



**National Institute of Educational Planning and Administration (NIEPA)  
(Deemed to be University)**

**POST-GRADUATE DIPLOMA IN EDUCATIONAL  
PLANNING AND ADMINISTRATION (PGDEPA) 2022-23**

**ANNOUNCEMENT**

*The Programme*

Since 1982-83, National Institute of Educational Planning and Administration (NIEPA) has 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 organisation that they represent such as SCERTs/ SIEMATs/ DIETs and are DEOs/BEOs of Directorates of Education of the State Government. The programme also caters to the needs of newly appointed/ promoted Educational Administrators. The present PGDEPA programme is an intensive long duration programme to ensure creating a cadre of professional 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 NIEPA 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 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, the PGDEPA involves varying modalities of course transaction. It involves a preparatory phase at the participants' place of work, face to face phase at NIEPA, 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 NIEPA.

*Objectives*

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

- Acquaint the participants with the fundamental concepts of educational planning and management;
- Enable the participants to develop planning and management skills for improved decision making in educational administration;

- Develop their capacities in monitoring and evaluation of educational programmes and projects.

### PGDEPA Programme Structure 2022-2023

**PHASE I**  
Preparatory Phase  
August 2-31, 2022  
(At the place of work)

**PHASE II**  
Course Work  
September 1, 2022 to November 30, 2022  
(Face-to-face at NIEPA /Online Through Google Meet)

**PHASE III**  
Project Work  
December 1, 2022 – February 28, 2023  
(At the Place of Work)

**PHASE IV**  
Assessment of Project Work and Award of Interim  
Certificate – DEPA  
April 25 – 29, 2023  
(Face-to-face at NIEPA /Online Through Google Meet)

**PHASE V**

- Phase V (a) Preparatory- Advanced Course  
May 2-6, 2023  
(Face-to-face at NIEPA /Online Through Google Meet)
- Phase V (b) Advanced Course Work  
May 7, 2023 – July 1, 2023  
(At the Place of Work)

**PHASE VI**  
Assessment of Advanced Course Work and Award of  
PGDEPA Certificate  
July 4 – 8, 2023 (Face-to-face at NIEPA/ Online  
Through Google Meet)

### ***Certification***

The participants who do not wish to continue after Phase IV will be awarded an interim Diploma in Educational Planning and Administration (DEPA). After the successful completion of all the six phases including the advanced courses, participants will be awarded the Post-Graduate Diploma in Educational Planning and Administration (PGDEPA).

### ***Financial Assistance (Only for Face to Face Mode)***

The financial assistance to all the participants will be provided by NIEPA for different phases only for face to face mode as indicated below:

#### ***Phase II, IV and VI***

- Free boarding and lodging
- Travel Allowance: Phase II, IV and VI
- Travel expenses as per NIEPA rules. ***No air travel will be permitted for PGDEPA 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.

#### ***Phase II***

- Monthly stipend of Rs 3,000 will be provided to all the participants in phase II only.
- Books grants up to a maximum of Rs.1000 on the basis of actual bills in Phase II only.

#### ***Phase IV***

- Project grant up to a maximum of Rs.1500 on submission of the hard copy of the project work subject to production of receipts and cash memos.

### ***FACILITIES (ONLY FOR FACE TO FACE MODE)***

#### ***Accommodation***

The programme is residential during Phase II, IV, V (a) and VI only for face mode for which the Institute 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 Institute has an excellent library with a collection of over 60,000 books related to educational Planning and Educational Administration and allied subjects. It subscribes to more than 350 Indian and Foreign academic periodicals and also maintains a rich Documentation Centre.

### ***ELIGIBILITY CRITERIA***

#### ***Essential***

- Officers serving only in state and central Government Education Departments as District Education Officers/Inspector of Schools/Basic Education Officers/Block Education Officers/Assistant Inspectors of Schools/Education Officers/SCERT Lecturers/SIEMAT Lecturers/DIET Lecturers are eligible for this programme. And all the officials serving in the capacity of educational administrators at the state and district levels are eligible for participating in the programme.
- The other school personnel such as the primary/middle/secondary school teachers,

Special Education teachers, Music Teachers/ PT Teachers etc and Heads of primary/Middle/Secondary schools serving in the government and private schools are not eligible for the programme and will not be considered for the programme.

- A graduation degree from any Indian or Foreign University;
- Age below 50 years;
- Nominated by the state government or appropriate authority;
- Holding regular position or on deputation not on contractual basis.

#### *Desirable*

- It is desirable that participants should have at least two years of working experience in areas related to educational planning and administration.
- Good knowledge of computers with computer facility for using online material. Knowledge of virtual meeting apps like Google Meet, Microsoft Teams etc.

The application form can be filled online through Google Form for which the link will be available from the date of publication till 1 July 2022 on NIEPA website. The application form may also be downloaded from the website. The scanned copy of application form in prescribed format filled in all aspects may be emailed to the given emails latest by 1 July 2022 forwarded by the nominating authority. However, online applications through Google form will be encouraged.

NIEPA 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 Institute, 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 NIEPA. It is mandatory to attend all the sessions of the programme and the participants are requested to ensure duty leave for the same if the programme is conducted in online mode.



### **Department of Training and Professional Development in Education**

**Professor B. K. Panda**  
*Professor and Head*  
Programme Director

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*Assistant Professor*  
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