

Diploma in Educational Planning and Administration (DEPA)

The Programme

Since 1982-83, NUEPA has been conducting a specially designed Training Programme leading to Diploma in Educational Planning and Administration (DEPA). It was initially designed as a pre-induction course for District Education Officers of various States and Union Territories of India. Over the years, the programme has undergone changes and has been suitably modified so as to be useful for serving district level educational administrators and faculty members of SCERTs/support institutions dealing with planning and management aspects of education. The programme is also useful for the officers associated with the Sarva Shiksha Abhiyan and Rashtriya Madhyamik Shiksha Abhiyan. In addition, it is open to faculty members of Education Departments in Universities and Social Science Research Institutions.

So far thirty-three such programmes have been successfully organised by NUEPA. The thirty-fourth Programme is scheduled to commence from September 1, 2013 as per the following calendar:

First Phase

Curricular Work at NUEPA

September 1, 2013 to November 30, 2013

Second Phase

Project Work (to be undertaken at the place of posting)

December 1, 2013 to February 28, 2014

Third Phase

Workshop based on Project reports at NUEPA

April/May, 2014 (dates to be announced later)

Who can be nominated for this Course?

The Education Departments of the State Governments, Union Territory Administrations or any other government/autonomous organisations and competent authorities in the University, Social Science Research Institutes may sponsor candidates falling in the following categories:

- (i) Newly recruited or newly promoted district level education officers or those who are in the zone of promotion as DEOs or any equivalent post; State Level Education Services Officers;
- (ii) Officers dealing with Sarva Shiksha Abhiyan and Rashtriya Madhyamik Shiksha Abhiyan;
- (iii) In-service DEOs or officers of equivalent rank dealing with Planning and Management of Education in a district;

- (iv) State level officers dealing with Educational Planning and Management in Education Departments of the States and SCERTs/SIEMATs/State Project Office;
- (v) Faculty members of Education Department in the Universities/IASE / officers from the education branch of the armed forces other related educational institutions.

While nominating the officers to the DEPA programme, only those officers who will be able to serve the state and/or the institute for at least five years should be nominated. The age of the nominated officers should be preferably less than 50 years.



Objectives

The major objectives of the programme are:

- (a) to acquaint the participants with fundamental concepts of Educational Planning and Management;
- (b) to enable the participants to develop management skills for improved decision making in Educational Administration; and
- (c) to develop their capacities in monitoring and evaluation of educational programmes and projects.



Contents

The DEPA Programme comprises course work of 24 credits which are distributed as below:

(a) Curricular Work		Credits
(i)	Education and Society	3
(ii)	Educational Administration and Management	4
(iii)	Educational Planning and Financial Management	6.5
(iv)	Research Work, Quantitative Techniques and Computer Applications	3.5
(b) Project Work		Credits
(i)	Participants' Seminar	1
(ii)	Project Work (including viva-voce)	6

Methodology

The first phase of the programme lasting three months will mainly cover curricular work based on lecture discussions, panel- discussions, case studies, group-discussions. Time will also be devoted to practical exercises, library-based assignments, field visits and visits to educational institutions. The second phase lasting three months will be at the place of posting of the participants and will consist of work on a research project. The participants are required to conduct research, prepare a report on a project and submit three copies of the report by March 15, 2014. A workshop based on the project reports will be held at NUEPA during April-May, 2014 (dates to be announced later).

Certification

The Diploma in Educational Planning and Administration (DEPA) will be awarded to the participants on their successful completion of the entire programme. In addition, a certificate showing grades obtained in the curricular work, terminal evaluation and project report will also be issued to the successful participants.

Financial Assistance

NUEPA will extend financial support to the participants as indicated below:

For the First Phase

Free Boarding and Lodging

Monthly Stipend of Rs. 3000 for participants

Travel expenses as per NUEPA rules. **No Air Travel will be permitted for this 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.
Grant for books up to a maximum of Rs. 1000



For the Second Phase

Project Work on Selected Research Topic at the place of Posting:
No Financial Assistance

For the Third Phase

Travel expenses as per NUEPA rules. No Air Travel will be permitted. 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.

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

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 Ject 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 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.



Application Form

Participants wishing to apply for the programme commencing from September 1, 2013 are requested to fill in the enclosed application form and send it through proper channel.

The applications completed in all respects should reach NUEPA latest by **July 31, 2013**.

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.**





DEPA Programme Team

Professor Najma Akhtar

Head & Programme Director

Department of Training & Capacity Building in Education

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Associate Professor & Senior Programme Coordinator

Dr. Savita Kaushal

Assistant Professor & Programme Coordinator

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Assistant Professor

Address Further Communication to:

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APPLICATION FORM

(Kindly read the Programme Announcement Brochure on the website of NUEPA at www.nuepa.org)

DIPLOMA IN EDUCATIONAL PLANNING AND ADMINISTRATION 2013-2014 (DEPA XXXIV)

I. PERSONAL INFORMATION (Capital Letters)

(a) Name of the candidate Dr./Mr./Ms _____

(b) Date of birth _____
(Note: Applicants should be preferably less than 50 years of age)

(c) Date of promotion/appointment to the present post _____

(d) Present scale of pay _____

(e) Belongs to: General Scheduled Caste Scheduled Tribe OBC

(Please put a tick against the relevant category)

(f) Designation: _____

(g) Full official address (with pin code) : _____

(h) Phone (Office with STD Code) : _____ Fax : _____

E.mail: _____ Mobile No.: _____

(i) Present residential address (with pin code): _____

(j) Phone (Residence with STD Code): _____

II. ACADEMIC/PROFESSIONAL QUALIFICATIONS (FROM FIRST DEGREE ONWARDS)

<i>Examination Passed</i>	<i>Examining Authority</i>	<i>Year</i>	<i>Class/ Division</i>	<i>Area of Specialisation</i>
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III. EXPERIENCE/SERVICE RECORD

<i>Name of the Employer</i>	<i>Post Held</i>	<i>Period</i>	
		<i>From</i>	<i>To</i>

IV. TRAINING

Have you attended any training programme in educational planning and administration? Please give details.

V. RESEARCH

Please attach a list of the research projects/studies undertaken/completed by you.

VI. PUBLICATIONS

Please mention important publications/articles/papers written by you.

VII. PLEASE ATTACH A PARAGRAPH EACH ON

1. What do you expect to learn from this diploma programme?
2. How does it relate to your previous training, experience and current responsibilities?
3. How do you expect it to be of value to your career and future responsibilities?

VIII. STATE YOUR HOBBIES

IX. ANY OTHER RELEVANT INFORMATION YOU MAY LIKE TO GIVE

MEDICAL FITNESS

Attach herewith a medical fitness certificate from a qualified medical practitioner

DECLARATION

I have read the Programme Announcement accompanying this application form and agree to abide by its terms and conditions.

I have read and agree to abide by the TA rules governing this Diploma programme.

Signature of the Candidate
Designation

RECOMMENDATIONS OF THE COMPETENT AUTHORITY

Date:

Signature and Designation
of the Nominating Officer

N.B.: This form duly recommended by the competent authority should reach by July 31, 2013 at the following address:

Dr. B. K. Panda, Senior Programme Coordinator

OR

Dr. Savita Kaushal, Programme Coordinator

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

E-mail: bkpanda@nuepa.org, savita@nuepa.org depa@nuepa.org

N.B.: In view of NUEPA/DEPA rules permitting only train travel and in consideration of the difficulties in obtaining last minute rail reservations, participants are advised to make their train booking at the time of applying for this programme. They are also advised to seek confirmation of the acceptance/non-acceptance of their nomination to enable them cancel their bookings in time/use the reservation to travel.