

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

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



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

# **Assignments**

## **(PGDSLML-2020)**

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

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

1. Discuss the role of a head teacher as the one who is providing instructional, transformational and collaborative leadership for the school.
2. What are the characteristics of an effective school? Describe the indicators you would use for assessing the improvement of your school.
3. Critically examine the factors that help and impede the effectiveness of staff meeting in your school. Suggest ways to minimize the impeding factors.

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

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

1. Explain the purpose of conducting staff appraisal in schools. Discuss the various methods of staff performance appraisal used in your school.
2. Describe transformational leadership. Discuss the different bases of power.
3. In the next academic year, Science stream will be added to the higher secondary section of your school. As the head teacher of the school, prepare a report on the following to submit to the School Management Committee:
  - Assessment of needs (human resource)
  - Sources of recruitment
  - Process of recruitment
  - Modes of advertising
  - Content of the advertisement

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

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

1. Explain the main components of curriculum transaction.
2. As a head of the school, what criteria would you adopt for selecting appropriate teaching-learning resources?
3. 'For the efficient functioning of school programme, different types of timetable are necessary'. Elaborate the statement by bringing out the various types of timetable.

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

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

1. Discuss how partnership between school and social agencies can benefit the school.
2. Discuss any two forms of budgeting.
3. Describe the sources of funds that are usually available for schools.

## **MES – 008: LEADERSHIP FOR BETTER SCHOOLS**

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

1. Discuss the issues that may reduce the effectiveness of school-community partnership.
2. Describe the features of a multicultural school. Suggest strategies for promoting pluralism in your school.
3. Explain the steps involved in school development planning. Using these steps, prepare a school development plan.

