

**POST GRADUATE DIPLOMA IN SCHOOL
LEADERSHIP AND MANAGEMENT
(PGDSL M)**

ASSIGNMENTS (JANUARY & JULY 2023)



School of Education

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MES – 004: HEAD TEACHERS AS SCHOOL LEADERS

Answer the following questions in about 500 words each.

1. Discuss the role of a head teacher as the one who is providing instructional, transformational and collaborative leadership for the school.
2. What are the characteristics of an effective school? Describe the indicators you would use for assessing the improvement of your school.
3. Critically examine the factors that help and impede the effectiveness of staff meeting in your school. Suggest ways to minimize the impeding factors.

MES-005: HUMAN RESOURCE DEVELOPMENT

Answer the following in 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 in 500 words each.

1. Explain the principles to be followed while using teaching aids. Discuss the problems you face while using teaching aids.
2. Explain with examples how ICT can be used as a tool for resource maintenance.
3. Prepare an achievement test based on any topic of your choice.

MES-007: SCHOOL GOVERNANCE AND FINANCIAL MANAGEMENT

Answer the following questions in about 500 words each.

1. Describe the sources of funds for schools.
2. Describe how school-community partnership can help your school.
3. Describe the need for auditing. Describe the types of auditing.

MES – 008: LEADERSHIP FOR BETTER SCHOOLS

Answer the following questions in about 500 words each.

1. List the characteristics of effective learning environments for community-based learning. Discuss any two teaching methods that can be useful in this context.
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.