

File No.6/1/8/10-UTCS(TS-II)/

Dated: .02.2011

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. 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 **02-03-2011 to 04-03-2011.**

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 who are 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.

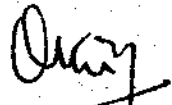
NOMINATIONS FOR THE COURSE

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 (enclosed) may be sent by **23-02-2011.**

4. Nominations received after 23-02-2011 may not be entertained.
5. Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.

OTHER INSTRUCTIONS

1. Participants are expected to observe punctuality and regularity.
2. Participants are expected to keep their mobile phones **on silent mode** during the training sessions.
3. Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.
4. Participants are expected to utilize the knowledge gained during the training for efficient discharge of their duties.
5. Participants may contact the undersigned for any information/clarification on training course.
6. Filled up Bio-data forms of nominated officials may be forwarded by department.
7. Bio-data form is available in the department's website www.utcs.delhigovt.nic.in under 'Training'.
8. Contact/correspondence may be made on Phone Nos. 22303843, 0-9810852945, Fax No. 22308556 and through Email address adtrg2utcs.delhi@nic.in


(CATHERINE MATHAI)
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Dated: 02.02.2011

Copy for information to:

1. All HODs / Local/ Autonomous Bodies and State Undertakings /Corporations with the request to encourage their officers to avail the benefit of this training.
2. S.O. to the Chief Secretary, Govt. of N.C.T. of Delhi, Delhi Secretariat, Delhi.
3. PS to Pr. Secretary (Trg.), Govt. of N.C.T. of Delhi, Delhi Secretariat, Delhi.
4. PA to Spl. Secretary-cum-Spl. Director (Trg.), Dte. of Training, UTCS.
5. Estate Officer, Directorate of Training: UTCS 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
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 Tel. No. : 22303843, Fax No. 22308556, Email: adtrg2utes.delhi@nic.in

**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 (02 nd March to 04 th March, 2011)
Number of Sessions		Twelve (12)
Training Branch		II
Name of Course Coordinator		Ms. Catherine Mathai, Assistant Director
Sessions	Duration	Topics
DAY – 1, 02nd March, 2011 (Wednesday)		
Session – I 10.00 am- 11.15am	75 Min.	Education Planning and Economic Growth
Tea		
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	75 Min.	Principles and Techniques of Educational Planning
Tea		
Session – IV 03.15 pm- 04.30 pm	75 Min.	Planning Machineries
DAY – 2, 03rd March, 2011 (Thursday)		
Session – V 10.00 am- 11.15am	75 Min.	Principal as Manager of School Organization
Tea		
Session – VI 11.30 am- 12.45 pm	75 Min.	Motivation and Educational Leaderships
Lunch		
Session – VII 01.45 pm- 03.00 pm	75 Min.	Quality and Management Information System
Tea		
Session – VIII 03.15 pm- 04.30 pm	75 Min.	NPE and Curriculum Planning: Salient Points
DAY – 3, 04th March, 2011 (Friday)		
Session – IX 10.00 am- 11.15am	75 Min.	Management Skills
Tea		
Session – X 11.30 am- 12.45 pm	75 Min.	Negotiation Skills
Lunch		
Session – XI 01.45 pm- 03.00 pm	75 Min.	Conflict Management
Tea		
Session – XII 03.15 pm- 04.30 pm	75 Min.	Management issues related to School Education