

POST GRADUATE DIPLOMA IN SCHOOL LEADERSHIP AND MANAGEMENT (PGDSLML)

ASSIGNMENTS (JANUARY & JULY 2021)

MES – 004: HEAD TEACHERS AS SCHOOL LEADERS

Answer the following questions in about 500 words each.

1. Explain the principle of alignment at organizational level of management. Describe the different areas of 'openness' in organizations that have effective leaders.
2. Discuss the moral dilemmas concerning you as a head teacher and explain how you can help teachers deal with ethical decisions.
3. Explain the importance of problem solving skills for a head teacher. Illustrate the problem solving model you employ as a head teacher.

MES-005: HUMAN RESOURCE DEVELOPMENT

Answer the following questions in about 500 words each.

1. Explain the concept of ego states. As a head teacher, how do you use transactional analysis for mediating and controlling your interpersonal behavior? Give examples.
2. What do you understand by 'Job Analysis'? Briefly explain at least three methods of job analysis that can be used in a school.
3. As a head teacher, review and write about your actions and identify your leadership base and style. Which power type in your opinion, is the most suitable for school leadership and why?

MES-006: MANAGING TEACHING-LEARNING

Answer the following questions in about 500 words each.

1. Explain the use of mass media for effective teaching-learning process.
2. Describe the role of a head teacher in the identification and selection of appropriate teaching-learning resources.
3. Discuss the various types of records that are kept in schools. How these records can be used as an effective tool for the guidance of learners, teachers and parents?

MES-007: SCHOOL GOVERNANCE AND FINANCIAL MANAGEMENT

Answer the following questions in about 500 words each.

1. Discuss the role of 'ethics in resource mobilisation'.
2. Discuss any five financial rules that you will frame for your schools and explain how the rules will help financial management of your institution.
3. Discuss the significance of auditing for managing a school.

MES – 008: LEADERSHIP FOR BETTER SCHOOLS

Answer the following questions in about 500 words each.

1. Discuss the issues that may reduce the effectiveness of school-community partnership.
2. Describe the features of a multicultural school. Suggest strategies for promoting pluralism in your school.
3. Explain the steps involved in school development planning. Using these steps prepare a school development plan.