Allama Iqbal open University Islamabad
Department of Educational Planning Policy Studies & Leadership)

WARNING

1. PLAGIARISM OR HIRING OF GHOST WRITER(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".

Cours Elementary School Management (5019/622) **Semester: Autmn 2026**
Level: B.Ed.

NOTE: Before attempting assignments, please read the following instructions:

1. All questions are compulsory and carry equal marks but within a question, the marks are distributed according to its components
2. Read the questions carefully and then answer it according to the requirement of the question. assignments can only be attempted in English
3. No marks will be given for copied materials only. your own analysis and synthesis will be appreciated. Referencing in APA format is necessary.
4. Upload your typed assignments (in PDF format) in the LMS. Handwritten scanned assignments are not acceptable.
5. late assignments cannot be uploaded in the LMS

Total Marks: 100 **Pass Marks: 50**

ASSIGNMENT No. 1

(Units: 1–5)

Q.1 What is the significance of school organization in maintaining a well-functioning educational system? Discuss the key differences between educational administration and educational management (20)

Q.2 Explain the concept and core processes of school management. How can a headteacher implement Total Quality Management (TQM) principles in an elementary school setting? (20)

Q.3 What are the major physical and human resources required in an elementary school? Discuss the strategies a manager should adopt for effective resource mobilization and maintenance (20)

Q.4 Compare and contrast Transformational Leadership and Situational Leadership styles. Which style is most suitable for an elementary school environment and why. (20)

Q.5 Explain how proper administrative planning and strong leadership styles collectively contribute to the academic success and performance indicators of a school. (20)

Total Marks: 100 **Pass Marks: 50**

ASSIGNMENT No. 2

(Units: 6–9)

Note: All questions carry equal marks.

Q.1 Elaborate the concept, objectives, and steps of educational planning at the elementary level. How does micro-level planning benefit local schools. (20)

Q.2 Analyze the essential school education rules and regulations in Pakistan. How do these rules help a headteacher handle official conflicts and grievance management (20)

Q.3 Why is maintaining official documentation crucial? Discuss the various types of school records (e.g., logbooks, stock registers, cash books) and their management techniques. (20)

Q.4 Define the concept and purposes of school discipline. What psychological and managerial measures should be taken to reduce student absenteeism in elementary classrooms (20)

Q.5 Discuss the core competencies, skills, and professional ethics required by an elementary school teacher to ensure effective classroom . (20)