

Kathmandu University High School

Chaukot, Kavre

Syllabus for Cognitive and Performance Test

Position: Office Secretary and School Manager

Exam Duration: 3 hours

Total Marks: 100

General Knowledge: 10%; Cognitive Test: 45%; Performance Test: 45%

Course Outline:

1. General Knowledge:

- School Education in Nepal
- Functions of the Ministry of Education, Science and Technology (Specific to school education)
- School functions, operation plan, calendar, and budget.
- Key function of management
- Technology in school management

2. Work-Related:

- Office Communication: Letter Writing, Notice Writing, Report Writing, Memos, Filing
- Computer Knowledge: EMIS, MS Word, MS Excel, MS PowerPoint, MS Access, Software in General, Email, Internet and AI
- Application of principles of administrative management in school: Planning, Organizing, Leading, and Controlling
- Record Management
- Logistics Management
- Planning of Activities
- Budgeting Process
- Human Resource Planning, Supervision, Teamwork
- Public Relations, Negotiation Skill
- Meeting Management and Minute Writing
- Time Management
- Inventory Management
- Procurement Process and Procedures
- Communication Skills
- Admission and Examination Process and Procedures
- Management of the hostel, store, canteen, etc., including school assets
- Discipline and ethics of care.
- School's rules and regulations.