

PGDEMA

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

**ASSIGNMENTS
(JANUARY 2020)
&
(JULY 2020)**



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

POST GRADUATE DIPLOMA IN EDUCATIONAL MANAGEMENT AND ADMINISTRATION (PGDEMA)

Assignment for January and July 2020 sessions

MES-041: GROWTH AND DEVELOPMENT OF EDUCATIONAL MANAGEMENT

Answer the following questions in 500 words each:

1. Discuss the theories of human management in organization. How do they help in qualitative improvement of educational management?
2. Discuss the issues in educational management with special reference to non-formal education.
3. Identify the essential requirements of ICT environment in an educational institution. As an educational manager, how do you create ICT environment in your institution? Give suitable examples.

MES-042: DIMENSIONS OF EDUCATIONAL MANAGEMENT

Answer the following questions in 500 words each:

1. Critically examine the roles of UGC and NCTE in regulating and managing higher education institutions in India.
2. Education being a subject of the concurrent list of Indian Constitution, what challenges an educational policy maker may face while taking care of the concerns of central and state government? Reflect by taking example of your own state.
3. How can participation of villagers in school management committee (SMC) ensure the effective management of a school? Discuss. What problems a school Principal may face while engaging community members for management of the school?

MES-043: ORGANIZATIONAL BEHAVIOUR

Answer the following questions in about 500 words:

1. As an institutional leader, suggest the strategies you would adopt for maintaining collaborative and professional culture in your institution.
2. Discuss the various levels of decision-making in an educational institution. How different stakeholders could be involved in decision-making process at various levels?
3. You may be working in a school and have membership in various groups. List the different groups in which you are members and how would you promote team building in your groups.

MES-044: INSTITUTIONAL MANAGEMENT

Answer the following questions in about 1500 words.

1. Illustrate some of the popular schools of thought of classroom management with suitable examples.
2. Discuss various classification of cost with suitable illustrations.
3. Critically analyse Student Support Services in the Higher Education sector with special reference to implementing teaching learning strategies.

MES-045: SCHOOL EDUCATION

Answer the following questions in about 500 words each.

1. Explain briefly the process of preparing an institutional plan.
2. Describe the various components of a Total Quality Management in Schools with suitable examples.
3. Identify the challenges to implement Right to Education Act, and suggest ways to overcome these challenges

MES-046: HIGHER EDUCATION

Answer each of the following questions in about 500 words:

1. Enumerate the role of regulatory bodies in the context of higher education. Critically examine the role of UGC as a regulator.
2. 'University is a self-governing community of scholars'. Elaborate the statement
3. Suppose you are an administrator of a higher education institution. How would you prepare an operational budget by keeping in mind the requirements for the next year of your institution?

MES-047: OPEN AND DISTANCE EDUCATION

Answer each of the following questions in about 500 words:

1. Develop the first part of a unit of self learning material (SLM) on a topic of your choice. You should include the title of the unit; the structure; introduction and the objectives of the unit.
2. Describe the various generations of distance education.
3. On the basis of your experience as a distance learner, discuss the importance of distance education for social development.

MES-048: ALTERNATIVE EDUCATION

Answer each of the following questions in about 500 words:

1. Discuss the evolution of non-formal education in post-independence India with special reference to Constitutional provision of free and compulsory education to all children up to the age of 14 years.
2. Discuss the contribution of Rabindranath Tagore in the field of alternative education in India.
3. Compare alternative education curriculum with the mainstream curriculum especially at the elementary level.

