

## **POST GRADUATE DIPLOMA IN SCHOOL LEADERSHIP AND MANAGEMENT (PGDSLML)**

### **ASSIGNMENTS (JANUARY & JULY 2022)**

#### **MES – 004: HEAD TEACHERS AS SCHOOL LEADERS**

**Answer the following questions in about 500 words each.**

1. Discuss the elements of a communication process and describe the characteristics of an effective communicator.
2. Explain your roles, functions and responsibilities as a school leader for providing instructional and transformational leadership.
3. Discuss the skills required by a school head for making effective decisions. Illustrate your answer with the help of a strategic decision that you have taken involving the staff in your school.

#### **MES-005: HUMAN RESOURCE DEVELOPMENT**

**Answer the following questions in about 500 words each.**

1. Explain the purpose of conducting staff appraisal in schools. Discuss the various methods of staff performance appraisal used in your school.
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. In the next academic year, Arts stream will be added to the higher secondary section of your school. As the head teacher of the school, prepare a report on the following to submit to the School Management Committee:
  - Assessment of needs (human resource)
  - Sources of recruitment
  - Process of recruitment
  - Modes of advertising
  - Content of the advertisement

### **MES-006: Managing Teaching-Learning**

**Answer the following questions in about 500 words each.**

1. Define the term curriculum. What are the principles to be followed while planning a curriculum?
2. "School Resource Maintenance is a co-operative endeavour." Justify the statement with suitable examples.
3. What are the skills needed for organizing the learning experiences? Suppose you have been given the charge to take a class on 'Environmental Protection' in your School. What are the learning experiences you would frame for your students inside and outside the classroom?

### **MES-007: School Governance and Financial Management**

**Answer the following questions in about 500 words each.**

1. Discuss any two forms of budgeting.
2. Describe the sources of funds for a school.
3. For which two aspects of your school would you like your school to have partnership with an external organization? Why?

### **MES-008: LEADERHSIP 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. How can a head teacher involve major stakeholders in the School Development Plan?

Give examples from the school context to substantiate your answer.

3. You have been asked to develop a plan for the following objectives:
  - i. Enhancing reading and writing skills of senior secondary students in English and
  - ii. Improving skills of students in science practical.

Develop a format outlining actions required, timescales, responsibility, resource implications and success criteria for the above objectives.