



**National University of Educational  
Planning and Administration  
New Delhi**

**POST-GRADUATE DIPLOMA IN EDUCATIONAL  
PLANNING AND ADMINISTRATION  
2014-15**

**ANNOUNCEMENT**

**Department of Training and Capacity Building in Education**



## The Programme

Since 1982-83, National University of Educational Planning and Administration (NUEPA) have been conducting a specially designed Training Programme leading to Diploma in Educational Planning and Administration (DEPA) for the educational administrators. The programme has undergone transition from DEPA to Post-Graduate Diploma in Educational Planning and Administration (PGDEPA) to offer an opportunity to address fundamental changes in the nature and content of the programme. One of the important considerations for redesigning the programme is the changed profile of those attending the programme and requirements of the department that they represent such as SCERTs/ SIEMATs/DIETs and DEOs/BEOs of Directorates of Education of the State Governments. The PGDEPA programme envisages transforming the present DEPA into an intensive long duration programme to ensure creating a cadre of professionally trained educational administrators in the country.

A basic concern while designing the PGDEPA programme was to ensure that the participants do not have to stay at NUEPA for a period longer than three months and they learn at their own place of work. The PGDEPA is envisaged as twelve months programme leading to a Post Graduate Diploma. However, keeping in view the difficulty of many of the education departments to depute their officials for a long duration programme, the PGDEPA is planned in such a way that the face-to-face and residential part of the programme does not exceed three months. To facilitate this proposed PGDEPA involves varying modalities of course transaction. It involves a 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.

## 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 acquaint the participants with fundamental concepts of educational planning and management;
- To enable the participants to develop planning and management skills for improved decision making in educational administration;
- To develop skills and abilities to formulate plans, design programmes and manage implementation of the programmes; and
- To develop their capacities in monitoring and evaluation of educational programmes and projects.

## Programme Structure

The Post-Graduate Diploma in Educational Planning and Administration (PGDEPA) programme is designed in six phases.

### *Phase 1: Preparatory Course Work*

September 1-30, 2014 (Four weeks at work place)



This commences immediately after the nominations are received and the participants are accepted for the programme. NUEPA will be sending self learning material to the participants and they will be provided with guidelines to study these material. This phase will be completed before they come to NUEPA for the next phase of the programme. The first week of their stay at NUEPA during Phase 2 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 Work*

October 7, 2014 to January 2, 2015 (Twelve weeks at NUEPA)

During this phase, the participants would 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 comprises of : *Indian Education- A Perspective; Educational Administration; Educational Planning; Project Work and Writing; and Participants Seminar*. This phase will also equip the participants to undertake and carry out a project work.

### *Phase 3: Project Work*

January 3 to April 2, 2015 (Twelve weeks at work place)

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. It will be carried out under the guidance of a faculty member allocated to each participant for carrying out the project work (Phase 2) of the programme.

#### *Phase 4: Assessment of the Project Work and Preparation for the Advanced Course Work*

May 5 to 15, 2015 (Two weeks at NUEPA)

After completing the project work, participants will be coming to NUEPA for project work presentation in a Seminar cum Workshop Mode. Based on the assessment by experts which includes internal as well as external experts, the participants will be awarded a certificate. This provides an exit point for those who do not want to continue further for PGDEPA. Thus, those who do not continue for advanced courses will stay only for a period of one week.

For those who plan to pursue advanced courses of the PGDEPA will continue to stay at NUEPA for one additional week where they will be oriented towards the next phase of the programme.

#### *Phase 5: Advanced Course Work*

May 18 to July 17, 2015 (Eight weeks at work place)

The advanced courses are designed to provide an in-depth understanding and specialization in educational planning and administration. These courses are offered through distance mode.

#### *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 where the participants will present their assignments in a workshop to be held at NUEPA. On successful completion of the courses the participants will be awarded PGDEPA.

### **Certification**

An interim certificate will be awarded in *Educational Planning and Administration* after Phase 4. After the successful completion of all the six phases including the advanced

courses, participants will be awarded the PGDEPA.

## Financial Assistance

The financial assistance to all the participants will be provided by NUEPA for different phases as indicated below.

### *Phase 2, 4 and 6*

- Free boarding and lodging.
- Monthly stipend of Rs. 3000 will be provided to all the participants in Phase 2 only.
- Books Grant up to a maximum of Rs. 1000 on the basis of actual bills.

### *Phase 4*

- Project grant up to a maximum of Rs. 1500 subject to production of receipts and cash memos.

### *Travel Allowance : Phase 2, 4 and 6*

- Travel expenses as per NUEPA rules. **No Air Travel will be permitted for this Post-Graduate Diploma programme.** For places not connected by rail, road mileage at the rates applicable for journeys by public transport will be paid. The usual exceptions for North East Region; A&N Islands and Lakshadweep apply.

## Facilities

### *Accommodation*

The programme is residential during Phase 2 for which the University provides hostel accommodation for all the



participants. It is compulsory for all the participants to stay in the hostel even if they are residents of Delhi or NCR. During the programme, spouse/children are not allowed to stay with the participant.

### *Library*

The National University has an excellent Library with a collection of over 60,000 books related to educational planning and administration and related subjects. It subscribes to more than 350 Indian and foreign academic periodicals and also maintains a rich documentation centre.

### *Computer Centre*

The National University has a modern, well-equipped Computer Service Centre to support its academic as well as training activities.

### *General Information*

The National University of Educational Planning and Administration (NUEPA) is situated within the NCERT Campus on Shaheed Jeet Singh Marg opposite Technology Bhawan and Qutub Institutional Area. It is about 20 kms. from Old Delhi Railway Station, 22 kms. from Inter-State Bus Terminus, and 14 kms. from New Delhi Railway Station. It is connected by Metro and DTC bus service to Old Delhi Railway Station, New Delhi Railway Station, ISBT. The nearest Metro Station to NUEPA is Hauz Khas. A roadmap of Delhi to facilitate and guide the participants to reach the campus is available on the university website.

## Eligibility Criteria

### *Essential*

- A graduation degree from any Indian or foreign university;
- Age below 50 years;
- Nominated by the state government or appropriate authority.

### *Desirable*

- It is desirable that participants should have at least two years of working experience in areas related to educational planning and administration.
- Working knowledge of computers with computer facility for using online material.

The application in prescribed format completed in all respects should reach NUEPA latest by August 14, 2014. The application form can also be downloaded from the university website.

NUEPA reserves the right to select participants according to its criteria. The number of participants selected for the programme is limited to thirty. Those candidates, who are selected by the University, would be informed of their selection and the joining instructions would also be sent to them. Outstation candidates are advised not to proceed to Delhi without getting confirmation from NUEPA.



## Department of Training and Capacity Building in Education

### PGDEPA Programme Team

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