



# National Awards for Innovations in Educational Administration

Information Brochure



## National University of Educational Planning and Administration

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## National Awards for Innovations in Educational Administration

### Introduction

District and sub-district educational administration is a vital link between the system level and institutional level of educational administration. Educational administration at this level holds the key to effective implementation of educational policies, efficient management of programmes and schemes of educational development, in addition to ensuring effective functioning of the public schooling system at the field level. We find variations in implementation of policies, programmes and schemes for educational development in terms of implementation strategies and their outcomes across the states, regions, districts and blocks. Effective functioning of the public education system depends, largely, on education officers working at district or below the district level. While working in a similar context and environment, some of the district and block level education officers succeed in proving the efficacy of the public schooling system. Reason for their success, among others, is also linked to their innovative initiatives. While following the broad framework of Rules, Guidelines and Norms of educational administration, these education officers carve out space for innovation in administering the system of educational delivery and effective functioning of schools at field level in myriad ways. Their innovative initiatives, strategies and practices help in improving the functioning of the public system of education as well as overcoming the problems of

implementation of policies, programmes and delivery of educational services at field level. The whole range of innovative initiatives taken by the education officers with the help of new ideas, new methods and appropriately adopted strategies can broadly be considered as innovation in educational administration at district and block levels.

Though variety of innovations take place at the field level of educational administration, there is hardly any mechanism to recognise, document and disseminate them for replication at the national level. Since no systematic attempt has been made to recognise field level innovations in educational administration, most of them either go unnoticed or remain localised with a little impact factor. The National University of Educational Planning and Administration (NUEPA) has taken initiative to create space for recognising innovations in educational administration at the field level through its **National Awards for Innovations in Educational Administration.**

### **The major objectives of the Awards Scheme:**

- To recognise innovations in educational administration at district and block levels;
- To award those who conceived and implemented innovations; and
- To document and disseminate innovations in educational administration at district and block levels.

## **What would innovation mean in case of educational administration at district and block levels?**

In common parlance, innovation is understood as introduction of something new or a newfound approach or a novel way of doing something. Scope and range of innovation may vary depending upon the area of innovation. Innovation in educational administration would mean use of new ideas, new methods, techniques and strategies for ensuring effective functioning of the public system of education both in terms of process and its outcome. It has been observed that many a times, conventional ideas, process, methods and techniques do not prove effective in administering the system. New ideas, methods, techniques and matching strategies are, thus, adopted for ensuring effective functioning of the system. Indeed, innovation in educational administration does not mean undermining the Rules, Guidelines and broad framework of educational administration. It would imply thinking innovatively and accomplishing the task through new methods and strategies within the Rules and Guidelines of administration.

Innovation in educational administration encompasses wide range of activities and actions. District and block level education officers may prove to be important agents of change through their innovative initiatives and interventions at district and sub-district educational administration. Innovative interventions and initiatives may cover wide range of activities and actions in different areas of educational administration; ranging from technology-induced

innovations for improving the functioning and efficiency of the system to innovative ways of community mobilisation and participation. Ensuring effective functioning of the system and efficient delivery of educational services are at the heart of innovation in educational administration.

### **Areas of Innovations**

As indicated above, innovation in educational administration covers various aspects, dimensions and wide range of initiatives. Some of the indicative and identifiable areas of innovation may include:

- improving access and participation of children in schools;
- improving quality of education in government schools;
- teacher management including teacher deployment;
- training and professional development of teachers;
- teacher motivation;
- effective supervision and monitoring system;
- use of ICT in educational administration and management;
- transparency and accountability in educational administration;
- effective management of academic support mechanism;
- community mobilisation and community support;
- improving overall functioning of schools and ensuring their effectiveness;
- enhancing community participation in school management;
- institutional planning;

- management of mid day meal and other incentive scheme;
- resource mobilisation and partnership with the corporate sector/ NGO etc;
- promoting equity and managing diversity;
- administration and management of schools in difficult areas (left wing Maoist affected areas, hilly areas and difficult tracks, disaster stricken areas etc.);
- ensuring ease of administration.

### **Target Groups**

District and block level education officers are the main target groups of the Awards.

The selected district and block level education officers will be presented a certificate and a token amount in the national award presentation function, organised by NUEPA in New Delhi.

## Eligibility of applicants

- Serving district and block level education officers (District Education Officers/ DDPI/ DDSE/ Deputy Directors posted in district, Deputy Education Officers/ Block Education Officers/ Assistant Education Officers/ Mandal Education Officers/ Deputy BEOs or other such officers working at district or block levels designated differently in different states and UTs)
- Recipients of award during a particular year shall not be entitled to receive the same again for the next three years. However, they may send the details of innovative works done in subsequent year of receiving award along with evidence. Based on the merit of innovative work done, they may be given chance to participate and present their work with other participants in the National Conference on Educational Administration and Management which is organised as a prelude to National Awards Presentation Function. All such participants will be given certificate of participation.
- Officers placed under suspension/ any vigilance case initiated or pending against them/ disciplinary proceedings in progress or disciplinary action taken against them are not eligible to apply.

## Application procedure

The eligible applicants may send their applications for the consideration of the award. Applications for the awards should be duly forwarded by the state level educational administrators (Principal



Secretary/Secretary/Commissioner/Director, School Education/ or SPD of SSA and RMSA) and routed through the department of education of the state/ UTs as per the Annexure-1. All such applications of district and block level education officers, forwarded by the above mentioned state level educational administrators, shall be treated as the nominee of the state/ UTs for the consideration of award.

While forwarding applications/ sending nominations of district and block level education officers, the nominating/ forwarding officers are requested to keep in mind the honesty, integrity and credibility of the officers besides the value and significance of the innovation made. It must be ensured that the applicants/ nominees for the consideration of awards are not placed under suspension/ facing or pending or completed disciplinary action or any vigilance against them.

### **How many nominations/ applications should be sent?**

Number of nominations/ applications forwarded for the consideration of award should not exceed 4 for District Level Education Officers and 6 for Block Level Education Officers from each state/UTs.

### **Procedure to be followed by the applicants**

All the applicants/ nominees are required to send the applications for the consideration of awards as per the Format for Submission of Information (Annexure-I & II) **along with detailed write-up on their innovations as per the guidelines for preparing the write-up.**

### **Process of selection for the awards**

Selection for the awards will be done on the basis of multi-stage screening involving following stages:

- In the first stage, preliminary screening of the applications will be done based on whether the application is complete in all respects which includes: details of the applicant, declaration of the applicant that the information provided is correct, application routed through proper channel/forwarded by the Secretary/Director and a detailed write up of the innovation.
- In the second stage, evaluation of the applications will be undertaken by the expert committee on the basis of the merit of the case, considering the value added, nature of the innovation, its nature of replicability, scalability, sustainability and impact. Preference will be given to those cases that promote equity and participation and help in improving the public system of schooling and overall efficiency of the system.
- In the third stage of screening, field visits will take place in order to validate the innovation cases.

The final selection of the applicants for the award will be done after the validation of the cases based on the merit of the case.

### **National Conference on Innovation in Educational Administration and Management and Award Presentation Function**

Awards or certificate of appreciation will be given to the selected cases of innovation in the national Award Presentation Function in New Delhi, usually coinciding with a two-day National Conference on

Innovation in Educational Administration and Management. All the selected participants will be paid travel expenses as per their entitlements and rules of NUEPA. Boarding and lodging arrangements will be done by NUEPA.

Information regarding the Conference will be announced separately.

### **Where to send the applications/ nominations for awards?**

Applications/nominations for the award for innovations in educational administration, filled in format of information and detailed write-up about innovation should be sent to:

#### **Professor Kumar Suresh**

Professor and Head

Department of Educational Administration

National University of Educational Planning & Administration

17-B, Sri Aurobindo Marg, New Delhi-110016

Soft copy of the applications/ nominations along with requisite details may also be sent to the following through email:

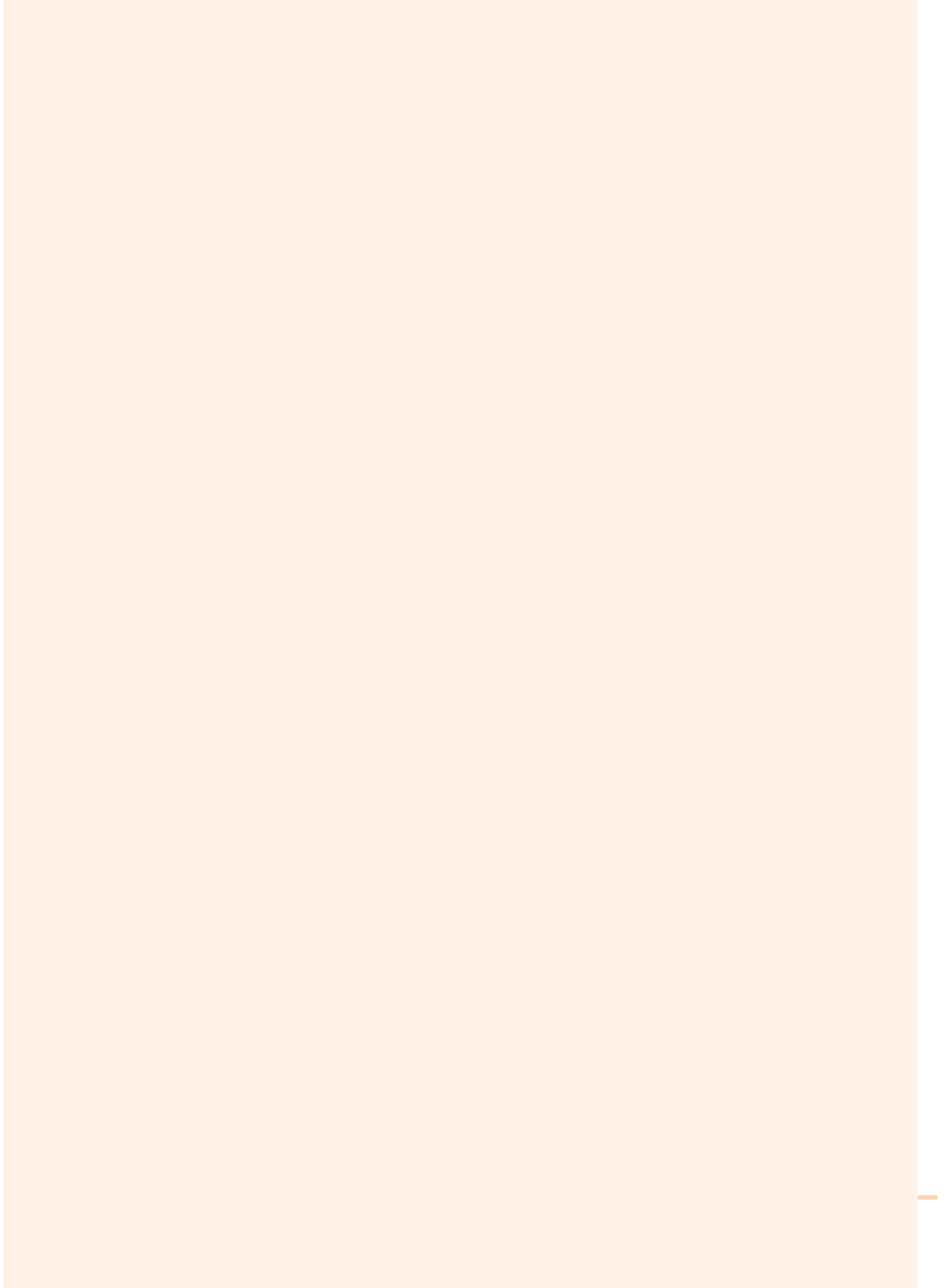
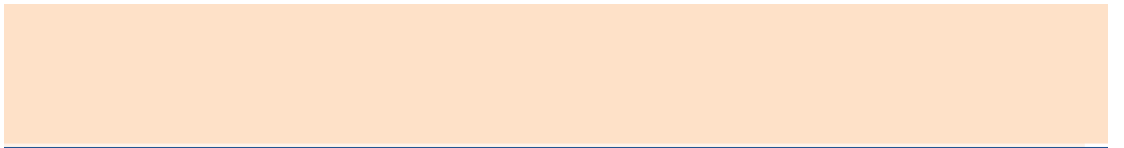
[innovationscheme@nuepa.org](mailto:innovationscheme@nuepa.org),  
[nuepainnovationscheme@gmail.com](mailto:nuepainnovationscheme@gmail.com)

### **Date to remember**

The process of receiving applications starts in **the month of June of every calendar year**. Last date for the receipt of nominations/ applications duly forwarded and endorsed by the State Government/ UTs, as per the format of application/nomination by the nominating/ forwarding authority, and filled in application along with detailed write-up on innovation by the applicants, is:

**30<sup>th</sup> September of every calendar year**

Nominations/ applications received after due date will not be considered.



## Annexure-I

### Basic Information by the Applicants (District and Block Level Education Officers)

#### Details of the Applicant

1. Name of the Officer:
2. Present Designation:
3. No. of years of service in present designation:
4. Place/area of service:
5. Contact Address:
6. Phone No:                      Mobile No.:
7. Email:
8. Designation at the time of innovation (If not the same as present):
9. No. of years of service in above designation:  
From \_\_\_\_\_ to \_\_\_\_\_
10. Place/area of service:
11. a) Has any disciplinary action been taken against the officer at any point of time in the service?     Yes/ No  
(If yes, nature of disciplinary action and the ground for such action)
11. b) Is there any vigilance and disciplinary proceeding ongoing or pending against the officer?     Yes/ No  
(If yes, reason and ground for vigilance/ disciplinary proceedings)

#### Declaration by the Applicant:

I ..... hereby declare that information furnished in the information format is correct. The innovation done is my own/ our team work.

Signature  
(Name in block letters)

Date:

Place:



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### **Recommendation by the forwarding authority**

It is hereby recommended that the information furnished by Mr./Ms. ....designation..... posted in .....(district and block details) is correct and his/her application may be considered for National Awards for Innovation in Educational Administration.

Signature of the nominating / forwarding officer:

## Annexure-II

### Information about Innovations to be submitted by Applicants (District/ Block Level Education Officers)\*

| Title of Innovation   |                            |  |
|---|----------------------------|--|
| Summary of Innovation/<br>along with Intended Objective(s)  |                            |  |
| Name of the Implementing/<br>Partnering Agencies (If Any)   |                            |  |
| Period/ Duration of Implementation  |                            |  |
| Place/Area of Operation   |                            |  |
| Methodology (How was the innovation<br>implemented)   |                            |  |
| Beneficiaries/Target Group  |                            |  |
| Status Before Implementation of Innovation  |                            |  |
| Status After Implementation of Innovation.<br>(Changes brought about and impact of<br>innovation) |                            |  |
| Difficulties/Challenges Faced & Lessons Learnt  |                            |  |
| What were the Resource<br>Requirements for<br>Implementing<br>Innovations                         | Physical<br>Infrastructure |  |
|   | Human Resource             |  |
|   | Technology/IT              |  |
|   | Financial Resource         |  |
| Details of Resource Mobilization<br>(Physical/Human/Technological/Financial, If any               |                            |  |
| Details of Community Mobilization<br>(If any)   |                            |  |

\* The applicants are also required to send a detailed write up of the innovation based on the guidelines given at the end of this brochure.

# National Awards for Innovations in Educational Administration

## Guidelines for Preparing the Write-up on Innovation in Educational Administration

The applicants are required to submit a detailed write-up in the form of descriptive account of innovation which should include the context of conceiving the idea of innovation, process, procedure and strategies adopted for implementation. It should also clearly indicate its outcome in terms of impact. While preparing an elaborate write-up about their innovation, the participants are requested to follow the indicative outline given below.

### Indicative Format/Outline of the write-up on innovation is indicated below:

- I. Title of the Innovation
- II. Focus area of innovation
- III. Duration of innovation ( month and year of starting of innovation and completion, if it is already completed)
- IV. Where was this innovation implemented? (This should include both place of implementation and level of implementation such as district, block, cluster/ institution levels or covering all the levels)
- V. Descriptive/ narrative account of innovation (What is the innovation all about?)
- VI. What were the factors/ circumstances/ conditions/ situation that led to the present innovation?
- VII. What was the process of conceiving the idea of innovation? Whether the idea of innovation was just an individual initiative or initiative of a group. Provide the details of the process of conceiving the idea in either case.



- VIII. Objectives of innovation (What was intended to be achieved through the present innovation?)
- IX. How was the idea of innovation given shape for translating it into action?
- X. What was the strategy and method adopted for implementing innovation?
- XI. What kinds of resources (physical/ human/ financial) were required for implementing innovation?
- XII. How were the required resources mobilised?
- XIII. What was the scale of innovation( No. of school/ cluster/ block/district etc)
- XIV. How long the innovation is in operation?
- XV. What kind of support was extended by the state government/ education department/ superior officers/ district collector/ colleagues/ subordinates and community at large?
- XVI. Have the intended objectives of innovations been achieved?
- XVII. What is the impact of innovation?  
(While answering this question please provide details as to what difference innovation has made in terms of improving efficiency of the public schooling system, efficiency and quality of service delivery, regaining trust in the public system of schooling, accountability and transparency in administration, ease of administration etc.)
- XVIII. How far is innovation done in your case replicable in other areas?
- XIX. How far is your innovation sustainable in case of your transfer/ transfer of key officers responsible for innovation from the place of posting where innovation was done?
- XX. How far continuity of innovation has been ensured beyond the tenure of posting of the innovator(s)?
- XXI. What kinds of problems were faced in giving shape to the idea of innovation and its implementation? (Detailed account of the problems faced from various quarters in implementing innovation)

## General rules and instructions for filling up the form

1. The detailed form must be filled in by the applicants (district and block level education officer). Incomplete forms will not be accepted.
2. The details of the innovations may be typed neatly as per the given format.
3. If any of the columns is not applicable to the applicant officer, it may be indicated as not applicable.
4. Relevant Reports/ Reference should be enclosed/ attached with the application in support of the claim of innovation and impact assessment.
5. The format of information may be written in English/Hindi. In case it is written in any other regional language, translation of the same in English or Hindi must be attached/ enclosed.
6. The format of information, write-up on innovation or supporting materials submitted by the participants shall not be returned.
7. In all matters pertaining to the award, the decision of the NUEPA shall be final and binding on the participating nominees.

**For any clarification and further information, applicants may contact:**

**Professor Kumar Suresh**

Professor and Head  
Department of Educational Administration,  
National University of Educational Planning & Administration  
17-B, Shri Aurobindo Marg  
New Delhi-110016  
Ph. No.: 11-26544855

or

**Dr. V. Sucharita**

Assistant Professor  
Department of Educational Administration,  
National University of Educational Planning & Administration  
17-B, Shri Aurobindo Marg  
New Delhi-110016  
Ph. No.: 11-26544841

[nuepainnovationscheme@gmail.com](mailto:nuepainnovationscheme@gmail.com)  
[innovationscheme@nuepa.org](mailto:innovationscheme@nuepa.org)

**Note:**

- ⇒ The process of receiving applications starts in **the month of June of every calendar year.**
- ⇒ The last date for receiving the detailed write-up about the innovation is **30<sup>th</sup> September of every calendar year.**
- ⇒ The nominees are advised to send their write-up well before time. This will help in processing the application in time and placing the same for evaluation before the expert committee.
- ⇒ The applicants are also advised to enclose/ attach documentary evidences in support of their innovations. Documentary evidence may include data/ photographs/ video/ CD/ certificates/appreciation/ award by any governmental agency or community based organisation covering the broad areas of innovation in support of the write of innovation.

