

# Post Graduate Diploma In Educational Planning and Administration (PGDEPA)



*Department of Training & Capacity Building in Education*  
**National University of Educational Planning and Administration**  
**17-B, Sri Aurobindo Marg, New Delhi-110016**

**DEPARTMENT OF TRAINING & CAPACITY BUILDING IN EDUCATION**

**PGDEPA PROGRAMME TEAM**

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**PGDEPA SUPPORT STAFF**

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## ***Introduction***

The Post Graduate Diploma in Educational Planning and Administration is an intensive long duration (One-year) programme. It aims at creating a cadre of professionally trained educational administrators in the country. The basic concern while designing the PGDEPA programme has been to ensure that the participants do not have to stay in NUEPA for a period longer than three months and they learn at their own pace. Keeping in view the difficulty of many education departments to depute their officials for a long duration programme, the PGDEPA is planned in such a way that although the programme is for duration of One year, the face-to-face and residential part of the programme does not exceed three months. To facilitate this, the PGDEPA involves varying modalities of offering a course. It involves preparatory phase at the participants' place of work, face-to-face phase at NUEPA, project phase at work place, transacting advanced courses through open and distance learning mode and presentation of project work in a Seminar cum Workshop mode at NUEPA

## **Programme Objectives**

The overall objective of the programme is to promote professional competency and capacity of the education functionaries in the areas of educational planning and administration. The specific objectives of the programme are to:

- Upgrade and enhance the knowledge of the participants on educational policies and programmes in India;
- Deepen the understanding on educational planning process and administration;
- Develop skills and abilities to formulate plans, design programme and manage implementation of programmes;
- Train the participants to elaborate on educational programmes, prepare monitoring plans and evaluation reports on the educational programmes.

## **The Structure of the Programme**

The one year Post- Graduate Diploma in Educational Planning and Administration (PGDEPA) programme is envisaged in six phases comprising face-to-face course transaction, involving basic curricular transaction, project work, presentation of project work and advanced course work in the form of distance mode courses.

### ***Phase 1: Preparatory Course Work (Four weeks at workplace)***

This will begin immediately after the nominations are received and the candidates are accepted for the programme. NUEPA will be sending self- learning material to the participants and they will be provided with guidelines to study this material. This phase will be completed before they come to NUEPA for the next phase of the programme. The first week of their stay in NUEPA will be devoted to a face-to-face workshop of the self- learning phase (Phase 1) that took place prior to their arrival in Delhi.

*Phase 2: Face-to-Face Course Transactions (Twelve weeks at NUEPA)*

During this phase, the participants come to NUEPA, New Delhi for face-to-face interaction for course work. The main task during their stay will be an in-depth study of basic techniques and methods of educational planning and administration theories and practices. The courses offered during this phase are indicated in the section on course outline. This phase will also equip the participants to undertake and carry out a project work.

*Phase 3: Project Work (Twelve weeks at workplace)*

The participants in the PGDEPA are expected to prepare a project report during this phase. The topic for the project may be identified by the participants based on its utility for their future professional development on the job. The participants will be oriented towards the nature of the project work and what is expected from them. During this phase, a faculty member will be assigned to each participant for guiding the project work which is assigned to the participant during Phase 2 of the programme.

*Phase 4: Assessment of the Project Work and Preparation for the Advanced Course Work (Two weeks at NUEPA)*

At the end of the project work period, the participants will be returning to NUEPA for project work presentation in a Seminar- cum- Workshop Mode. Based on the assessment, which includes internal as well as external experts, the participants will be awarded DEPA. This provides an exit point for those who do not want to pursue PGDEPA. Those who do not continue the advanced course will stay for a period of one week.

Those who plan to pursue the advanced course for the PGDEPA will continue to stay in NUEPA for an additional week where they will be oriented to the next phase of the programme.

*Phase 5: Advanced Courses Phase (Eight weeks at workplace)*

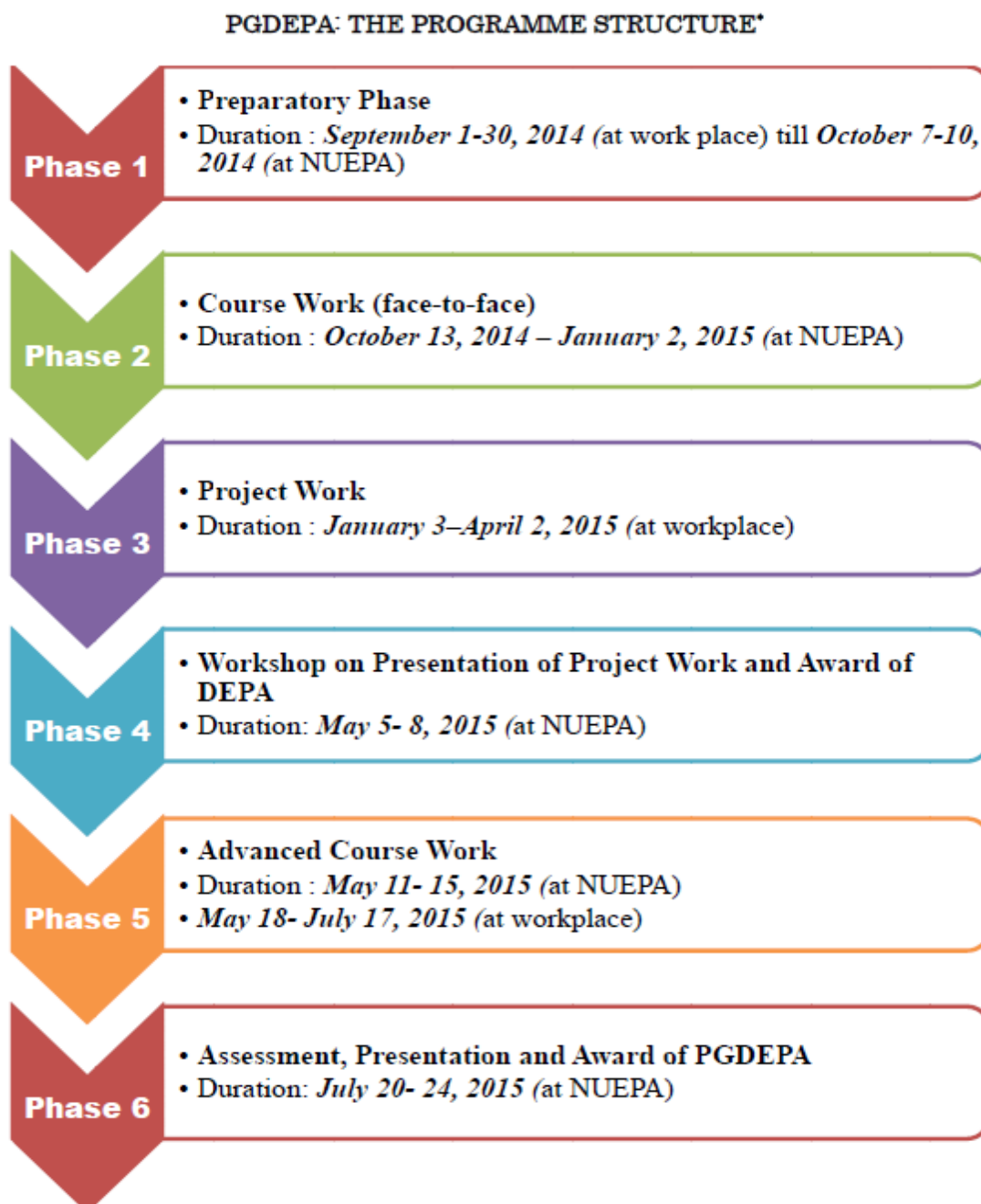
The advanced courses are designed to provide an in-depth understanding and specialization in educational planning. These courses are offered through distance mode. This phase offers two optional courses. The details of the courses offered during this phase are provided in the section on course work.

*Phase 6: Final Evaluation and Award of PGDEPA (One week at NUEPA)*

The distance mode courses will be assessed from time to time at the end of each course. A one week face-to-face workshop will be organized at the end of the PGDEPA wherein the participants will present their work in a 'Seminar' organized in workshop mode. On successful completion of the programme, the participants will be awarded PGDEPA.

## Evaluation Procedure

Participants' will be evaluated through various modes. They will be evaluated on the basis of interactions, participation and presentation made on reflective exercises. They will also be evaluated on the basis of written assignments/term paper/project work, group work, seminar presentation.



### ***Methodology***

In the instructional methodology to be followed in the course, more emphasis will be laid on learning than on teaching. Instructional methodology will be based on lecture-discussions, case studies, simulation exercises, role play and group discussions on the various themes of the programme. Sufficient time will also be devoted to practical exercises, library-based assignments, field visits and visits to some important educational institutions. Each participant will have to complete the assignments strictly according to the schedule.

### ***Certification***

Workshops and assessment session will be organized during phase 4 and phase 6 wherein the participants on their successful completion of entire programme will be awarded the DEPA and PGDEPA respectively. In addition, a certificate showing grades obtained in the curricular work, terminal evaluation and project report will also be issued to the successful participants.

### ***Boarding and Lodging Arrangements***

The programme is residential. During their stay at NUEPA, the participants, even from Delhi and NCR are compulsorily required to reside in University's hostel which is located in the campus.

### ***Other Relevant Information***

#### **(a) Location**

The National University of Educational Planning and Administration is situated within the NCERT Campus on Shaheed Jeet Singh Marg opposite Technology Bhawan, and Qutub Institutional Area. It is about 20 kilometers from Old Delhi Railway Station, 22 kilometers from Inter-State Bus Terminus, and 14 kilometers from New Delhi Railway Station. It is connected by DTC bus service to Old Delhi Railway Station, New Delhi Railway Station, Central Secretariat, ISBT, Dhaula Kuan, Shadipur Depot and Connaught Place. The nearest Metro Stations are Hauz Khas and Malviya Nagar on the yellow line.

#### **(b) Hostel**

The University hostel has a seven-storied building with 60 double occupancy furnished rooms. The participants are not allowed to bring their spouses, family members or guests while coming to attend the programme.

#### **c) Library/Documentation Centre**

The University has a well-stocked fully automated library having about 50,000 books and 20,000 documents on educational planning, and educational administration and allied subjects. About 230 Journals are received regularly. Library maintains a computerized database and is connected through DELNET which provides on-line access to 2000 libraries in 32 states in India and in seven other countries. Electronic mail facility is also available to access National Network and INTERNET.

LIST OF THE PARTICIPANTS (2014)

**i) ANDHRA PRADESH**

1. Mr. T. Joseph, CMO, Sarva Siksha Abhiyan

**ii) ARUNACHAL PRADESH**

2. Mr. Biren Dutta, Principal, District Institute of Education and Training

**iii) ASSAM**

3. Ms. Ajanta Brahma, Reader, SCERT
4. Mr. Bobby Ronghangpi, Lecturer, District Institute of Education and Training,
5. Mr. Junish Patir, Lecturer, District Institute of Education and Training
6. Ms. Subhalakshmi Rajkumari, Inspector of Schools

**iv) BIHAR**

7. Mr. Surendra Kumar, Lecturer, SCERT
8. Mr. Rajendra Prasad Mandal, BES/OSD, BSEIDC
9. Mr. Benkat Gopal, Principal, District Institute of Education and Training
10. Mr. Prem Ranjan Upadhyay, Lecturer, District Institute of Education and Training,
11. Mr. G. Shankar, Principal, District Institute of Education and Training

**v) HARYANA**

12. Mr. Amar Nath Kaushik, Lecturer (Teacher Educator), District Institute of Education and Training,

**vi) HIMACHAL PRADESH**

13. Mr. Ravinder Singh Ranpatia, Principal, Govt. Senior Secondary School
14. Mr. Daleep Kumar Verma, Lecturer/ Planning coordinator(RMSA)
15. Mr. Rakesh Kumar, Lecturer, District Institute of Education and Training

**vii) JAMMU & KASHMIR**

16. Ms. Jaswinder Kour, Lecturer, District Institute of Education and Training

**viii) KARNATAKA**

17. Mr. Rajashekara A.G., Lecturer, District Institute of Education and Training

**ix) MADHYA PRADESH**

18. Mrs. Uma Shrivastava, Senior lecturer, Govt. College of Teacher Education

19. Mr. Rakesh Kumar Pandey, District Project Coordinator, Sarva Siksha Abhiyan

20. Mr. Ashish Narayan Mathur, Senior Lecturer

21. Mr. Pradeep Kumar Jain, APC, District Institute of Education and Training

**x) MAHARASHTRA**

22. Mr. Balaji Digambar, lecturer, District Institute of Education and Training

**xi) MANIPUR**

23. Ms. M. Indira Devi, Lecturer, District Institute of Education and Training

24. Mr. Ksh. Birmangol Singh, Assistant State Coordinator, Sarva Siksha Abhiyan

25. Ms. Kamlalakshmi Chongtham, State Inclusive Education Incharge, Sarva Siksha Abhiyan

**xii) NAGALAND**

26. Ms. Yangerjungla, Research Associate, SCERT

27. Mr. Thebi Joseph Shupao, Research Associate, SCERT

**xiii) ODISHA**

28. Mr. Ajay Kumar Ekka, Block Education Officer

29. Mr. Binod Sing, Block Education Officer

**xiv) PUNJAB**

30. Ms. Adarsh Sharma, Lecturer, District Institute of Education and Training



**xv) TAMIL NADU**

- 31. Ms. Uma, Lecturer, District Institute of Education and Training
- 32. Ms. Mythili, Lecturer, District Institute of Education and Training
- 33. Mr. Peter, Lecturer, District Institute of Education and Training
- 34. Ms. G. Bhavani, AEEO, Assistant Elementary Educational Office  
(Nursery)
- 35. Mr. Sivakumar, Additional Assistant EEO, Assistant Elementary  
Educational Office

**xvi) UTTARAKHAND**

- 36. Mr. Dharm Singh Rawat, Block Education Officer

**xvii) WEST BENGAL**

- 37. Mr. Asis Kumar Dandapat, Assistant Professor, Vidyasagar  
Teachers' Training college

**xviii) AIR FORCE**

- 38. Sqn Ldr Keshwan, Senior Education Officer, Air Force Station
- 39. Sqn Ldr A K Arya, Senior Education Officer, Air Force Station