

PGDEMA

**Post Graduate Diploma
in
Educational Management
and
Administration**

**ASSIGNMENTS
(JANUARY 2019)
&
(JULY 2019)**



School of Education

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi – 110 068

Post Graduate Diploma in Education Management and Administration

ASSIGNMENT

MES-041: GROWTH AND DEVELOPMENT OF EDUCATIONAL MANAGEMENT

Answer the following questions in about 500 words each.

1. Discuss the dimensions of and issues in secondary education.
2. Highlight the factors that contribute to innovation in learning organization.
3. Identify the skills needed by administrators and managers, How will you apply them as an educational manager or administrator? Give suitable examples.

MES 042: DIMENSIONS OF EDUCATIONAL MANAGEMENT

Answer the following questions in about 500 words each.

1. Critically analyze recommendations of various commissions/educational policies in India since independence in the light of provisions for ensuring equity and equality in education.
2. Why is it important to formulate policies for education at state level? Discuss any two schemes of your state government for promoting education in deprived sections.
3. As a principal of a school, prepare a plan of action to engage community in planning and management of school.

MES-043: ORGANIZATIONAL BEHAVIOUR

Answer the following questions in about 500 words each:

1. Describe the traits of transformational leaders. Why do we need transformational leadership for educational development?
2. What are the basic requirements for building interpersonal relationship? Explain the steps for developing good interpersonal relationships?
3. Discuss with examples the various communication networks used in institution to convey message to teachers, staff and students.

MES-044: INSTITUTIONAL MANAGEMENT

Answer the following questions in about 500 words each.

1. Discuss the Pre-active and Interactive Phases of Classroom Management. What precautions and planning does a teacher do in both the phases of Classroom Management?
2. What do you mean by Human Resource Management? Discuss the need of Human Resource Management at different levels with suitable examples.
3. Prepare a plan for conducting a Focus Group Discussion in your class on any topic of your choice addressing the basic rules, process and its educational uses.

MES-045: SCHOOL EDUCATION

Answer the following questions in about 500 words each.

1. Discuss the need of having a clear vision and mission for an educational institution, with suitable examples.(500 words)
2. Explain the role of local level organizations in the management of school education in India.
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. Discuss the role of higher education in the global context.
2. Explain how balance scorecard can be used as a strategy for managing higher education institutions.
3. What are the steps to be followed while preparing a budget? Prepare an operational budget for your institution.

MES 047- Open and Distance Education

Answer the following questions in about 500 words each.

1. Describe the process of programme development.
2. Discuss the concept of systems approach in the context of a distance education institution.
3. Discuss briefly the characteristics of self learning material (SLM). In the light of these characteristics critique the SLM you have used for this course.

MES -048: Alternative Education

Answer the following questions in about 500 words each:

1. Discuss the contribution of any two pioneers in the field of Alternative Education fro International arena.
2. Explain the concept Education for All Development Index (EDI)? Discuss the four goals measured in the EDI and their corresponding indicators with examples.
3. Critically examine the role of any education institution from your state in the field of alternative education.

