

ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Department of Educational Planning Policy Studies & Leadership)

Subject: **MAILING PACKAGE OF M.PHIL EPM-3734 “ADVANCED COURSE ON EDUCATIONAL MANAGEMENT-I” AUTUMN 2013 SEMESTER**

Dear Student,

Assalam-o-Alaikum,

I feel great pleasure in welcoming you to the M.Phil EPM-3734 “**Advanced Course on Educational Management-I**” in the current semester. The course, as you would feel it, is meant for equipping the prospective planners and administrators with the skills and techniques required by them. I hope you would find this course quite interesting as well as useful in your professional development. I am sure that the successful completion of this course will be a major step towards achievement of the M.Phil-EPM degree from the University in due course of time.

This mailing package contains:

- i. Course books (Units 1-9)
- ii. Two assignments
- iii. Assignment proformas
- iv. Schedule for submitting assignments
- v. Acknowledgement receipt

You will receive your workshop assignment in due course which you would be required to present and submit in writing in the forthcoming workshop of the course towards the end of the semester.

Towards the end I wish you a happy and enjoyable semester. My services are available as and when required.

With best wishes.

Yours sincerely,

(Dr. Hamid Khan Niazi)
Course Coordinator

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WARNING

- 1. PLAGIARISM OR HIRING OF GHOST WRITER(S) FOR SOLVING THE ASSIGNMENT(S) WILL DEBAR THE STUDENT FROM AWARD OF DEGREE/CERTIFICATE, IF FOUND AT ANY STAGE.**
- 2. SUBMITTING ASSIGNMENTS BORROWED OR STOLEN FROM OTHER(S) AS ONE'S OWN WILL BE PENALIZED AS DEFINED IN "AIOU PLAGIARISM POLICY".**

NOTE: Before attempting assignments, please read the following instructions:

1. All questions are compulsory.
2. All questions carry equal marks.
3. Response to each question should not be less than 2500 words failing which marks will deducted accordingly.
4. Please write in your own words. Avoid irrelevant information and render a critical analysis the questions asked for.
5. No marks will be given for reproduction from the text or from elsewhere.
6. Please write your assignment in legible handwriting. (Typed assignments are not accepted).
7. Please give source in case of quoting any material.
8. Use A-4 size of paper for writing assignment.
9. Please submit the assignment on or before the specified date.
10. Late assignment will not be accepted in any case.

Course: "Advanced Course on Educational Management-I" (3734)

Level: M.Phil-EPM

Semester: Autumn, 2013

Total Marks: 100

Pass Marks: 50

ASSIGNMENT No. 1
(Units 1-5)

- Q.1 Write brief critical notes on each of the following: (20)
- i. Quality of education in Pakistan.
 - ii. Importance of Communication in organization.
 - iii. Characteristics of a good educational manager.
- Q.2 Define management. Discuss its various functions by quoting relevant and appropriate examples in the context of Pakistan. (20)
- Q.3 What do you know about social school of management. To what extent this approach is being used by educational management of higher educational of Pakistan. (20)

- Q.4 Identify and discuss various managerial problems of educational managers of your district. Suggest answer to overcome them. (20)
- Q.5 Define communication. Describe various types of communication with reference to their use in higher educational institutions of Pakistan. (20)

ASSIGNMENT No. 2

(Units 6-9)

Total Marks: 50

- Q.1 Write brief critical notes on each of the following: (20)
- i. Appraisal System
 - ii. MBO
 - iii. On Job Training
 - iv. Maslow Need Theory
- Q.2 Critically review different approaches to the problems solving in the context of educational management of higher institutions of Pakistan. (20)
- Q.3 What do you know about decision making. Critically analyse different approaches of decision making in the context of Pakistani situation. (20)
- Q.4 Critically review different theories of leadership. Which theory do you think is appropriate for the educational system of your province? (20)
- Q.5 Describe the importance of communication in educational organization. Suggest measures to make the communication process more effective. (20)