is

- a) Scaled down teaching
- b) Effective teaching
- c) Evaluation teaching
- d) Real teaching

Answer: a

100. _____ occurs when there is orderly and progressive changes in a human being due to maturation and experience.

- a) Growth
- b) Development
- c) Physical changes
- d) Mental changes

Answer : b

101. In which stage the physical growth is rapid?

- a) Early childhood
- b) Infancy
- c) Adolescence
- d) School age

Answer: b

102. Which of the following is not a characteristic of early childhood?

- a) Pre-gang age
- b) Imitative age
- c) Questioning age
- d) Play age

Answer: d

103. Which step is prominent in the syntax of teaching model of memory level and understanding level ?

- a) Planning
- b) Exploration
- c) Generalization
- d) Presentation

Answer: d

104. What is the age group of early childhood?

- a) 0 to 2 years
- b) 2 to 4 years
- c) 2 to 6 years
- d) 4 to 7 years

Answer: b

105. The child begins to form concepts of physical and social reality, this is one of the characteristics of

- a) Physical development
- b) Intellectual development
- c) Emotional development

d) Social development

Answer: b

106. When children are involved in planning, it helps _____ to take into account the varied learning styles of young children and their individual differences.

- a) Friends
- b) Parents
- c) Teachers
- d) Grand parents

Answer: c

107. According to Piaget, which one of the following factors plays an important role in influencing development?

- a) Reinforcement
- b) Language
- c) Experience with the physical world
- d) Imitation

Answer: c

108. Which of the following statements best defines Maturation ?

- a) It is directly based on Social Cognitive Learning
- b) It is an Automatic Biological development of the body that naturally unfolds overtime
- c) It does not take place in human beings
- d) It is the basis of all Physical and Physiological developments

Answer: b

109. Total time taken in Indian Model of Micro Teaching is

- a) 30 minute
- b) 40 minute
- c) 36 minute
- d) 45 minute

Answer: c

110. Morrison has described five steps in his teaching model at understanding level which are

- I. Presentation
- II. Exploration
- III. Organisation
- IV. Assimilation
- V. Recitation

The correct sequence is

- a) I, II, III, IV, V
- b) II, I, IV, III, V
- c) IV, V, III, I, II
- d) II, I, III, IV, V

Answer: b

111. Training before normal maturation is generally

- a) highly beneficial with respect to performance of the common skills.
- b) beneficial from the point of view of long term.
- c) harmful from all points of view.
- d) beneficial or harmful depending on the method used in training.

Answer: d

112. "Development is a never-ending process". This statement is related to which principle of development?

- a) Principle of continuity
- b) Principle of integration
- c) Principle of interaction
- d) Principle of inter relationship

Answer: a

113. In which of the following skill, testing of previous knowledge comes ?

- a) Skill of demonstration
- b) Skill of introduction
- c) Skill of stimulus variation
- d) Skill of closure

Answer: b

114. Which of the following statement is not correct?

- a) Development is a quantitative process.
- b) Education is a goal oriented process.
- c) Learning is a process of behavioural change.
- d) Growth is a biological process.

Answer: a

115. A child of 6 or 7 years old is not able to accept other's view point

- a) Because he is too young
- b) Because he is ego centric
- c) Because he is not intelligent
- d) Because he is imaginative

Answer: b

116. Toy age refers to

- a) Early Childhood
- b) Late Childhood
- c) Babyhood
- d) All of these

Answer: A

117. Which of the following statement is not appropriate to motivation as a process

- a) It causes a person to move towards a goal
- b) B.It satisfies the person's biological needs
- c) C.It helps in achieving a psychological ambition
- d) D.It keeps away from an unpleasant situation

Answer: D

118. A child writes with his / her left hand and is comfortable doing things with it, she / he should be -

- a) Discouraged
- b) Made to write with the left hand
- c) Allow his preference
- d) Send to seek medical help

Answer: C

119. Which of the following is NOT a sign of 'being gifted' ?

- a) Curiosity
- b) Creativity
- c) Poor relationship with peers
- d) D.Interest in extra reading

Answer: C

120. Language of word is not necessary for

- a) Imaginative Thinking
- b) Conceptual Thinking
- c) Associative Thinking
- d) Perceptual Thinking

Answer: A

121. Which indicates the change in the quality or character of a child?

- a) Growth
- b) Development
- c) Learning
- d) Environment

Answer: B

122. Single factor theory of intelligence was given by _____

- a) Alfred Binet
- b) Thorndike
- c) Freeman
- d) None of them

Answer: A

123. Who is the father of "Theory of Multiple Intelligence"?

- a) Gardner
- b) Vygotsky
- c) Bruner
- d) Piaget

Answer: A

124. Who gives more stress to the philosophy of social constructivism?

- a) Piaget
- b) Kohlberg
- c) Vygotsky
- d) Dewey

Answer: C

125. Learning depends on cognitive development

- a) Always
- b) Some Times
- c) Never
- d) In calculation

Answer: A

126. The best place of social development for a 12 years old child is _____

- a) Neighborhood
- b) Family
- c) Playground
- d) School

Answer: C

127. Select "the educable" group of students from the following groups, indicating different I.Q. levels

- a) 50 to 70
- b) 30 to 50
- c) 70 to 90
- d) 40 to 80

Answer: A

128. IQ scores are generally _____ correlated with academic performance.

- a) Least
- b) Perfectly
- c) Highly
- d) Moderately

Answer: C

129. Nature of children are like

- a) Imitative
- b) Constructive
- c) Imaginative
- d) Destructive

Answer: A

130. Theory of multiple intelligence implies the following except

- a) intelligence is a distinct set of processing operations used by an individual to solve problems.
- b) disciplines should be presented in a number of ways
- c) learning could be assessed through a variety of means
- d) emotional intelligence is not related to IQ

Answer: D

131. Gifted students are

- a) non-assertive of their needs
- b) independent in their judgments
- c) independent of teachers
- d) introvert in nature

Answer: B

132. The cardinal principles of learner centered education are _____

- a) Learning by doing
- b) Learning by living
- c) Both
- d) None of these

Answer: : C

133. _____ is the capacity to acquire and apply knowledge.

- a) Personality
- b) Intelligence
- c) Aptitude
- d) Attitude

Answer: B

134. Adolescents may experience

- a) feeling of self-actualization
- b) feeling of satiation about life
- c) anxiety and concern about themselves
- d) feeling of fear about sins committed in childhood

Answer: A

135. How a "Teacher" should behave with the students?

- a) Father Like

- b) Friend Like
- c) General
- d) Elder Like

Answer: B

136. Who is regarded as the first teacher of a child?

- a) Headmaster
- b) Class-Teacher
- c) Mother
- d) Tutor

Answer: C

137. Sign of creative child is his/her

- a) Intelligence
- b) Good behavior
- c) Creativity
- d) Good memory

Answer: C

138. The raw material of thinking is

- a) Symbols
- b) Semantics
- c) Man
- d) Child

Answer: A

139. What is the unit of Heredity?

- a) Chromosome
- b) Gene
- c) fertilized cell
- d) Zygote

Answer: B

140. Which one of the following is an example of a fine motor skill?

- a) Climbing
- b) Hopping
- c) Running
- d) Writing

Answer: D

141. _____ Is the ratio of mental age to the chronological age multiplied by 100.

- a) Emotional quotient
- b) Intelligence quotient
- c) Both

d) None of these

Answer: B

142. Which of the following is not a product of learning?

- a) Skill
- b) Knowledge
- c) Maturation
- d) Physical structure

Answer: C

143. A group of students are found to be harassing another student. What should be your reaction?

- a) Punish the students
- b) Send to their parents
- c) Counsel the students individually
- d) Give them a severe warning

Answer: C

144. What is meant by Schema?

- a) Chunking mechanisms
- b) Learning techniques
- c) Organized packets of information stored in long-term memory
- d) Defense mechanisms

Answer: C

145. How many stages of cognitive development recommended by Piaget?

- a) Seven stages
- b) Six stages
- c) Four Stages
- d) Two Stages

Answer: C

146. Smallest unit of meaning in a language is

- a) Syntax
- b) Morpheme
- c) Pragmatics
- d) Phoneme

Answer: B

147. Intelligence testing is useful for knowing _____

- a) Individual difference
- b) Mental retardation
- c) Educational backwardness
- d) All of these

Answer: D

148. The process of expansion of an individual's capacities quantitatively, should be termed as:

- a) Development
- b) Growth
- c) Equilibration
- d) Maturation

Answer: A

149. Teaching-Learning process fundamentally completed in

- a) Class-room
- b) School
- c) Society
- d) Home

Answer: A

150. In which of the following stages the child looks self-centered?

- a) Infancy
- b) Early childhood
- c) Adolescence
- d) Adulthood

Answer: B

151. Primary education helps _____

- a) Socialization of child
- b) Democratization of child
- c) In course understanding
- d) All of the above

Answer: B

152. The period of sensory motor adaptation of Piaget is_____

- a) 0-2 years
- b) 1-3 years
- c) 3-5 years
- d) 4-6 years

Answer: A

153. Who is the father of genetic epistemology?

- a) Piaget
- b) Bruner
- c) Vygotsky
- d) Dewey

Answer: A

154. Child growth as proceeding through an organized sequence of stages divided roughly by age in view of _____

- a) Kohlberg
- b) Piaget
- c) Vygotsky
- d) Skinner

Answer: D

155. The most important quality of an effective teacher is

- a) Deep knowledge about the subject taught
- b) A strict disciplinarian
- c) Good rapport with the students
- d) A good motivator

Answer: D

156. Questioning in the class-room

- a) Clarifies the subject-matter
- b) Develops inactivity
- c) Is a wastage of time
- d) Creates indiscipline

Answer: A

157. A shredder is there to;

- a) Destroy paper documents by cutting them into small pieces.
- b) Staple pieces of paper together.
- c) Fax documents.
- d) Open envelopes.

Answer: a

158. A photocopier is used to;

- a) Take photos the way a camera does.
- b) Screen unwanted phone-calls.
- c) Make paper copies of documents.
- d) Correct spelling and grammar mistakes in documents.

Answer: c

159. In an office, for safety reasons it is important to:

- a) Make sure that the windows are kept open throughout the day.
- b) Say good morning to your colleagues in the morning.
- c) Keep the office temperature at a low level, no matter what the weather.
- d) Keep all emergency exits, stairs and walkways clear of any obstruction.

Answer: d

160. A device that is connected to a laptop and which prints out information onto paper is called a;

- a) Printer
- b) Scanner
- c) Diary
- d) Switchboard

Answer: a

161. To run an effective filing system you should;

- a) Avoid saving unnecessary documents.
- b) Keep all filing cabinet doors closed at all times.
- c) Drink lots of coffee when filing away paperwork.
- d) Make sure that all cables in the office are hidden and not exposed.

Answer: a

162. Excel is used to create;

- a) Drawings
- b) Presentations
- c) Spreadsheets
- d) Infographics

Answer: b

163. What does faxing a document mean?

- a) Transmitting or receiving a document by a fax machine.
- b) Proofreading a document.
- c) Printing multiple copies of a document.
- d) Throwing a document away.

Answer: a

164. To properly receive, process, file and report all official documents, you should;

- a) Keep a copy of every document the company has ever produced, no matter how trivial it is.
- b) Have an effective Document Management system.
- c) Photocopy all documents and then take one copy home for safekeeping.
- d) Run an effective Diary Management system.

Answer: d

165. What is Microsoft Outlook used for?

- a) To keep a track of office expenses.
- b) It's part of the diary management system.
- c) Used to assist with company audits.
- d) The management of emails and personal information.

Answer: d

166. One practical way to bring down office expenditure is to;
- a) Keep the office windows open throughout the day.
 - b) Send everyone home one hour early from work.
 - c) Get staff to send out letters rather than emails.
 - d) Turn off unused lights and computers or laptops at the end of the day.

Answer: d

167. To create effective presentations and correspondence you should;
- a) Have good knowledge of Microsoft Office packages like Word & Excel.
 - b) Be able to file away paperwork properly.
 - c) Be prepared to plagiarise and copy other people's writing.
 - d) Know how to add and subtract.

Answer: d

168. Screening calls is a way of;
- a) Finding out the number of the person calling you.
 - b) Identifying unwanted sales or nuisance phone calls.
 - c) Getting vital information and statistics from callers.
 - d) Giving callers the information they are looking for.

Answer: d

169. Diary management helps you to:
- a) Book hotels for the company.
 - b) Complying with all legal, regulatory and best practice guidelines.
 - c) Participate in meetings.
 - d) Keep track of appointments and events.

Answer: d

170. What does touch-typing mean?
- a) Typing using all of your fingers and without looking at the keys.
 - b) Using your typing skills to quickly find and obtain information.
 - c) Communicating clearly with work colleagues using emails.
 - d) Being able to handle large amounts of paperwork and data.

Answer: b

171. Good online password protection for computers will help to protect your company from:

- a) People trying to physically break into your office.
- b) Online hacking and corporate sabotage, both from inside the company and out.
- c) Unnecessary office expenditure.
- d) Computers and associated IT equipment malfunctioning.

Answer: b

172. In an office, which of the following is it most important to know the location of;

- a) Coffee and snack vending machines.
- b) Bathroom and locker-rooms.
- c) Emergency exits, first-aid kits and fire extinguishers.
- d) Where the office stationary supplies are kept.

Answer: c

173. The NEP 2020 replace the
- e) National Education Policy (NEP), 1986
 - f) National Policy on Education, 1969
 - g) Both (a) and (b)
 - h) None of the Above

Answer : b

174. Ministry of Human Resources Development (MHRD) renamed as
- e) Ministry of Human Development
 - f) Ministry of Education
 - g) Ministry of Higher Education
 - h) Ministry of Human Capital

Answer : b

175. The current 10+2 school curriculum to be replaced by a new
- e) 5+3+3+4 curricular structure
 - f) 5+4+3+3 curricular structure
 - g) 5+2+2+4 curricular structure
 - h) 2+3+3+4 curricular structure

Answer : a

176. will be created as an apex body for fostering a strong research culture and building research capacity across higher education as per NEP 2020.

- e) National Commission Foundation
- f) Higher Commission Education
- g) National Research Foundation
- h) None of the above

Answer: C

177. NEP 2020 recommends that 'Fund' to build the nation's capacity to provide equitable quality education for all girls as well as transgender students. What will be the name of the fund?

- e) 'Gender-Employment Fund'
- f) 'Gender-Inclusion Fund'
- g) 'Gender-Promotion Fund'
- h) 'Gender-Education Fund'

Answer: b

178. NEP 2020 stated to establish a national repository of high-quality resources on foundational literacy and numeracy on Government Digital Platform. What is the name of the Govt. Digital platform?

- e) NCERT
- f) DIKSHA
- g) DISHA
- h) NISHITHA

Answer: b

179. What is the objective to National Assessment Centre, PARAKH?

- e) setting question paper and organizing exams
- f) setting questions paper for board exam
- g) setting norms, standards, and guidelines
- h) setting question papers for UGC

Answer: c

180. Which government organizations will develop guidelines for the education of gifted children?

- e) NCERT and NCFCS
- f) NCERT and NCTE
- g) NCERT and NTA
- h) NCERT and SCERT

Answer: b

181. What is the full form of ABC as per the NEP 2020?

- e) Academic Basic Certificate.
- f) Annual Basic Certificate.
- g) Annual Bank of Credit.
- h) Academic Bank of Credit.

Answer: d

182. NIPUN stands for

- e) National Initiative for Proficiency in Reading with Understanding and Numeracy
- f) New Initiative for Proficiency in Reading with Understanding and Numeracy
- g) National Initiative for Proficiency in Reading with Understanding and Number
- h) New Initiative for Proficiency in Reading with Understanding and Number

Answer: a

183. SARTHAQ stands for

- e) 'Study' and Teach' Historical Advancement through Quality Education
- f) 'Study' and Teach' Holistic Advancement through Quality Education
- g) 'Students' and Teachers' Holistic Advancement through Quality Education
- h) 'Students' and Teachers' Historical Advancement through Quality Education

Answer: c

184. NISHTHA stands for

- e) New Initiative for School Heads' and Teachers' Holistic Advancement
- f) New Initiative for Social Heads' and Teachers' Holistic Advancement
- g) National Initiative for Social Heads' and Teachers' Holistic Advancement
- h) National Initiative for School Heads' and Teachers' Holistic Advancement

Answer: d

185. NIEPA stands for

- e) National Institute of Educational Planning and Administration
- f) National Institution of Educational Planning and Administration
- g) New Institute of Educational Planning and Administration
- h) New Institution of Educational Planning and Administration

Answer: a

186. DEEO stands for

- e) District Elementary Education Office
- f) District Elementary Education Officer
- g) Department of Elementary Education Office
- h) Department of Elementary Education Officer

Answer: b

187. NEP stands for

- e) National Education Plan
- f) New Education Plan
- g) National Education Policy
- h) New Education Policy

Answer: c