

## **CIRCULAR**

The Directorate of Training is entrusted with the basic responsibility of conducting training programmes for various levels of officials / officers in various areas of administration. The Directorate has identified subjects needing basic knowledge and skill for managerial competence. List of courses under "**Basic Managerial Competence**" is enclosed. A three days training course on "**Basic Managerial Competence in Education Planning and Management**" is an important course in the list. The Course shall commence on ~~27-10-2010~~ to ~~29-10-2010~~.

### **IMPORTANCE OF THE COURSE**

The educational functionaries - the officials and the principals - are key persons in the process of decision making and implementation of the policy and programmes related to education. They need to be sensitized about the management and planning of education to make the system more productive and effective. The understanding of educational planning and management covering micro and macro dimensions and their sensitization to the leadership role, management skills and desirable attitude would enable them to contribute to quality education in schools.

### **TARGET BENEFICIARIES OF THE COURSE**

The Course has been designed to benefit those working in the Government Schools, Government-aided schools and also private schools. The Course would be useful to the Education Officers, Assistant Directors (Education), Principals, Vice Principals and Senior Teachers. It may also be useful to those functionaries in the schools who discharge non-academic functions. Training Module / Learning Units are enclosed.

### **OBJECTIVES OF THE COURSE**

At the end of the Course the participants will be able to:

1. Explain the concept of educational planning.
2. Explain the principles and techniques of education planning.
3. Describe planning machineries.
4. Elaborate management issues related to school education.

### **CONTENTS OF THE COURSE**

1. Education Planning and Economic Growth
2. Concept need and Process of Educational Planning & Management
3. Principles and Techniques of Educational Planning
4. Planning Machineries
5. Principal as Manager of School Organization
6. Motivation and Educational Leaderships
7. Quality and Management Information System
8. NPE and Curriculum Planning: Salient Points
9. Management Skills
10. Negotiation Skills
11. Conflict Management
12. Management issues related to School Education

### **METHODOLOGY OF THE COURSE**

The Course would be conducted by experts and experienced in the area of Educational Planning and Management. The mix of class-room lecture, group discussion, case study and brain storming techniques shall be used for transaction of the course content. The participants encouraged to raise questions to clarify their doubts and satisfy their curiosities.

### **NOMINATIONS FOR THE COURSE**

1. The Course envisages class strength of 40 Participants.
2. Nominations shall be accepted on first-come-first-serve basis.
3. Nomination letter along with bio-data of the participants in the format prescribed

confirmation of acceptance of nomination.

**OTHER INSTRUCTIONS**

1. Participants are expected to come prepared with basic information on the course subject.
2. Participants may bring copies of the latest departmental/Government circulars/orders/reports etc., relating to the course subject, if any available. This would benefit other participants, the Directorate and also the faculty.
3. Participants are expected to observe punctuality and regularity.
4. Participants are expected to keep their mobile phones on silent mode during the training sessions.
5. Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.
6. Participants are expected to utilize the knowledge gained during the training for efficient discharge of their duties.
7. Participants may contact the undersigned for any information/clarification on training course.
8. Contact/correspondence may be made on Phone Nos. 22303843 & Mobile No. 9810852945 Fax No. 22308556 and through email address [dutcs@nic.in](mailto:dutcs@nic.in) or [adtrg2utcs.delhi@nic.in](mailto:adtrg2utcs.delhi@nic.in)

  
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**Copy for information to:**

1. All HODs / Local/ Autonomous Bodies and State Undertakings /Corporations.
2. S.O. to the Chief Secretary, Govt. of N.C.T. of Delhi, Delhi Secretariat, Delhi.
3. Estate Officer (Trg.) for uploading on the WEBSITE of the Department.

  
(CATHERINE MATHAI)  
Assistant Director - II (Trg.)

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES**  
 Institutional Area, Shahdara, Behind Karkardooma Courts, Shahdara Delhi 32

**TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE ON  
 EDUCATIONAL PLANNING AND MANAGEMENT**

Name of the Package of Courses		Basic Managerial Competence	
Duration of the Course		Three days (27 <sup>th</sup> October to 29 <sup>th</sup> October, 2010)	
Number of Sessions		Twelve (12)	
Training Branch		II	
Name of Course Coordinator		Ms. Catherine Mathai, Assistant Director	
Sessions	Duration	Topics	Proposed Speaker
<b>27<sup>th</sup> Oct., 2010</b> <b>(Wednesday)</b> Session - I 10.00 am- 11.15am Tea	75 Min.	Education Planning and Economic Growth	
Session - II 11.30 am- 12.45 pm	75 Min.	Concept need and Process of Educational Planning & Management	
Lunch			
Session - III 01.45 pm- 03.00 pm Tea	75 Min.	Principles and Techniques of Educational Planning	
Session - IV 03.15 pm- 04.30 pm	75 Min.	Planning Machineries	
<b>28<sup>th</sup> Oct., 2010</b> <b>(Thursday)</b> Session - V 10.00 am- 11.15am Tea	75 Min.	Principal as Manager of School Organization	
Session - VI 11.30 am- 12.45 pm Lunch	75 Min.	Motivation and Educational Leaderships	
Session - VII 01.45 pm- 03.00 pm Tea	75 Min.	Quality and Management Information System	
Session - VIII 03.15 pm- 04.30 pm	75 Min.	NPE and Curriculum Planning: Salient Points	
<b>29<sup>th</sup> Oct., 2010</b> <b>(Friday)</b> Session - IX 10.00 am- 11.15am Tea	75 Min.	Management Skills	
Session X 11.30 am- 12.45 pm	75 Min.	Negotiation Skills	
Lunch			
Session - XI 01.45 pm- 03.00 pm Tea	75 Min.	Conflict Management	
Session - XII 03.15 pm- 04.30 pm	75 Min.	Management issues related to School Education	

**LEARNING UNITS OF TRAINING SESSIONS ON BASIC MANAGERIAL  
COMPETENCE ON EDUCATIONAL PLANNING AND MANAGEMENT**

Name of the Package of Courses		Basic Managerial Competence		
Duration of the Course		Three days (27 <sup>th</sup> October to 29 <sup>th</sup> October, 2010)		
Number of Sessions		Twelve (12)		
Training Branch		II		
Name of Course Coordinator		Ms. Catherine Mathai, Assistant Director		
Enabling Objectives	Contents & Sequence	Method of Training	Training Material and aid	Performance Aid
<b>27<sup>th</sup> Oct., 2010 (Wednesday) Session – I</b>	<b>Education Planning and Economic Growth</b>			
<b>Knowledge of background and latest development</b>	<ul style="list-style-type: none"> <li>- Concepts of economic growth and Role of Education in Economic Development</li> <li>- Educational Planning in India during pre independence and post independence period</li> <li>- Five year plans in education -- Main features of five-year plans with special reference to education and its merits and demerits.</li> <li>- Education as an instrument for total development of nation, place of education in overall national planning</li> </ul>	<b>Lecture</b>	<b>PowerPoint Presentation</b>	
<b>Session – II</b>	<b>Concept need &amp; process of Educational Planning &amp; Management</b>			
<b>Overview</b>	<ul style="list-style-type: none"> <li>- Concept, scope and nature of Educational Management</li> <li>- Need and importance of Educational Planning</li> <li>- Educational Planning Process at Different Levels</li> <li>- Process of District level planning including Micro level planning exercise</li> <li>- Institutional planning</li> </ul>	<b>Lecture</b>	<b>Handouts</b>	
<b>Session – III</b>	<b>Principles and techniques of Educational Planning</b>			
	<ul style="list-style-type: none"> <li>- Formulation of aims and objectives.</li> <li>- Methods and techniques of planning</li> <li>- Approaches to Educational Planning.                             <ul style="list-style-type: none"> <li>(a) Social demand approach</li> <li>(b) Man-power approach</li> <li>(c) Return of Investment approach</li> </ul> </li> </ul>	<b>Lecture</b>		
<b>Session – IV</b>	<b>Planning Machineries</b>			
	<ul style="list-style-type: none"> <li>- Perspective planning at central, state and local levels</li> </ul>	<b>Lecture</b>	<b>PowerPoint Presentation</b>	

	<ul style="list-style-type: none"> <li>- Schools for all and schools for selected few District Level planning</li> <li>- Institutional Planning</li> <li>- Determine facilities to the needs: School Programmes, School Building, Teachers' training facilities, Location of Schools</li> </ul>			
<b>28<sup>th</sup> Oct., 2010 (Thursday)</b>	<b>Principal as Manager of School Organization</b>			
<b>Session – V</b>				
	<ul style="list-style-type: none"> <li>- Role and Responsibilities</li> <li>- Appropriate Management styles</li> <li>- Internal Structure and external environment of schools</li> <li>- Communication channels in school system</li> <li>- School effectiveness</li> </ul>	<b>Lecture</b>	<b>PowerPoint Presentation</b>	
<b>Session – VI</b>	<b>Motivation and Educational Leaderships</b>			
	<ul style="list-style-type: none"> <li>- Leadership Role and Task Requirement</li> <li>- Leadership theories and Styles: authoritarian, democratic, and laissez faire</li> <li>- Situational Leadership in Educational Management</li> <li>- Appropriate leadership style for school functionaries</li> </ul>	<b>Lecture</b>	<b>PowerPoint Presentation</b>	
<b>Session –VII</b>	<b>Quality and Management Information System</b>			
	<ul style="list-style-type: none"> <li>- Total Quality Management</li> <li>- Total Quality Control</li> <li>- Management Information System</li> <li>- Computer skills for Management of Education</li> <li>- Quality Accreditation System for Schools</li> </ul>	<b>Lecture</b>		
<b>Session –VIII</b>	<b>NPE and Curriculum Planning: Salient Points</b>			
	<ul style="list-style-type: none"> <li>- National Policy of Education, 1986</li> <li>- Programme of Action</li> <li>- National Curriculum Framework</li> <li>- School Functionaries and Curriculum Renewal</li> </ul>			
<b>29<sup>th</sup> Oct., 2010 (Friday)</b>	<b>Management Skills</b>			
<b>Session – IX</b>				
	<ul style="list-style-type: none"> <li>- Meeting Skills</li> <li>- Time Management – Planning; Dealing with Stress; Systems for time management</li> <li>- Presentation skills - Planning; Delivery: Use of media;</li> </ul>	<b>Lecture</b>	<b>PowerPoint Presentation</b>	

	under pressure; Working with people; Negotiating; Team processes (storm, norm, etc.); Taking responsibility; Leading; Role taking / accountability; Handling conflict			
<b>Session – X</b>	<b>Negotiation Skills</b>			
	<ul style="list-style-type: none"> <li>- The negotiation process</li> <li>- The impact of personal style and negotiation styles</li> <li>- The use of power and influence in negotiation</li> <li>- Process of negotiation – five phases of interaction</li> <li>- Negotiation strategies</li> </ul>	<b>Lecture</b>	<b>PowerPoint Presentation</b>	
<b>Session –XI</b>	<b>Conflict Management</b>			
	<ul style="list-style-type: none"> <li>- Understanding conflict management language of conflict resolution, approaches to conflict, conflict styles and type of conflicts</li> <li>- Causes of conflict</li> <li>- Managing conflicts</li> <li>- Constructive responses to conflict</li> </ul>	<b>Lecture</b>		
<b>Session –XII</b>	<b>Management issues related to School Education</b>			
	<ul style="list-style-type: none"> <li>- Educational Management Information System (EMIS) : concept, functions and status</li> <li>- Issues pertaining to evaluation &amp; examination</li> <li>- Role of heads, VEC, NGOs, MFAs, PTAs and Advisory experts' bodies</li> <li>- Enhancing Inclusive Education: exceptional, gifted, backward and handicapped children.</li> <li>- Public Private Partnership in Education</li> <li>- Periodic renewal of Curriculum and Text books</li> </ul>			