

ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
*Department of Educational Planning,
Policy Studies and Leadership*

SUBJECT: MAILING PACKAGE OF M.A EPM-6562 "PLAN IMPLEMENTATION AND EDUCATIONAL MANAGEMENT-II" SPRING 2014, SEMESTER

Dear Students,

Assalam-o-Alaikum,

I feel great pleasure to welcome you in the MA EPM-6562 course "**Plan Implementation and Educational Management-II**" 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 MA EPM degree from the University in due course of time.

This mailing package contains:

- i) Course Book (Units 1–9)
- ii) Two Assignments
- iii) Assignment Proformas (6)
- 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 at 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)
Chairman/Course Coordinator

ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Department of EPPSL)

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".**

Course: Plan Implementation and Educational Management-II(6562)

Level: MA–EPM
Total Marks: 100

Semester: Spring, 2014
Pass Marks: 40

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

1. *Please write in your assignment in legible handwriting.*
2. *Please submit the assignment on or before the specified date.*
3. *Late assignment will not be accepted in any case.*
4. *All questions carry equal marks.*

ASSIGNMENT No. 1

(Units: 1–5)

- Q. 1 What is the significance of manpower input in the field of education? Identify the sources of recruitment and selection of suitable personal. **(20)**
- Q. 2 Discuss various elements and factors which effect the decision making. How can decision making in education system be more rational. **(20)**
- Q. 3 Discuss various structures of an organization which aspects of an organization are needed to be evaluated and why? **(20)**
- Q. 4 Briefly describe MIS, discuss the significant role of MIS in educational planning and management in Pakistan. **(20)**
- Q. 5 Identify different channels of communication. How do these help the working of an organization? Explain. **(20)**

ASSIGNMENT No. 2
(Units: 6–9)

Total Marks: 100
Pass Marks: 40

Note: All questions carry equal marks.

- Q.1 Critically review the needs objectives and various components of personnel evaluation, suggest measures to improve the prevailing procedure of personal evaluation. (20)
- Q.2 Discuss the role of management information system in control also elaborate the dangers of over controlling. (20)
- Q.3 Identify the major functions and responsibilities of various tiers of educational administration in detail. (20)
- Q.4 Discuss the use of computer in different aspects of educational planning in Pakistan. (20)
- Q.5 Write short note on the following: (4 x 5=20)
- i. Budgetary Control
 - ii. Inventory Control
 - iii. Efficiency of the Personnel
 - iv. Characteristics of Effective Control Devices.

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