

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

File No.5(1)/10/11-UTCS (TS-I)/2010-11/

Dated.....

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 functional efficiency. A three day's training course on "**Basic Functional Efficiency in School Administration**" is an important course in the list. The Course shall commence on **23rd May, 2011 to 25th May, 2011 (Monday – Wednesday)**.

IMPORTANCE OF THE COURSE

School plays a major role in defining individual's character, career and personality. Well governed and well managed schools are asset to the society, the community and the nation. With Right to Education Act having been enacted the thrust of education is shifting from literacy to education. The Course focuses on important aspects of school management and administration to enable the participants amalgamate experience, the acquired knowledge and new concepts for better institutional/organizational governance.

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 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 priorities of the Government in the school education system.
2. Explain important provisions of the Right to Education Act.
3. Describe broad principles of the school administration/management.
4. Explain importance of community involvement in school administration.
5. Differentiate between core administrative functions and management functions.

CONTENTS OF THE COURSE

1. Knowledge of school education system and role of education.
2. School education in India, changing scenario and new challenges
3. School planning and administration.
4. Academic planning and planning of resources
5. Planning of curriculum and co-curriculum activities
6. Optimizing potential of available human resources
7. Management of Discipline
8. Community participation and school administration.
9. Infrastructure, its maintenance, school budget and fund management. Schemes for student's welfare
10. Smarts school

11. Evaluation and examination. Feed back

METHODOLOGY OF THE COURSE

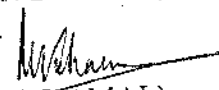
The Course would be conducted by experts and experienced in the area of school administration. While lecture method would be generally followed, case studies and questionnaires may also be included in some sessions. The Course would be interactive and participants encouraged to raise questions and get the doubts cleared.

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 form of the participants in the format prescribed (enclosed) may be sent by 16th May, 2011.
4. Nominations received after 16th May, 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 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. 22308552, fax no. 22307822, 22308556 email address dutcs@nic.in and adtrg1utcs.delhi@nic.in.


(NEEL KAMAL)

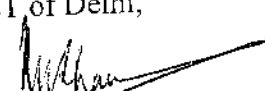
Assistant Director (Training)

Date... 18/11/2011

File No.5(1)/10/11-UTCS (TS-I)/2010-11/ 11002-11020

Copy forwarded to:

1. Secretary, Education, Deptt. Of Education, GNCTD, Old Sectt., Delhi-110054
2. Director, Dte. of Education, Old Sectt., Delhi-110054
3. All Dy. Directors, Dte. of Education, Govt. of NCT of Delhi.
4. Director, SCERT, Varun Marg, Defence Colony, New Delhi-110024
5. Director, Education, MCD, Old Hindu College Building, Kasmere Gate, Delhi-06
6. Director (Edn.), NDMC, 7th Floor, Palika Kendra, Sansad Marg, New Delhi
7. C.E.O., Delhi Cantonment Board, Delhi Cantt., New Delhi
8. S.O. to the Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat, N.D.-2
9. PS to the Pr. Secretary(Training/Pr. Secretary to C.M.), Govt. of NCT of Delhi, Delhi Secretariat, New Delhi-02
10. E.O. for updating on the website of the Department.


(NEEL KAMAL)

Assistant Director (Training)