

# **RESEARCH PROJECT MANUAL**

## **POST-GRADUATE DIPLOMA (PGD) FOR SPECIALIZATION IN EDUCATIONAL LEADERSHIP & MANAGEMENT (ELM)**

**Course Code: 1694**



**DEPARTMENT OF EDUCATIONAL PLANNING,  
POLICY STUDIES & LEADERSHIP**

**FACULTY OF EDUCATION  
ALLAMA IQBAL OPEN UNIVERSITY  
ISLAMABAD**

## Research Project Evaluation Performa

Sr.No.	Sections	Marks	Obtained
1.	Why did you select this topic? Describe the variables in your topic.	10	
2.	Operationalize the variables/terms	05	
3.	What were your discussions with your supervisor regarding this problem? Describe the main points of your discussion with the supervisor?	05	
4.	Review the literature and identify the gap regarding the problem under your consideration	10	
5.	What were the objectives/ purpose of the study according to the nature of your research problem?	05	
6.	What research questions/ hypotheses did you formulate to achieve the above-stated objectives/ purpose of the study?	05	
7.	Who were the participants in your study?	05	
8.	Discuss the sample and sampling technique.	05	
9.	What were the data collection tool(s)/ instrument(s)? How did you develop these tools? Report the reliability of each tool/ instrument.	10	
10.	Describe the step-wise methodology, procedure of treatment/ intervention, and data collection.	10	
11.	Give an analysis according to the stated objectives, research questions/ hypotheses.	10	
12.	What were the findings and conclusions of your study? Give recommendations on this basis?	10	
13.	Summary of the research project.	05	
14.	Describe the introduction of your research project briefly.		
15.	Give a reference to all citations in your research project. (follow APA Manual-7 <sup>th</sup> Edition)	05	
	<b>Total</b>	<b>100</b>	
<b>Doable suggestions/ comments for improvement (if any)</b>			

**RESEARCH PROJECT MANUAL**

**POST-GRADUATE DIPLOMA (PGD)**  
**FOR SPECIALIZATION IN**  
**EDUCATIONAL LEADERSHIP &**  
**MANAGEMENT (ELM)**



**Course Code: 1694**

Name: \_\_\_\_\_

Roll Number: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Region: \_\_\_\_\_

Semester: \_\_\_\_\_

Theme: \_\_\_\_\_

Topic: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor: \_\_\_\_\_

**ALLAMA IQBAL OPEN UNIVERSITY ISLAMABAD**  
**FACULTY OF EDUCATION**

**Department of Educational Planning, Policy Studies & Leadership**

**DECLARATION**

*(To be filled and signed by the student and retained by the controller of Examinations)*

I \_\_\_\_\_ Daughter/Son of: \_\_\_\_\_

Roll Number/ Id: \_\_\_\_\_ Registration No: \_\_\_\_\_

is student of the PGD (ELM) Program Specialization in Educational Leadership and Management,

and I do hereby declare that the research project titled “ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_”

Submitted by me in partial fulfillment of the PGD (ELM) program is my original work and has not been submitted or published earlier, either by me or by someone else. I solemnly declare that it shall not, in future, be submitted for obtaining any other degree from this or any other University or Institution.

I also understand the plagiarism policy of AIOU and HEC, and if any work is found to be plagiarized or copied from someone other(s) work at any stage, even after award of the degree, the work may be cancelled, and the degree may be confiscated.

\_\_\_\_\_  
Signature of the Student

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of the student

**Chairman:** Prof. Dr. Nasir Mahmood

**In charge:** Dr. Afshan Huma

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**Course Coordinator:** Dr. Farkhunda Rasheed Choudhary

## Course Outline

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# **1. Need and Importance of this Course**

Educational research is a systematic attempt to get a better understanding of the educational process, with a view to improving its efficiency and quality. It is a systematic process of collecting, analyzing, and interpreting educational data in order to explain, predict, and/or control the phenomena. The scope of educational research in ELM is quite broad. Educational administration, educational leadership, Educational community relations, aspects of Educational management, including financial management, human resource management, policy assessment, classroom management, and organizational leadership, professional development are some of the important areas of research in Educational Leadership and Management.

In the present scenario, the role of an Educational leader/ manager as a researcher has been widely accepted. Education is considered a science with a distinct body of knowledge. Educational development depends upon the creation of new knowledge, so there is a need to explore new dimensions of knowledge to bring about improvement in the field of education. The acquisition of scientific knowledge requires innovative ways of teaching, learning, assessment, evaluation, leadership, and management. In the field of education, with every passing day, new problems, issues, and trends are emerging. Now is the time to resolve these issues and solve the problems of education through empirical research. This is the era of knowledge explosion, and with it, the concepts of education are changing, which demand scientific research. The past two decades have experienced great changes because of rapid scientific and technological development. Education has to play a pivotal role in the smooth acceptance of change by the masses. The process of rapid change is accompanied by problems, which are evident in Educational leadership and management too. This research project is a hands-on practice for students to apply the scientific method and solve educational problems.

Exposure to educational research (both theoretically and practically) is very productive for potential and current educational leaders and managers. Thus, this course (1694) has been designed with a practical orientation to enable the enrolled educational planning and management (EPM) students to gain essential knowledge, insight, and practical research skills. It is aimed at developing and improving research competencies among potential leaders and managers to plan and conduct effective action/ intervention studies. Students are advised to go through the workshop, proposal development, and project development in a way that they not only learn the research process practically and systematically but also acquire research skills that would support them in advanced/ higher education and future/ present workplace requirements/ tasks.

## 2. Purpose of the Research Project

The purpose of the research project (1694) is to engage educational leaders and school managers who are enrolled in the PGD (ELM) program in research by following the steps of scientific research and enabling them to develop a research report.

## 3. Course Learning Outcomes

Educational Leaders will be able to:

1. Identify the importance of scientific research.
2. Identify educational problems related to the leadership and management process at the secondary level.
3. Identify educational problems related to Educational leadership and management.
4. Describe the variables involved in the research.
5. Develop a research proposal for the target project.
6. Review the related literature to know how others solved similar problems.
7. Review the literature to find the gap for the problem under study.
8. Identify the research methodology according to the nature of the study.
9. Develop research instrument(s), i.e., questionnaire, observation, interview, etc.
10. Administer the research instruments to gather data.
11. analyze the obtained data qualitatively or quantitatively.
12. Draw inferences/ findings based on the analysis of data.
13. Write a summary of the research procedure.
14. Develop a research report according to APA style.
15. Format the research report according to the guidelines of the APA manual.

## 4. Course Description

The purpose of the research project Code (1694) is to enable educational leaders and Educational managers who are enrolled in PGD (ELM) to systematically go through a systematic program in the research process. Research projects help them to understand a particular problem or phenomenon, along with strengthening their comprehension of the research process. They get the first-hand knowledge about:

- (a) how the steps of the research process are inter-linked,
- (b) developing an understanding and appreciation of how knowledge evolves, and
- (c) contributing to the existing body of knowledge.

The role of the educational leader and manager as a researcher is being accentuated for finding the solution to daily problems. The Higher Education Commission of Pakistan suggested some radical changes in the educational leadership education programs. As per the directives of HEC, Allama Iqbal Open University has decided to equip its educational leaders with skills-based practical work under the supervision of experienced and highly qualified educational leaders. A research project is being offered to the students, which will provide

them with some basic skills for being an effective educational leader. It is designed to provide them with a critical approach, a scientific attitude, and reflective thinking. In the previous semester, the students studied 'Educational Research (1649)'. The knowledge from this course will help you to build the required understanding and complete the research project. Keeping in view the importance of research in the professional life of educational leaders and managers, universities have made research an imperative part of educational programs. In alignment with fostering **data-driven decision-making** among Pakistani educational leaders, the PGD (ELM) curriculum at AIOU now includes a compulsory research component. This initiative is designed to equip aspiring administrators with the analytical tools necessary to diagnose and resolve institutional challenges systematically.

The project has been designed on the pattern of action research. We have already learnt that action research is a way of solving educational problems by adopting the scientific method. It provides prompt solutions that are valid and reliable. The students of PGD (ELM) will conduct research to address the problems related to the field of Educational leadership and management. The nature of problems for the educational leaders, Educational managers & administrators is diverse. So, to be skilled in conducting research is important for becoming not only an effective educational leader but also a good Educational manager.

## 5. Course Structure

This course is a compulsory component of PGD Specialization in Educational Leadership & Management. This course comprises three credit hours and is of a practical nature based on fieldwork. The following components will determine the structure of the research project code 1694, PGD (ELM) Educational Leadership & Management.

- Three credit hour course.
- Compulsory workshop (Face to face or online as per AIOU policy)
- Eighty percent attendance is compulsory to start research work.
- All educational leaders (students) will have to select a theme for research in their area of interest during the workshop.
- Approval of the research topic during the workshop or at any given time provided by the university.
- The students must discuss their proposed area/ topic for research during the workshop.
- Nine meetings with the supervisor will be held. The meeting place and time will be determined by mutual coordination of students and the supervisor.
- Regional offices/departments will appoint coordinators/ supervisors for the workshop, and the coordinator will submit the list of supervisors to the respective regional offices.
- A supervisor will supervise a group of students as decided/ approved by the University. The students exceeding the approved number of students will be assigned supervisors

accordingly.

- The research manual will be evaluated based on quality of work, and marks will be awarded according to the marking scheme/ marks mentioned in each section of the manual.
- Marks out of 100 will be awarded based on set criteria. Passing marks will be as per university policy.
- APA style must be followed. The university follows a zero percent tolerance policy for plagiarism. The similarity index and Artificial Intelligence (AI) should not exceed 19% (Please sign the declaration form before submission of the complete research project report)
- All research work must be written in the sections given in this manual.
- Research report will be written only in the English language. Language other than English will not be accepted.
- The coordinator will collect all the manuals on the specified date and submit them along with the meeting's attendance sheet to the respective regional directorate.
- Research projects will not be evaluated by the same supervisors. For each semester, the list of evaluators will be approved by the Chairperson of the Department of Educational Planning, Policy Studies & Leadership, and only approved evaluators will evaluate the research manuals.
- Resource persons or Coordinators may supervise the students. The coordinators'/ resource persons' qualifications should be the same as those of the supervisor.
- Workshop or project work may be monitored by the Department of Educational Planning, Policy Studies & Leadership, Allama Iqbal Open University.
- The student who will attend the workshop but could not submit the research project manual within the time limit will be considered as a reappearing case. The reappearance process will be followed as per the revised criteria for the purpose.
- In case of any discrepancy, the regional directorate, coordinators, supervisors, or students will contact the Programme Coordinator.
- In the case of online mode, the students will be required to prepare a project draft in MS Word/PDF format in soft form. The soft copy of the thesis must be uploaded by the students on the Aaghi LMS portal of Allama Iqbal Open University, Islamabad, within the deadline.

## **6. Teaching–Learning Methodology**

The research project (1694) is an activity-based course with a focus on the development of research skills. Mostly scientific research develops skills like identification of problems, posing questions, gathering data, interpreting data, reflecting on the data, and decision-making for suggesting a solution to the problem. Teaching –learning methodology includes workshops, research work, meetings with supervisors, and the evaluation process.

### **Who can supervise, coordinate, or teach?**

The students will complete the research project under the guidance of a supervisor. Supervisors may be a resource person/s who are coordinating the workshop. It will be

Name: -----

Roll No./ Student ID.-----

mandatory that the supervisor has at least an MS/MPhil's degree in Education. Supervisors must have a thesis in their professional degree.

## **Workshop**

- A compulsory workshop will be held to share the concept and procedures of research with the students. The students who fail to attend the workshop will be considered disqualified for further research work.
- As per the purpose of this course, a resource person will be involved in the workshop; he/ she will also be the supervisor of the students of that group.
- Students will work with the assigned supervisor to decide the research topic, conduct the research, and complete the project under their supervision.

## **Selection of the Topic**

The students will be given the liberty to choose any area of interest from the given themes and subthemes provided by the department in each semester. The topics will be finalized in consultation with the coordinator and resource persons during the workshop.

**SCHEDULE OF WORKSHOP 1694**

	<b>Topics</b>	<b>Title</b>	<b>Timing</b>
<b>Day 1</b>	Topic1	Identifying the Research Problem	02 hours
	Topic2	Description of Variables and Operationalizing the Terms	
	Topic3	Background and Rationale of the Study	
	Topic4	Formulation of Objectives	
	Topic5	Group Activities	
<b>Day 2</b>	Topic1	Hypotheses/ Research Questions	02 hours
	Topic2	Review of Related Literature	
	Topic3	Sources of Locating Related Literature, Citing It, and Using the APA Manual	
	Topic4	Research Methodology Qualitative & Quantitative	
	Topic5	Discussion on Individual Work	
<b>Day 3</b>	Topic1	Population & Sample Selection Techniques	02 hours
	Topic2	Instruments of Data Collection	
	Topic3	Procedure of Intervention and Data Collection Tools and Techniques.	
	Topic4	Data Analysis (Statistical Data Analysis)	
	Topic5	Group Activities	
<b>Day 4</b>	Topic1	Introduction to Writing Summary, Results, Discussions, and Recommendations	02 hours
	Topic2	Research Proposal/ Synopsis & its Components	
	Topic3	Finalization of Topics	
<b>Day 5</b>	Topic	Presentations of the Students/ Corrections	02 hours
<b>Day 6</b>	Topic	Presentations of the Students/ Corrections	02 hours

## **7. Evaluation of the Research Project Report**

The research project is a practical course. Educational leaders (Students) will be required to conduct empirical (action) research under the guidance of a supervisor. There is no assignment for this course. All students will identify the study area of their interest from the field of Educational Leadership & Management and bring the topic (Students can bring more than one topic) to the workshop for final approval by the supervisor. The manual will not be accepted without the signatures of the student and supervisor.

The concerned regional office will ensure that the said student has 80% attendance. If a student has less than 80% attendance, then the manual should not be submitted/ accepted. Late submissions must not be accepted at all.

The project manual will be evaluated against a total of 100 marks. The distribution of marks is provided against each part. The responses will be scored based on accuracy, relevance, quality, and language of the report.

Name: -----

Roll No./ Student ID.-----

## TOPIC APPROVAL FORM

*(Note: This form must be filled out and signed on the last day of the workshop.)*

Student Name:

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Roll Number:

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Registration Number:

---

Programme:

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Supervisor Name:

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Topic of research Project:

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Workshop Coordinator Signature:

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(Name)

**(In case of online workshop, no need to get it signed by the coordinator)**

Name: -----

Roll No./ Student ID.-----

## Research Project Submission Approval Form

*(This form must be filled out by the Prospective-Educational leader (student), and signed by the supervisor and the respective regional director.)*

This research project is titled.

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Submitted by (student name)

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Roll No.-----Registration No.

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:The Postgraduate Diploma in Educational Leadership & Management was conducted and completed under my supervision. I have read it and found it to be satisfactory regarding its originality, content, language, relevancy, consistency, citations, and reference list. It is ready for submission for evaluation to Allama Iqbal Open University as a partial fulfillment of PGD (ELM) Specialization in Educational Leadership & Management Program.

\_\_\_\_\_  
(Signature of the Supervisor)

Date: \_\_\_\_\_(Day-Month-Year)      (Name of the Supervisor)

It is certified that the student has completed at least 80% attendance and all the required components of the workshop.

\_\_\_\_\_  
(Signature of the Regional Director)

**(If it's an online workshop, no need to get it signed by the Regional Director)**

**Semester:** \_\_\_\_\_

**Theme:** \_\_\_\_\_

**Topic:**

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