

ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Department of Special Education)

Course: Organization and Management of Special School-I (3611)
Level: M.A/M.Ed Special Education

Before attempting the assignment 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 requirements.
2. Read the question carefully and then answer it according to the requirements of the questions.
3. Please write in your own words after reading the study guide and the related allied material. Also avoid irrelevant discussion/information.
4. Avoid reproducing from books, study guide or allied material.
5. Your own analysis and synthesis will be appreciated.
6. Please keep your assignments with you, after evaluation by the tutors. The department can ask anytime to send the evaluated assignment (s) for re-checking.
7. Write your assignment in legible handwriting. Typed assignments are not acceptable.
8. Give source in case of quoting any material
9. Use A-4 size paper for writing assignment.
10. Submit the assignments on or before the specified dates.
11. Late assignments will not be accepted in any case.

Programme Coordinator (M.Ed)
(Zahid Majeed)
Assistant Professor
zahidmmaieedvk@hotmail.com
051-9057294 or 9250078

ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD
(Department of Special Education)

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".**

Course: Organization and Management of Special School-I (3611)

Semester: Spring, 2014

Total Marks: 100

Level: M.A/M.Ed Special Education

Pass Marks: 40

ASSIGNMENT NO.1

(Unit: 1-4)

- Q.1 Differentiate between management and organization. How a teacher for special need children can apply different components of management as a classroom incharge? Support your answer with examples. (5+10+5)
- Q.2 What are the key functions of special school administration? Also draw hierarchical administrative structure of federal special education ministry/directorate. (12+8)
- Q.3 Discuss the administrative structure of Special Education Institutions of your province (Punjab/Sindh, Balochistan, (KPK) Describe the major responsibilities of the personnel involved level. (10+10)
- Q.4 School supervision is an important concept in general education schools. Do you think the same concept is important or can help to improve the special education schools? Support your answer with examples/logical and valid reasons (even you agreed or not). (14+6)
- Q.5 In any organization the head is always the role model for his/her staff. Enlist competencies required for a special education school principal and how he can prove a role model or good administrator for the school and staff respectively. (8+12)

ASSIGNMENT NO.2

(Unit: 5-9)

Total Marks: 100

Pass Marks: 40

- Q.1 What are the responsibilities of teaching staff and non-teaching staff in a special education school/institution? (10+10)
- Q.2 Describe principles of formulating timetable to accommodate special needs in a regular/mainstream school. How can these principles be incorporated? (10+10)
- Q.3 Accessibility is a big problem in education of special needs children. How architectural design facilitates students learning? Discuss suitable provision in school building for accommodating PHC, VIC, HIC and MRC. (10+10)
- Q.4 How Staff development promote performance of students? Critically discuss the existing staff development procedure and propose measure to improve the situation. (6+8+6)
- Q.5 Define school discipline and its importance in teaching learning process. Propose a model to maintain discipline in an institution having children with physical handicaps. (10+10)