



## THE INSTITUTE

The National Institute of Educational Planning and Administration (NIEPA) is an autonomous organisation of national importance fully funded by the Ministry of Human Resource Development, Department of Education, Government of India. The Institute imparts training, conducts research and provides consultancy in the field of educational planning and administration both at the national and international level.

## THE PROGRAMME

### International Diploma in Educational Planning and Administration (IDEPA)

The Indian National Commission for Cooperation with UNESCO in 1983, held a sub-regional meeting in New Delhi for Asian Countries in which it was proposed that NIEPA should extend its training facilities to South Asian and other Developing Countries as a regular measure. The International Diploma in Educational Planning and Administration (IDEPA) was an answer to this felt need.

NIEPA introduced the IDEPA programme in 1985. Since that year the Institute has had twenty two such IDEPA Programmes, one in each successive year, with the number of nominations / delegates participating mostly remaining steady, or even sometimes increasing. A total of 522 delegates from 79 countries of Africa, Eastern Europe, Central Asia, West Asia, South and South-East Asia, Latin America and Pacific regions have participated in the first twenty two programmes.

This is a six-month Diploma course in Educational Planning and Administration (i.e., February 1-July 31, 2007), which comprises two phases. Phase I consists of intensive curricular work at NIEPA (February 1- April 30, 2007) and Phase II consists Field Research Project work in the home country of the participant (i.e. May 1 – July 31, 2007). It may be noted that the period mentioned in Phase II is applicable to the participants who have attended Phase I of the Diploma Programme and as such there is no separate programme organized at NIEPA during the period of Phase II.

#### Phase I :

February 1-April 30, 2007; It involves three months intensive curricular work at NIEPA, New Delhi.

**No participant will be allowed to leave before the end of the course, i.e., April 30, 2007.**

#### Phase II :

May 1- July 31, 2007; It involves Field Research Project Work (guidance for which will be provided during Phase I of the programme) in the participant's home country, through his / her own efforts.

## OBJECTIVES

The IDEPA endeavours to promote the spirit of regional cooperation, international understanding and goodwill through exchange of experiences on subject matters and issues important to the field of human resource development. With this mission, it aims to augment national training capabilities and competencies in educational planning and administration. It strives to understand educational developments in the Developing Countries with particular reference to policy, planning and management issues, especially in "Education For All", elementary and secondary education, vocational and higher education at the college or university level, national system of education and education for equality.

The IDEPA encompasses the principles, concepts and techniques of educational planning, supervision, administration, management and leadership for fulfilling national goals and meeting local requirements. In this regard, it tries to develop skills of analysis, statistical interpretation, forecasting, project preparation and processing for macro and micro level educational planning on the one hand and effective managerial leadership skills in educational administration, project management and programme implementation on the other.

### Core Courses and Applied Work

#### Intensive Curricular Work : Phase I

Three months' intensive curricular work at NIEPA, New Delhi (Phase I) consists of core courses supplemented by applied work. These courses include :

- Education and Development in the Developing Countries : A Comparative Perspective
- Critical Areas of Education in the Developing Countries
- Educational Planning : Instruments, Techniques, Processes and Problems
- Project Planning and Micro Level Planning in Education
- Educational Finance
- Quantitative Techniques in Educational Planning
- Structures and Functions of Educational Management
- Managing People at Work
- Research Methodology including Basic Statistics
- Educational Management Information System
- Introduction to Computer.

There is one course on **Participants' Seminar** in which each participant or a group of participants from one country will be given an opportunity to express his / her / their views based on factual data and experience about the themes related to educational planning and administration. For 2007 Diploma Programme, the theme for Participants' Seminar will be "**Community Support and Community Involvement in School Education**". Participants are, therefore, requested to bring along with them relevant data and material relating to involvement of community and parents in supporting and developing schools.



### **The supplementary applied work includes:**

**Country Paper Presentation** by the participant or a group of participants from one country covering aspects of educational planning and administration of his / her / their country based on documents like education policy or reforms, reports on educational commissions and data on geographic, demographic, economic and educational variables of his / her / their country. (Participants are expected to bring these documents along with them).

**Research Design** of a Field Research Project by the participant on an area of his / her need and context, under the guidance of a faculty research supervisor.

**Field Attachments** in which the participants visit schools and important educational institutions to observe and report on educational innovative projects going on in India on various aspects of planning and management of education at the grassroots. This involves travelling of very strenuous nature by air, rail and road to distant and interior areas of the country, and, in and around Delhi.

**Computer Applications in Educational Planning and Management** is intended to give basic background about computers, information technology and software relevant for educationists, including training skills to use computers for efficient management.

### **Home Study: Phase II**

During Phase II of the Programme, which takes place in the participant's home country, each participant is required to work on the Field Research Project selected by him / her during the Phase I of the programme. In this Project the participant focuses on an area of his / her specialization relevant to the need and context of the participant's country. The participant, after completion of the research project (within three months) has to submit dissertation to NIEPA through his / her own efforts. The six-month diploma will be awarded only after receiving the dissertation and its subsequent evaluation by NIEPA faculty.

### **PROGRAMME METHODOLOGY**

The overall approach to methodology of the Programme seeks to strike a balance between theory and practice. Broadly, it includes lecture-discussions, simulation and practical exercises, role-play and case-discussions. Further, panel discussions and participants' seminars for encouraging participants themselves to act as part of the faculty are special features of the course methodology.

The programme also lays emphasis on academic exercise at the micro level, educational / cultural field visits, educational field attachments and distinguished / enrichment lectures.

### **ELIGIBILITY FOR ADMISSION**

Educational officers working at the national, provincial, district or institutional level are eligible for admission to the programme. The heads of educational institutions (school, college), regional and district education departments, functionaries working in the university system teacher-training colleges who are likely to assume higher responsibilities in educational planning and administration and officers on special duties involved with educational policy, planning and administration are also considered for enrolment. In other words, the education personnel engaged in the planning and administration of elementary, secondary and tertiary sectors of education and also at the systems level (Ministry, Higher Education Directorate as well as University Departments) can be enrolled. The Institute invites nominations from national governments, from

among persons normally serving as educational planners and administrators at various levels and different areas of education (formal, both at school and higher education level, adult, non-formal etc.).

### **LANGUAGE**

English is the medium of instruction. A satisfactory knowledge (both speaking and writing) of the language is necessary.

### **FELLOWSHIPS**

NIEPA does not ordinarily provide fellowship nor any financial assistance to the participants coming for the programme. However, funding can be sought from international agencies like UNESCO, UNDP, UNICEF, World Bank, Swedish International Development Agency (SIDA), Commonwealth Fund for Technical Cooperation (CFTC), Asian Development Bank (ADB), Danish International Development Assistance (DANIDA), Cambridge Educational Consultants (CEC), the British Council etc. Many of these agencies have provided fellowships to trainees from various countries in the previous programmes. Participants from commonwealth countries can also contact the Commonwealth Secretariat for financial assistance.

**Indian Government also provides financial assistance under various schemes like ITEC, SCAAP and Colombo Plan. Enquiries in this regard can be made at the Indian Diplomatic Mission in the country concerned.**

### **ENROLMENT PROCEDURE**

Total number of seats available are about 30. Seats are to be filled on FIRST COME FIRST SERVE BASIS. Nominations should reach NIEPA as early as possible, but not later than **November 25, 2006**, indicating clearly the name of the funding agency as per procedure given below:

#### **For Government of India Funded Participants**

Application of the candidate in the prescribed form must be routed through the respective national government. All official applications will be reviewed by NIEPA from the academic angle, and eligible candidates are enrolled subject to the clearance from the Government of India.

#### **For Participants Funded other than Government of India**

Application of the candidate giving full details including educational administrative experience, educational qualifications etc. routed through the respective national government should be sent directly to NIEPA.

### **COURSE FEE, BOARDING AND LODGING**

NIEPA charges a total of US \$ 8,000/- per participant except for candidates nominated under Government of India schemes. The amount will be expended as per NIEPA rules in following pattern :

- Programme Support : US \$1500
- Programme Expenses : US \$1500  
(Instructional material, equipment, stationery, reading material etc.)
- Course Fee : US \$1500
- Educational Field Visits US : US \$1500  
(Air Fare, accommodation, local transport etc.)
- Board and Lodging for First Phase : US \$2000  
(Hostel rent, meals / breakfast etc.)

**Total : US \$ 8000**

The course is residential. During the course, spouse / children are not allowed to stay with the participants. The entire expenses of candidates nominated under Government of India schemes are paid directly by the Government to the Institute.

### **MEDICAL CARE FOR MINOR AILMENTS**

Free medical care is available to the participants for minor ailments only (excluding eye testing, spectacles and dentures) in the Hostel. The Institute will not bear any medical expenses on account of medical treatment of participants with a history of chronic ailments.

### **ABOUT THE INSTITUTE**

The National Institute of Educational Planning and Administration (NIEPA), earlier known as the National Staff College for Educational Planners and Administrators, was established in 1970 as an autonomous Institute by the Government of India, by taking over the Asian Institute of Educational Planning and Administration which was set up in 1962, under an agreement with the UNESCO.

Over the years, NIEPA has emerged as the apex institution of educational planning and administration and is actively engaged in educational research, training and consultancy.

The core activities of the Institute include :

- Training of educational planners and administrators
- Research in educational planning and administration
- Providing consultancy services at the national and international level
- Clearing house for dissemination of the latest knowledge and information
- Initiating discussions on current issues in educational planning and administration
- Providing a forum for exchange of views between practicing educational administrators and the experts in the field of educational planning and administration.

The Institute is organised into nine academic units, which are responsible for the development and execution of training and research programmes in their respective areas. There are 35 faculty members looking after the academic activities of the Institute. Annually the Institute organises about 50 programmes and conducts 15 to 20 research studies besides attending to various consultancy and advisory services within the country and abroad. NIEPA brings out the following Periodicals in English and Hindi and Newsletters in English regularly:

- Journal of Educational Planning and Administration (English)
- Pariprekshya (A Hindi Journal)
- NIEPA Newsletter
- ANTRIEP Newsletter



The Institute has an excellent Library with more than 65,000 books related to educational planning and administration and related subjects. It subscribes to more than 370 Indian and foreign academic periodicals.

The Institute has a modern, well-equipped Computer Service Centre to support its academic as well as training activities. The Institute has excellent supporting facilities for carrying out its various training activities which includes a well furnished hostel with good dining facilities.

The campus is situated in south of Delhi with well-maintained gardens, and lawns. The campus has a post office, bank, super market and laundry.

### **GENERAL INFORMATION**

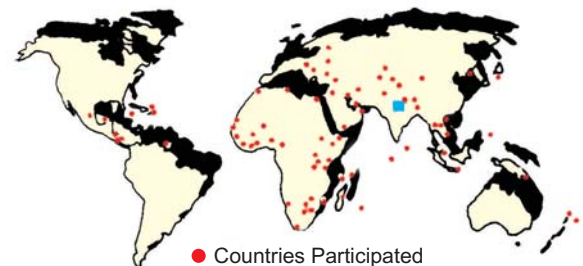
The Institute is located in New Delhi, the capital city of India. The city is well connected by air with all the major cities of the world. New Delhi is endowed with a number of renowned institutions. Besides, it has a prominent place in the historical map of the country as well as in the world with rich cultural heritage and monuments to remember and discover.

**Climate :** The city is situated on the foothills of the Aravalli range and has varied climatic conditions. December and January are chilly, with night-time lows of 4°C. The spring season sets in February and the maximum temperature during this month ranges between 15° to 25° C. During the month of March the maximum temperature varies between 25° C to 35° C. The summer season starts from April when the day time temperature goes up to 40° C.

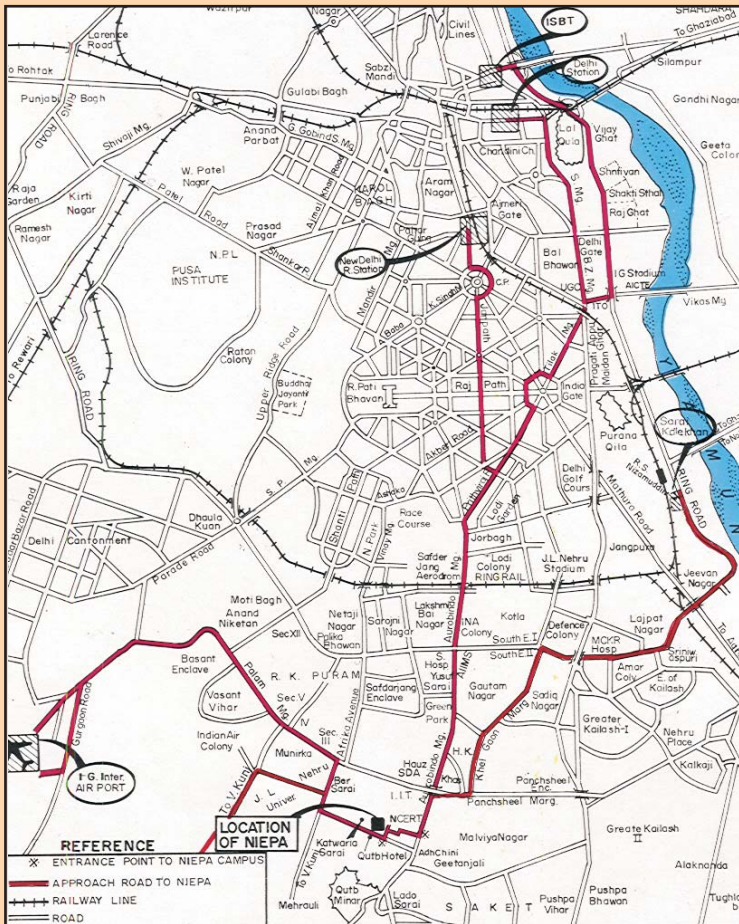
**Reaching NIEPA Campus :** The Institute is located on Sri Aurobindo Marg, in South of New Delhi opposite to the Qutab Hotel, inside the NCERT campus adjoining the Indian Institute of Technology (IIT). A road map of Delhi relevant to guide the arriving participants is given on the back.

The distance from Indira Gandhi International Airport and the Domestic Airport is 20 and 12 kms respectively. At both the airports pre-paid taxi service facilities are available. The day time charges range between Indian Rs.120-170 and night time charges range between Indian Rs. 200-250. The luxury coaches with nominal fares are also available for coming into the city centers (charges about Indian Rs. 30-50 per person). Participants will be received at the Airport if a request is made in advance indicating confirmed arrival timings.

**Visa Requirements :** Foreign participants are advised to obtain visa for stay in India for the relevant period of the programme plus one week in addition as well as transit visa wherever necessary. Participants should fulfil the requirements of medical examination and possess the medical certificate at the time of their arrival at International Airports in India. If they fail to provide documentary evidence of their medical examination, they will be asked to return to their country immediately at their own, or the sponsoring organizations' or funding agencies' cost.



# INTERNATIONAL DIPLOMA IN EDUCATIONAL PLANNING AND ADMINISTRATION (IDEPA - 2007) Announcement



Location Map of NIEPA, New Delhi

For further details, please write to :

**Registrar**

**National Institute of Educational Planning and Administration**  
17-B, Sri Aurobindo Marg, New Delhi - 110016 INDIA

**Enquiries Regarding Nominations:** Nominating Authorities as well as nominated participants would like to make enquiries about the receipt of nomination form and funding etc.

They may contact through the following  
phones OR Fax OR Emails:

**Phones :** (0091-11) 26510151, 26863070, 26515472

**EPABX :** 26962120, 26962126, 26965996, 26967780, 26967784

**Fax :** (0091-11) 26853041 and 26865180

**E.mail :** [idepa@vsnl.com](mailto:idepa@vsnl.com), [niepa@niepa.org](mailto:niepa@niepa.org)

**Website :** <http://www.niepa.org>



International Unit  
**National Institute of Educational  
Planning and Administration**  
17-B, Sri Aurobindo Marg,  
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