ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD

**(Department of Educational Planning Policy Studies & Leadership)**

**WARNING**

**PLAGIARISM OR HIRING OF GHOST WRITER(S) FOR SOLVING THE ASSIGNMENT(S) WILL DEBAR THE STUDENT FROM THE AWARD OF DEGREE/CERTIFICATE IF FOUND AT ANY STAGE.**

**SUBMITTING ASSIGNMENT(S) BORROWED OR STOLEN FROM OTHER(S) AS ONE’S OWN WILL BE PENALIZED AS DEFINED IN THE “AIOU PLAGIARISM POLICY”.**

## Course: School Administration and Supervision (8616)

## Level: PGD/B.ED Semester: Spring, 2025

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## Please read the following instructions for writing your assignments. (AD, BS, BEd, MA/MSc, MEd) (ODL Mode).

1. All questions are compulsory and carry equal marks but within a question the marks are distributed according to its requirements.

2. Read the question carefully and then answer it according to the requirements of the questions.

3. Avoid irrelevant discussion/information and reproducing from books, study guides, or allied material.

4. Handwritten scanned assignments are not acceptable. However, the students who attempt their assignments in Urdu/Arabic may upload a scanned copy of their handwritten assignments (in PDF format) on University LMS. The size of the file should not exceed 5MB.

5. Upload your typed (in Word or PDF format) assignments on or before the due date.

6. Your own analysis and synthesis will be appreciated.

7. Late assignments can’t be uploaded at LMS.

## Total Marks: 100 Pass Marks: 50

**ASSIGNMENT No. 1**

**(Units 1-5)**

|  |  |  |
| --- | --- | --- |
| Q.1 | Define educational administration. How does it differ from general administration? | 20 |
| Q.2 | Discuss the roles and responsibilities associated with each administrative level. | 20 |
| Q.3 | Identify the central bodies responsible for educational administration in Pakistan. | 20 |
| Q.4 | Explain the leadership role of a school head in academic and administrative matters. | 20 |
| Q.5 | What is performance appraisal in the context of educational administration? | 20 |

## Total Marks: 100 Pass Marks: 50

**ASSIGNMENT No. 2**

**(Units 6-9)**

|  |  |  |
| --- | --- | --- |
| Q.1 | Describe the key characteristics of the authoritarian approach to supervision. | 20 |
| Q.2 | What is the role of supervision in articulating and achieving school missions and needs? | 20 |
| Q.3 | Explain the process of aligning educational activities with institutional missions. | 20 |
| Q.4 | Define synergic supervision and explain its significance in the context of public sector educational institutions in Punjab. | 20 |
| Q.5 | What are the key elements of physical infrastructure that need supervision in schools? | 20 |