

PGDEMA

**POST GRADUATE DIPLOMA IN EDUCATIONAL
MANAGEMENT AND ADMINISTRATION**

ASSIGNMENTS

(January & July - 2014)



School of Education
Indira Gandhi National Open University

Maidan Garhi, New Delhi-110068

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| Course Code | Date of Submission | |
|-------------------------------------|--------------------------|---------------------------|
| | January Session | July Session |
| MES-041 | 30 th April | 30 th October |
| MES-042 | 30 TH May | 30 th November |
| MES-043 | 15 TH July | 15 th January |
| MES-044 | 30 TH Aug | 30 th |
| MES-045/MES-046/ MES-047/MES-048 | 30 TH October | 30 th April |

Please Note:

- a) The Assignment Responses may be submitted by hand or sent by registered post to the Programme-in-Charge of your Programme Centre.
- b) You should retain a copy of all the assignment responses in your own interest.

MES-041: GROWTH AND DEVELOPMENT OF EDUCATIONAL MANAGEMENT

Answer the following questions in about **1500** words.

1. Describe the skills needed by an educational manager.
(500 words)
2. Discuss the suggestions and recommendations of National Knowledge Commission on management of School Education.
(500 words)
3. Describe the application of ICT in the field of educational management. Visit any educational institutions in your area and prepare a report on the use of applications of ICT in the administrations and management by the institution.
(500 words)

MES -042: DIMENSIS OF EDUCATIONAL MANAGMENT

Answer the following questions in about **1500** words.

1. Discuss the role and functions of Village Education Committee in the management of primary education.
(500 words)
2. Discuss the role of SSA in fulfilling the needs of universalization of elementary education in the country.
(500 words)
3. Explain briefly the projects and innovative schemes launched in your state for universalization of elementary education.
(500 words)

MES-043: ORGANISATION BEHAVIOUR

Answer the following questions in about **1500** words.

1. Describe the need to study organisational behaviour of an educational institution.
(500 words)
2. What are the different stakeholders in decision making of an educational institution.
Discuss the role of any one of them.
(500 words)
3. Interview few teachers in any educational institution. Write a report on different type of indicators used by the institution in the educational planning .
(500 words)

MES-044: INSTITUTIONAL MANAGEMENT

Answer the following questions in about **1500** words.

1. What do you understand by management of evaluation. Discuss the various steps involved in management of evaluation.
(500 words)
2. Explain the role of University Grants Commission (UGC) in the management of higher education.
(500 words)
3. Suppose you have to prepare the budget for your institution. Explain the steps you will follow to do the same.
(500 words)

MES 045 : SCHOOL EDUCATION

Answer the following questions in about **1500** words.

1. Explain the role of local level organizations in the management of school education in India.
(500 words)
2. Discuss the importance of school community relationship in school education.
(500 words)
3. Keeping in mind the present day demands, identify the quality indicators for the schools. Suggest the ways through which these could be met.
(500 words)

MES-046: HIGHER EDUCATION

Answer the following questions in about **1500** words.

1. Discuss, with examples, the major challenge of higher education in India.

(500 words)

2. What does Quality in high education mean? Suggest a few indicators to assess quality in the Teaching-Learning process in higher education.

(500 words)

3. Describe different styles of leadership with examples from higher education context.

(500 words)

MES 047- Open and Distance Education

Answer the following questions in about **1500** words.

1. Describe the characteristics of self learning material.

(500 words)

2. On the basis of your experience as a distance learner, explain how distance learning institutions are different from those belonging to the conventional system.

(500 words)

3. Describe the steps to be taken for programme development in open and Distance Education.

(500 words)

MES – 048 Alternative Education

Answer the following questions in about **1500** words.

1. What are the constitutional provisions made so far for education? Critically analyze its strengths and weaknesses.

(500 Words)

2. What major tools and techniques of Student Assessment should be followed so that Alternative Assessment Programme is able to evaluate its students comprehensively?

(500 Words)

3. Explain the role of educational philosophies of Rabindranath Tagore and Mahatma Gandhi in shaping the alternative education systems in India.

(500 Words)