

**POST GRADUATE DIPLOMA IN SCHOOL  
LEADERSHIP AND MANAGEMENT (PGDSL M)**

**Term-End Examination**

**December, 2010**

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

*Time : 3 hours*

*Maximum weightage : 70%*

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- Note :** (i) *All the four questions are compulsory.*  
(ii) *All the questions carry equal weightage.*
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1. Answer the following question in about  
**600 words :**

List various kinds of co-curricular activities and explain the general principles to be kept in mind as a Head teacher/Principal to organise them effectively.

**OR**

Explain the need and importance of Mass-media in education and elaborate the role of Head teacher/Principal in effective planning and utilisation of Mass-media in various school activities.

2. Answer the following question in about *600 words* :

Elaborate meaning and definition of curriculum transaction. How will you as Head teacher/Principal provide effective guidance/supervision to teachers for effective transaction of curriculum ?

OR

Discuss the importance of "Record Keeping". Explain the role of Head teacher/Principal in management and supervision of adequate and appropriate record-keeping.

3. Write short notes on *any four* of the following in about *150 words* each :
- (a) Financial Resources - nature and types.
  - (b) Criteria for selection of Material resources.
  - (c) Management of Human Resources.
  - (d) Resource maintenance - Need and importance.
  - (e) School Calendar - need and importance.
  - (f) ICT - A tool for Resource maintenance.

4. Answer the following question in about **600 words** :

List the essential activities to be carried out for effective evaluation of teaching-learning process in the school. How will you as Head teacher/ Principal of school manage all the essential activities for smooth conduct of examination/ evaluation in the school ?

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