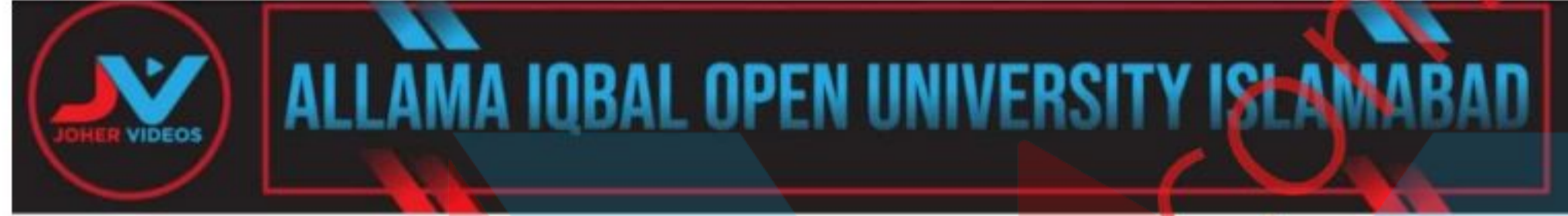


ALLAMA IQBAL OPEN UNIVERSITY

Semester Terminal Exam Autumn 2020

Program /level: B. ED

Title /Course Code: Educational Leadership & Leadership (8605)



Solved Semester Terminal Exams Autumn 2020

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Question No 1

Critically examine the role of educational administration and management for improving the quality of education. Also highlight the principles of educational administration.

Answer

Role of educational administration



The purpose of educational administration is to enable an organization or an institution to carry out its functions with maximum efficiency. It also enables the right pupils to receive the right education and from the right teachers at a cost which should be within the means of state, and which will enable the pupils to profit from their learning. The basic purpose is to bring students and teachers together under such conditions which will successfully promote the end of the education. The major purposes are:

To frame well-defined policies and programmes so that teaching, learning situation results in the growth and development of human beings.  
To make use of appropriate materials to bring about the effective development of human qualities.

To execute the programmes and activities of the organization so that its objectives may be achieved.

To assure the growth of children and adults and all the people involved in the management.

### **Role of educational management**

**1. Planning:** As Robbins stated, "Planning gives directions, improves continuity of actions and reduces overlapping and wasteful activities. Through the formulation of objectives, policies, procedures, rules and other type of guides for the direction is provided for organizational members.

**2. Organizing:** Once the goals and strategies have been formulated, organizing helps make things happen as planned. Organizing is an operational function which involved the coordinated efforts of the entire organization.

**3. Staffing:** This is the process of finding the right person for each job. It involves matching individual qualifications and experiences with job specifications. Staffing Functions, compensation (salaries and allowances/leave bonuses), transfers, resignation, retirements, terminations, pensions, etc.

**4. Directing:** This is the motivational function. It tries to obtain a high level of production from employees through motivation and guidance.

### **Principles of Educational Administration**



### **a) Principle of Democratic Leadership**

Leadership is derived not from status or power under the law but from the situation by showing ability to deal with the problems. The supervisor, as a leader, does not impose his whims but arrives at certain conclusions through group thinking and cooperative decision-making. "It means a sharing responsibility for achieving a successful outcome rather than throwing the weight of authority behind a wrong judgment".

### **b) Principle of Scientific method**

This principle focuses attention upon getting the facts, upon analyzing the situation, as it exists and upon drawing objective conclusions. The supervisor should use the scientific method in making decisions as well as in determining needs, examining resources, planning procedures and evaluating results.

### **c) Principle of Coordination**

This principle assumes that a school or a group of schools is so such organized that all teachers work as coordinated parts rather than individuals. It, however, does not mean that the individuals should lose their identities. There is need for coordinating instructional work and other activities in a certain subject through all the schools classes as well as in various subjects in the same classes. Without such an effort on the part of the supervisor the main purpose of education, i.e. balanced development of child's personality cannot be achieved.

### **d) Principle of Flexibility**

This principle implies that rules, procedures and standards should be adjustable to meet the requirements changing conditions. Not only that each individual is different from the other but the same individual may reach a goal with different ways in similar situations and at different times. The supervisor must recognize and respect individual differences in teachers, as should the later do in respect of children. He should also adjust supervisory activities according to the individual needs of teachers.

### **e) Principle of Planning**



Successful accomplishment of the objectives of an organization implies planning. Planning involves both deciding what to do and determining how this is to be done i.e. identification of the objectives and laying out of the alternatives for the achievements of the objectives. Effective supervision, too, depends, for its success, on careful planning. Planning is a cooperative enterprise. Besides clear vision of goals and foresight of consequences, planning must be based on the thinking of the persons concerned, their needs and aspirations.

### **F) Principle of Evaluation**

Evaluation is one of the basic functions of supervision. It is more than testing pupils or rating teachers. It aims at the improvement of persons, and products involved. It is a process of making judgment by which more planning for improvement is possible. To be effective the supervisor must be able to evaluate school situations as well as his own role in the professional growth of teachers. He should have developed evaluative criteria with the cooperation of teachers to assess teaching, learning and supervision.

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### **Question No 02**

**Explain the role of supervision for improving the quality of school education. Also highlight the approaches to education planning. In your opinion which approach is better & Why? Discuss.**

**Answer**

#### **Role of supervision**

Role of a Supervisor The supervisor's function is to "release and cooperate rather to control the creative abilities of teachers. Therefore role of supervisor may be divided into two categories.

#### **Administrative Roles**



Following administrative roles are to be followed by supervisor:

Selection and appointment of class four or supporting staff

Sanction and payment of school grants

Providing facilities to school

Supervising the developmental tasks of school

Recognition and gradation of school

Holding the scholarship examination and awarding scholarships

Approval of the resolution of management committee

Checking the accounts and records of the school

Checking the safety and security of the school plant

Maintaining proper service conditions for teachers

Checking proper distribution of work load

Reporting to higher authority about the teacher promotion on the basis of their performance

Welfare of the teachers

### **Academic Roles**

Supervision of teaching learning activities

Exchanging and maintaining the educational standard

Evaluating and improving the teaching learning process

Orientation of teachers through in-service teaching courses

### **Approaches to Education Planning**

Educational planning till recently has been undertaken as a separate exercise having no substantial links with planning in other socio-economic sectors. First linkages took place in financial context since it was found necessary to reconcile expenditure on education with outlays in other sectors. Educationists found themselves forced to demonstrate that education was not only a consumption commodity rather it has presented an investment or pre-investment which is vital for economic development. The three most common methodologies are (i) The Social Demand Approach; (ii) The Manpower Requirements Approach; and (iii) The Rate of Returns Approach.

### **The Social Demand Methodology**



This aims at planning education to meet the demands of the society for education. It views education as something good in itself and required by every individual. If this methodology is adopted, education institutions and facilities will be located wherever they are needed. Societies where this approach is used are mostly; those which aim at social equality or culture or the spread of an ideology; and those (especially political leaders) who have respect for public demands.

### **Manpower Requirement Methodology**

This approach focuses on the objective of using education for producing the required manpower for development. This approach adopts several methods to forecast or project the numbers, types, levels and distribution of manpower so that educational plans, content and programmes should focus on those identified manpower needs. Some of the methods used include (a) The Employers' Opinion Method (by which employers furnish data on their manpower needs for the future, as these figures are used to project the manpower requirements by levels, skills, etc.) (b) the Incremental Labour Output Ratio (ILOR) Method, by this method a fixed relationship is assumed to exist between the increment of a certain category of labour.

### **The Rate of Returns Methodology**

This method attempts to determine the private and public costs of education of various types and various levels with the projected benefits or returns (using cost-benefit analysis) to such education. This methodology takes the view that education is essentially an investment, which like other investments should be capable of yielding some profits over time, after discounting or adjusting for unemployment, wastage ability variables, and labour force participation.

### **Manpower Requirement Methodology is Better Because**

Without proper manpower planning no enterprise can achieve its objectives fully and entirely. Sometimes, even its very existence may be handicapped. Hence, it is needless to stress its importance. However, the following benefits are worth mentioning.



1. The required number of staff shall be recruited at each level in the hierarchy.
2. Staffing requirements can be better balanced and movement of staff can be made easier by manpower planning.
3. Areas of high labour turnover are highlighted in manpower planning.

### **Better Why?**

**Key to managerial functions-** The four managerial functions, i.e., planning, organizing, directing and controlling are based upon the manpower. Human resources help in the implementation of all these managerial activities. Therefore, staffing becomes a key to all managerial functions.

**Efficient utilization-** Efficient management of personnels becomes an important function in the industrialization world of today. Setting of large scale enterprises require management of large scale manpower. It can be effectively done through staffing function.

**Motivation-** Staffing function not only includes putting right men on right job, but it also comprises of motivational programmes, i.e., incentive plans to be framed for further participation and employment of employees in a concern. Therefore, all types of incentive plans becomes an integral part of staffing function.

**Better human relations-** A concern can stabilize itself if human relations develop and are strong. Human relations become strong through effective control, clear communication, effective supervision and leadership in a concern.

### **Question No 3**

**Critically examine the role of educational planning and school discipline. Which type of factors affect the school discipline and education planning? Also give suggestions for improving planning process and school discipline.**

### **Answer**

Role Of Educational planning :

Educational planning has become very important because:



- a) The shortage of economic or other non-material sources creates a challenge for education. Planning is the response of such disputes and explores possibilities of options uses and finest utilization of restricted resources.
- b) Successful and well-organized planning saves effort, time, and money.
- c) This is the coordinated means for attaining the pre-determined objectives.
- d) Education is the public service required by the public and provided by the government. For all the government efforts of such huge magnitudes like education, the planning is completely necessary.
- e) Educational planning is among the elements of general national and socioeconomic development. The planning needs to offer the educational objectives and finances for the educational development to accomplish these objectives.

### **FACTORS Affecting EDUCATIONAL PLANNING**

- a) School Buildings.
- b) **Educational** status and the Head count.
- c) Curriculum Development.
- d) **Educational** Materials.
- e) Expansion Models.
- f) **Educational** Financing.
- g) Legal Bases.
- h) Integrated Implementation.

### **Suggestions for improving planning process**

**Think about execution before you start planning.** A strategic plan that sits on the shelf is a colossal waste of time and energy (of which no one has extra to give away). Outline your ideas on how you see the plan being implemented. Even better, talk to your key employees and get everyone's buy-in on executing the plan before you actually put the plan together.

**Make everyone feel included.** Not everyone will have a seat at your strategic table, so openly communicate who's involved in what step of the process and why. Explain how everyone's input is being solicited and used.



**Celebrate success.** No matter what you do or where you are in your strategic planning agenda, end your planning days on a high note. Do something fun, such as play a quick game, run through a fun exercise, or go out to dinner.

**Don't over plan.** One of the biggest mistakes in strategic planning is becoming overly ambitious and overwhelming the company with the amount of work that needs to get done. When you're done putting your plan together, put it away and come back to it a week later. Make sure that it still makes sense and you haven't planned the company into oblivion.

### **Role Of School Discipline :**

Discipline gives children a feeling of security by telling them what they may and may not do.

It helps children to avoid from frequent feelings of guilt and shame for misbehavior-feelings that inevitably lead to unhappiness and poor adjustment.

Discipline enables children to live according to standards approved by the social group and thus to win social approval.

Through discipline, children learn to behave in a way that leads to praise that, they interpret as indications of love and acceptance which is essential to successful adjustment and happiness.

Discipline serves as an ego-bolstering motivation, which encourages children to accomplish what is required of them.

Discipline helps children to develop a conscious the "internalized voice" that guides them in making their own decisions and controlling their own behavior.

### **Factors affecting School Discipline**

- a) Lack of Leadership in Teacher.
- b) The Current **Education** System.
- c) Lack of Sustaining Ideal in the Students.
- d) Economic Difficulties.
- e) Lack of Communication.
- f) Disruptive behavior of the teacher.

### **Suggestions for improving school discipline.**



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## **1 . Plan and Organize**

Ensure that there are no a routine and a rhythm in the classroom. This way, the students know what to expect from the class and what is expected out of them. On the off chance that there is no legitimate planning and proper organization in your classroom, kids will feel exhausted and would begin to act mischievously.

## **2. Resolve issues from the beginning**

It is ideal to manage issues that spring up before they become too enormous to even consider handling. You can address every single little issue occurring in the classroom.

## **3. Establish Proper Procedures in Place**

The school should have a decent control procedure to keep the students in check. Proper code of conduct, rules, and regulations must be followed.

## **4. Explain the rules**

Next to establishing the right procedures, the most important thing is to communicate the procedure to your students. They must know what is expected out of them so that they can do it accordingly.

## **5. Practice what you preach**

The teachers, staff, management, everyone within the school must practice the code of conduct that has been established by the school.

As mentioned before, discipline in school can be tricky. Students are vulnerable and are at an age where they are just beginning to learn what is right and wrong.

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