

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

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



*School of Education*  
**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**Maidan Garhi, New Delhi – 110 068**

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

## **ASSIGNMENT**

**Sessions: January 2019/July 2019**

### **MES-004: HEAD TEACHERS AS SCHOOL LEADERS**

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

1. Explain your roles, functions and responsibilities as a school leader for providing instructional and transformational leadership.
2. Explain the concept of conflict. Describe the type of conflicts that occur during parent- teacher and staff meetings in your school. What approach do you adopt to resolve the conflicts?
3. What are the skills required by a school head for making effective decisions? Illustrate your answer with the help of a strategic decision that you have taken involving the staff in your school.

### **MES-005: HUMAN RESOURCE DEVELOPMENT**

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

1. The personal characteristics of the helper and the receiver influence the process of a helping relationship. Discuss.
2. What is the meaning of the term 'staff development'? Explain briefly the process of staff development process using suitable examples.
3. What do you understand by 'needs of the school'? Suggest strategies that can be used for identifying the needs of your school.

### **MES-006: MANAGING TEACHING-LEARNING**

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

1. Elaborate the principles to be followed while using teaching aids? Discuss the problems you face while using teaching aids.
2. Explain with examples how ICT can be used as a tool for resource maintenance.
3. Prepare an achievement test based on any topic of your choice.

## **MES-007: SCHOOL GOVERNANCE AND FINANCIAL MANAGEMENT**

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

1. Describe any two ways of mobilizing resources.
2. State two financial rules that a school needs, and explain the significance of the rules.
3. Why is internal auditing important for a school?

## **MES-008: LEADERHSIP FOR BETTER SCHOOLS**

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

1. You have been asked to develop a plan for the following objectives:
  - i. Enhancing reading and writing skills of senior secondary students in English and
  - ii. Improving skills of students in science practicals.

Develop a format outlining actions required, timescales, responsibility, resource implications and success criteria for the above objectives.
2. As a teacher, how does your unquestioned values and beliefs promote prejudice and discrimination against children? List some of the critical thinking skills that can help us reduce our prejudices. Give examples to substantiate your answer.
3. List the characteristics of effective learning environments for community based learning. Discuss any two teaching methods that can be useful in this context.

