

**PGDEMA**

**Assignment for**

**POST GRADUATE DIPLOMA IN**  
**EDUCATIONAL MANAGEMENT**  
**AND**  
**ADMINISTRATION (PGDEMA)**

**January 2016**  
**and**  
**July 2016**



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

# **POST GRADUATE DIPLOMA IN EDUCATIONAL MANAGEMENT AND ADMINISTRATION (PGDEMA)**

## **Assignment (January and July 2016)**

### **MES-041: GROWTH AND DEVELOPMENT OF EDUCATIONAL MANAGEMENT**

**Answer the following questions in about 500 wordseach.**

1. Describe different categories of non-formal education.
2. What is comparative education? Explain the factors that influence it?
3. What are the skills needed by administrators and managers? Explain, with reasons, as to how these skills will help them in managing organisational climate and organisational change.

### **MES-042: DIMENSIONS OF EDUCATIONAL MANAGEMENT**

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

1. Visit websites of various central educational bodies. Enlist various central scholarship schemes available for higher education. Critically analyze their role in promoting higher education in India.
2. Discuss the importance of state open boards and state open universities in promoting education among unreached.
3. Suggest a model of monitoring at village level, which can ensure quality education in village schools by involving community members.

### **MES-043: ORGANISATIONAL BEHAVIOUR**

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

1. Describe the process of team building with the help of an example.
2. As a transformational leader, mention the strategies that would you adopt to you're your organization.
3. As a head of an institution, how would you develop positive interpersonal relationship in your organization? Support your answer with suitable examples.

### **MES-044: INSTITUTIONAL MANAGEMENT**

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

1. Critically analyse the group centred methods of curriculum transaction.
2. Compare student support services provided by Conventional System of Education and Open Education System.
3. Suppose you are asked to prepare a budget for your institution, which type of budget you will choose and elaborate the steps for preparing the same.

### **MES-045: SCHOOL EDUCATION**

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

1. Why should a school have a clear vision and mission? Justify your answer with suitable example.
2. Explain the process of institutional planning.
3. Identify the strengths, weaknesses, opportunities and threats of your institutions, and suggest ways to tackle weakness and threats.

### **MES-046: HIGHER EDUCATION**

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

1. How do we ensure accountability measures while granting autonomy to institutions of higher education?
2. With the help of an example, explain how balance scorecard can be used as a strategy for the management of higher educational institutes.
3. Prepare an operational budget of your institution keeping in mind of the changing demands of higher educational institutions.

### **MES-047: OPEN AND DISTANCE EDUCATION**

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

1. What is meant by systems approach? Why is it important in open and distance learning institutions?
2. Is distance education relevant today? Why?
3. What is the meaning of self learning material? Discuss its characteristics.

## **MES-048: ALTERNATIVE EDUCATION**

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

1. What do you understand by alternative education? How is it different from formal education? **(500 words)**
2. What are the core ideas of Gandhiji's Basic Education? Discuss the factors responsible for its failure. **(500 words)**
3. As an alternative education teacher, how will you ensure that your programme is able to serve the purpose for which it was designed? Discuss programme evaluation strategies keeping in mind holistic view of the alternative education programme with a focus on the philosophy and ideology of the institution. **(500 words)**