**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 Leadership and Management (8605) Semester : Spring 2025**

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

## 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 different approaches of educational administration and explore which approach is to be used by our administrator. (20)

**Q2** write note on following: (10+10)

1. Luther and Gulick model of management
2. Koontz and O-Donnel model of management

**Q3** Critically examines the techniques of 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** What is the meaning and purpose of school discipline? Also highlight those factors which are affecting school discipline in our country. (20)

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

**Assignment No 2**

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

**Q2** Conduct an interview of School Principal and write detail note on how a principal manage learning resources in the school? (20)

**Q3** Critically examines how many kinds of school records are to be used at secondary level in Pakistan. (20)

**Q4** What are the similarities and differences among the four provincial Education Department Secretariats? (20)

**Q5** Critically examine the system of evaluation and how far this system is to be followed in our educational institutions. (20)