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National Institute of Education
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National Institute of Education
தேசிய கல்வி நிறுவகம்
National Institute of Education
பரீட்சைகள் துறை
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DEPARTMENT OF EXAMINATIONS
National Institute of Education
MASTER OF EDUCATION MANAGEMENT - (2021) 2022
National Institute of Education
MODEL PAPER
National Institute of Education
MEM Resource Management for Education
National Institute of Education
2022..... Duration: 02 hrs.

Instructions:-

- Answer **all** questions in Part I.
- Answer only **two** questions from Part II.
- Begin every answer in Part II on a fresh page.
- Write Legibly.

PART I

(01) At a meeting held at the Ministry of Education, the Secretary has drawn attention to the need for studying the physical resource management in schools. At this discussion the Secretary has decided that committees be appointed for this at zonal level.

The conditions and weaknesses in the Physical Resource Management of the Zonal Offices, the attitudes of the Principals and their willingness to initiate innovations need to be studied.

School principals must be made aware to take decision regarding innovations in security and effective use of assets.

- As the leader of the school Supervision Team, make your recommendations with reference to the questions given below as related to the above incident.
 - (1) Name **four** facts regarding current situation of Asset Management methods, paying attention to **five** schools that come within your supervision. (04 Marks)
 - (2) Name **four** proposals that prevent the effective use of physical resources in schools. (04 Marks)

- (3) Make **four** barriers to make use of school principals in the effective use of physical resources. (04 Marks)
- (4) Name **four** facts clarifying the importance of making use of assets in a programme for empowering the Principals as leaders appropriate to this century. (04 Marks)
- (5) Indicate **four** facts in activities, supervising the management of physical resources in a school. (04 Marks)
- (6) You have been given the task of organizing the occupational details of the staff officer of the school / office you serve. Name **four** areas where you yourself are involved in the relevant job description. (04 Marks)
- (7) Select any **two** areas (of your choice) from the roles of a Human Resource Manager as given below.
Provide a brief account.
1. Motivating of staff.
2. Appointment of staff.
3. Auditing of staff requirements.
4. Management of conflicts.
5. Career Development path. (04 Marks)
- (8) Select **two** of the given time management strategies and indicate with examples how time is managed in your institute.
i. Achieving the correct goals.
ii. Prioritization
iii. Planning the day
iv. 80/20 rule (04 Marks)
- (9) It is the function a Human Resource Manager to balance the two ends of achieving the objectives of the Institute and satisfying the needs of the office staff. Indicate **four** recommendations / areas to which the Human Resource Manager must pay attention. (04 Marks)
- (10) Clarify with reference to **two** strategies given below, how you would use them for motivating the staff of your institute.
i. Third corner approach.
ii. Career path development.
iii. Timing
iv. Performance appraisal
v. Code of conduct (04 Marks)

(Total Marks 40)

PART II

- (02) Providing replies to audit queries is one of the responsibilities of a school Principal. It is appropriate to do the supervisory duties as the Principal by handing over to the school Deputy Principal in writing, the task of getting the responses of the relevant section within the time frame and providing adequate responses.

You as the principal has to provide responses to the audit queries in the following extracts, relevant to the year 2020.

- (i) The goods received by the school have not been, systematically inventoried, they have not been handed over for use in writing, nor have their use been supervised by the Principal. Report to the audit along with the course of action that would be taken to prevent a recurrence, with detailed facts.
- (ii) It was revealed to the audit, that the library activities have not been systematically managed. It is necessary to explain clearly what action you will take as the Principal, to see that the books are properly recorded, and your actions regarding the lending and return of library books.
- (iii) As recommended at an Annual Board of Survey, even enough action should have been taken to maintain the main school inventory systematically, it was revealed that it had not happened,

It should be clarified as to why the recommendations of the Annual Board of survey, have not been followed and the main school inventory has not been systematically maintained.

(a detailed description of the procedure should be given)

(Total Marks 30)

- (03) The Provincial Directors of Education called a special meeting of the staff officers, in preparation for the audit Management meeting of the 2nd quarter of the year. The meeting was well organized by the internal audit unit of the office: the relevant officers to discuss all the matters that were scheduled were also invited the zonal and divisional directors of education, the Principal, Heads of teaching staff and store keepers. Every officer was provided with an extract of the relevant audit query.

The meeting was started on time, and the report on audit queries regarding the departments was presented. There were 225 queries, responses to 195 had been accepted by the audit unit.

All audit extracts were discussed, and a few was taken up for highlighting.

The audit had drawn attention to the fact that in expending moving on education development programmes, there had been programmes outside the annual plan, and the lack of clear evidence as the fulfilment of the expected goals through there programmes were questioned.

Approval had been obtained for the Staff Development programme of Galaoya, and even by the second quarter, only four training programme had been held. When the current situation was taken up for consideration, it was revealed that the annual development plan had short comings. Further it was discovered that it had not been adjusted against the annual budget, the needs of the teachers of the zone had not been identified, a taking programme had not been planned for such; and thus, for these reasons. It was informed that the annual development plan was rejected by the Director of Education.

When the process of the Degalweliya Divisional Education office was taken up, it was discovered that, there had been a failure in presenting the advanced programmes of the area officers to the audit, that there was a mismatch between the in, out register of the officers leaving for official duties and their return to office, and the supervision notes entered on the log books of the relevant schools. When this was inquired into, the Divisional Director of Education stated that the relevant audit query had been misplaced, and required a fortnight's period of grace to respond to the queries.

It was recorded that the maintenance at the Provincial Department of Education was COMMENDABLE. When this was inquired into, it was revealed that the Development Officer in charge of the store had had a systematic training, and that the management was completely maintained on computerized data.

Annual teacher balancing of the Divisional Education Office, Galamuduna was taken up, the relevant Provincial Director of Education stated, that the educational activities of the annual teacher balancing has been most successful. He stated that throughout the previous year, the teacher needs of every school had been analyzed, a group of teachers had been given a training in teaching in alternate subjects in collaboration with the Teacher's Centre and that two teachers who had had health problems for a long time were officially retired. He also stated that all teacher activities are done through the computer and further that making use of this data, service evaluation certificates have been awarded for teachers who had provided an effective service as teachers in difficult areas.

The fact that most schools in the area were on lands that had not been properly surveyed, there were no plans, the boundaries not delineated was taken up for discussion. The fact that in most offices there was a lack of staff officers proficient in the subject, area officers, as well a management assistant was taken up for discussion.

- (i) Describe what instructions you would give as the Education Office accountant to a newly appointed principal on completing the procedure regarding the assets and liabilities of a school during the stipulated time.
- (ii) Describe the instructions you as the Zonal Director of Education would give the Principal on the importance of making the maximum use of the physical resources and of looking after the physical resources as they are limited.
- (iii) Given below in a chain of events that has been planned based on a special meeting held at the Provincial Department of Education.

(Total Marks 30)

- (04) (i) Write **two** strengths and weaknesses identified in the Human Resources Development process, in the relevant Provincial education areas as depicted in this record of the meeting.
- (ii) Provide a short account of **two** suggestions each for the areas given below on the development of the process of Human Resource Development.
- (a) Show through an example of a series of events how Institutional objectives can be reached through motivation of staff.
- (b) If you were the officer in the Provincial Department of Education in charge of Human Resource Development, give a brief account of two suggestions you would make to develop the capacity of the officers mentioned below.
1. Developing the capacity of the staff officers at Provincial and divisional level for the subject - land.
 2. Development of the management skills of Heads of Teacher Centers.
 3. Development of Human Resource Management skills of Divisional Directors through result base management or Kaizen approach.
- (iii) You were a principal, and have now come on transfer to a school as a teacher, on no request from you. This teacher has worked for over five years at a school extremely well. On interviewing him, it was discovered that he is very critical of the education system, he has negative characteristics, and for a long time he has not been properly engaged in teaching, but has been anticipating relief projecting personal losses. Briefly describe how you would cover the following in a long time training programme for bringing about the development of this teacher.
1. Developing positive mental stimulation.
 2. Developing the knowledge skills and attitude in the subject that is taught.
 3. Following modern strategies of modern teaching and learning.
 4. Development of skills in time management

(Total Marks 30)
