**Allama Iqbal Open University, Islamabad**

**(Department of Secondary Teacher Education)**

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| **Warning****1. Plagiarism or hiring a ghost writer(s) for solving the assignment(s) will debar the student from the award of degree/certificate if found at any stage.****2. Submitting assignment(s), borrowed or stolen from others(s) as one’s own, will be penalized as defined in the AIOU Plagiarism Policy.** |

**Course: Educational management administration & supervision (6502)**

 **Level: AD, BS, B.Ed, MA/MSc, M.Ed,ATTC Semester : Spring, 2025**

**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.

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.

8. 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 5MP.

**Total Marks: 100 Passing Marks: 50**

**Assignment No: 1**

**Q1** Discuss the importance of dynamics of Islamic administration model for improving the existing role of our administrator. (20)

**Q2** The manager is essentially a Leader; do you agree with this statement? How does your answer relate to the manager’s other vital functions of Planning and Decision Making in the Management Process? (20)

**Q3** Differentiate the administration and supervision. Also explore which techniques are mostly to be used by our supervisor and why? (20)

**Q4** Discuss the educational planning and its approaches. How far these approaches are to be followed in Pakistan? (20)

**Q5** Trace and discuss some patterns of student classification among the elementary and secondary school of Pakistan. (20)

 **Total Marks: 100 Passing Marks: 50**

**Assignment No 2**

**Q1** Discuss the budget and budgeting process. (20)

**Q2** Critically examine between kinds of school records are to be used at secondary level in Pakistan. (20)

**Q3** What are the functions of the Federal and provincial Education Ministers? (20)

**Q4** How can we improve our management system of our educational institutions through evaluation, Discuss. (20)

**Q5** Write name and functions of sub departments working under the umbrella of ministry of education. (20)