

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

ASSIGNMENTS

(January, 2015)



**School of Education
Indira Gandhi National Open University
Maidan, Garhi, New Delhi – 110068**

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

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 E-governance in the context of management of innovations in education.
(500 words)
2. Discuss issues in management in non-formal education at the School Education sector.
(500 words)
3. Select any problem/challenge you might have faced regarding management of education. Prepare a draft proposal for undertaking it as an action research.
(500 words)

MES-042: DIMENSIONS OF EDUCATIONAL MANAGEMENT

Answer the following questions in about 1500 words.

1. Describe conceptual framework for policy formulation in education.
(500 words)
2. Discuss the role of the Centre and States in education.
(500 words)
3. Describe the concept of decentralization in the context of India. Discuss its weaknesses on implementation in the context of your State.
(500 words)

MES-043: ORGANISATIONAL BEHAVIOUR

Answer the following questions in about 1500 words.

1. Describe significance of transformational leadership for educational institutions.
(500 words)
2. Various forms of power play a role in the decision making in management in the educational organisation. Discuss with examples.
(500 words)
3. Suppose, you have been appointed as a head, what strategies you would adopt as a transformational leader in an educational institution? Discuss.
(500 words)

MES-044: INSTITUTIONAL MANAGEMENT

Answer the following questions in about 1500 words.

1. What are the key features of a budget?
(500 words)
2. Discuss various types of budget with examples from educational institutions.
(500 words)
3. Suppose you have been assigned the task to set up a digital library in your educational institution, please prepare a draft budget proposal for the same.

Note: The institution may be a school or a college, a polytechnic or any other type of educational institution.

(500 words)

MES 045: SCHOOL EDUCATION

Answer the following questions in about 1500 words.

1. Explain briefly the process of preparing an institutional plan.
(500 words)

2. Describe the various components of a Total Quality Management with suitable examples in a school.

(500 words)

3. Identify the challenges faced in implementation during Right to Education Act, and suggest ways to overcome them.

(500 words)

MES-046: HIGHER EDUCATION

Answer the following questions in about 1500 words.

1. Do you think the modern concept of management applies to educational institutions? Justify your answer with suitable case studies.

(500 words)

2. Discuss the various leadership styles and their influences on the performance of educational institutions with suitable illustrations.

(500 words)

3. Which are the major functions of human resource management in a higher education organization? What would be the major thrust of human resources management in the institution.

(500 words)

MES-047: OPEN AND DISTANCE EDUCATION

Answer the following questions in about 1500 words.

Choose a topic that you would like to teach through the distance mode, using self learning material. Develop the following for it:

1. Structure, objectives and introduction;
2. The first section and one subsection;
3. Mechanism for self assessment

MES-048: ALTERNATIVE EDUCATION

Answer the following questions in about 1500 words.

1. The philosophy of alternative education is grounded and guided by thoughts propounded by education thinkers, educationists and reformers. Discuss this statement in Indian context.

(500 words)

2. What are the salient features of the Right to Education Act (2009)? There are many issues in the interpretation of the Right to Education Act. Discuss.

(500 words)

3. Select any NGO in your State/U.T and make an in-depth study focusing on any two of the given points i.e. its functioning, school areas covered, special strategies and pedagogies adopted, designing of new curricula and textbooks and in-service training of teachers.

(500 words)