

**ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD**  
**(Early Childhood Education and Elementary Teacher Education Department)**

**WARNING**

- 1. PLAGIARISM OR HIRING OF GHOST WRITERS (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".**

1. All questions are compulsory.
2. Read each question carefully before writing an answer.
3. Read the relevant units of the study guide for writing the answer to a question and arrange the points in an appropriate manner for the answer.
4. You may take help from other resources such as books, websites and other online resources for writing the answer to a question.
5. You must mention the resources used for writing an answer at the end of the answer.
6. Write the answer in your own words and upload assignments on the LMS portal. It can be handwritten/typed assignment, but converted to a PDF form before uploading.
7. The answer to a question must contain at least 1200-1500 words.
8. 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.
9. Submitting assignment(s) borrowed or stolen from other(s) as one's own will be penalized as defined in "AIOU Plagiarism Policy"
10. The answers should be in English for M.Ed students.

**Course: Elementary School Management (5019/622)**

**Semester: Spring, 2025**

**Level: B.Ed/M.Ed. Elementary Teacher Education**

**Total Marks: 100**

**Pass Marks: 40**

**Assignment No. 1 (Units 1-4)**

**Q.No 1.**

- a) What is the significance of school organization in maintaining a well-functioning educational system? Discuss the essential attributes of an ideal school organization.
  - b) Explain the role of school administration in shaping academic success. What key managerial strategies contribute to an effective school system?
- (20)

**Q. No 2.**

- a) Define resource management in the educational context. Why is it crucial for school efficiency, and what steps can institutions take to ensure optimal resource utilization?
  - b) Discuss the structure and key components of a school budget. How do various budgeting models influence financial stability in educational institutions?
- (20)

**Q.No 3.**

- a) Compare and contrast different leadership theories and their applicability in educational leadership. Which leadership model do you think is most suitable for a school head, and why?
  - b) Identify the fundamental elements of a structured school organization. How do these elements facilitate smooth institutional operations and decision-making?
- (20)

**Q.No 4.**

- a) Assess the impact of effective school management on institutional growth. What innovative strategies can school leaders adopt to improve overall administration?
  - b) Discuss the significance of resource distribution in school development. How can the effective allocation of resources enhance teaching and learning outcomes?
- (20)

**Q. No 5.**

- a) Explain the core principles of school budgeting and their influence on institutional financial planning. How can schools develop a sustainable budget strategy?
  - b) Evaluate different leadership methodologies in school management. Which leadership approach fosters a more productive and student-centered learning environment?
- (20)

## **Assignment No. 2**

### **(Units 5-9)**

**Q.No 1.**

Define school discipline and outline its primary objectives. How do contemporary disciplinary techniques differ from traditional methods? Propose effective strategies for addressing disciplinary challenges in elementary schools.

(20)

**Q. No 2.**

Examine the importance of rules and regulations in school administration. How do employment policies and professional ethics contribute to a well-disciplined school environment? Provide an overview of the Efficiency & Discipline (E&D) rules.

(20)

**Q.No 3.**

What are the best practices for maintaining and managing school records with accuracy? Discuss the challenges faced in record-keeping and suggest modern solutions for enhancing record management in schools.

(20)

**Q.No 4.**

Analyze the roles and contributions of different school staff members in ensuring smooth academic operations. How do collaborative efforts among staff improve school effectiveness? Additionally, explore different curriculum models and their impact on modern education systems.

(20)

**Q. No 5.**

Evaluate the role of school libraries and laboratories in enhancing student learning experiences. What are the key components of school records, and how does effective record-keeping contribute to institutional success?

(20)