

PGDSLM

**Post Graduate Diploma
in
School Leadership and Management**

ASSIGNMENTS

January 2012



School of Education

**Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068**

Assignments

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Post Graduate Diploma in School Leadership and Management (PGDSL M)

MES-004 : HEAD TEACHERS AS SCHOOL LEADERS

Answer the following questions:

- i) Discuss the importance of management of self and teams in the context of educational management.
(250 words)
- ii) Describe the characteristics of a learning organisation.
(250 words)
- iii) How does intra-personal conflict occur? Describe five different situations of inter-personal conflict and how you have resolved it as a supervisor/head teacher.
(1000 words)

MES-005 : HUMAN RESOURCE DEVELOPMENT

Answer the following questions:

- i) What is job analysis? Why should schools undertake job analysis?
(250 words)
- ii) Why is supervision considered a necessary function of a head teacher? Discuss the process of supervision.
(250 words)
- iii) Discuss inter personal style using TA concepts of ego states and life positions. What is your dominant inter-personal style? Illustrate your inter personal behaviour in different situations locating it in all four life positions.
(1000 words)

MES-006 : MANAGING TEACHING-LEARNING

Answer the following questions:

- i) Explain the principles of curriculum planning. (500 words)
- ii) Discuss the role of Information and Communication Technology (ICT) in curriculum transaction. (500 words)
- iii) Describe your role as Head of the Institution in identification and selection of appropriate teaching-learning resources. (500 words)

MES-007 : SCHOOL GOVERNANCE AND FINANCIAL MANAGEMENT

Answer the following questions:

- i) Discuss the steps a principal of a school may take for implementing the concept of shared governance. (500 words)
- ii) Explain the measures a principal of a school may adopt to nurture school-community partnership. (500 words)
- iii) Discuss the method of budgeting you would like to adopt and the reasons for selecting the method. (500 words)

MES-008 : LEADERSHIP FOR BETTER SCHOOLS

Answer the following questions in about 1500 words total (i.e. each in 500 words).

- i) Discuss the elements of community based learning. How can a head teacher facilitate community based learning?

(250 words)

- ii) What are the characteristics of a culturally responsive school? Discuss the management strategies you would employ as the head teacher of a culturally responsive school?

(250 words)

- iii) Why is the process of change significant for school improvement? Prepare a school development plan following the steps given in Unit 1.

(1000 words)