

National Staff College
For
Educational Planners and Administrators*

ANNUAL REPORT
1978-79

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

* Since re-named as National Institute of Educational Planning and Administration

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Acknowledgements

The National Staff College expresses its gratitude to the Union Ministry of Education and Social Welfare, Planning Commission, National Council of Educational Research and Training, University Grants Commission, International Institute for Educational Planning, Paris, and Unesco Regional Office for Education in Asia, Bangkok for their cooperation and interest in its activities during the year under report. National Staff College is grateful to the experts who spared their valuable time to act as guest Speakers/resource personnel in the conduct of its various programmes. The National Staff College also acknowledges with thanks the cooperation in the conduct of some of its Programmes extended by the State Departments of Education, United States Educational Foundation in India and the British Council.

I

Administration and Function

ADMINISTRATION AND FUNCTION

During the year under review a major re-structuring of the National Staff College for Educational Planners and Administrators including the change of its name to National Institute of Educational Planning and Administration was under taken.

Two special meetings of the Council were held on 15th July and 19th October, 1978 to consider inter-alia amendments to the Rules of the NSCEPA. The Council at its third meeting held on 10th August, 1977 had constituted a Committee under the Chairmanship of Shri Haribhau Joshi, the then Education Minister of Madhya Pradesh, with Dr. Prem Kirpal and Shri P. Sabanayagam (Union Education Secretary), as members, and Director, NSCEPA as Member-Secretary to consider amendments to the Rules of the NSCEPA and make suitable recommendations. The Committee had considered the matter in the meeting held on 14th November, 1977 and had recommended certain amendments to the Memorandum of Association and Rules of the Staff College. Those were approved by the Council at its special meeting held on 19th October, 1978. The main amendments as approved by the Council are :-

- The nomenclature of the NSCEPA shall be National Institute of Educational Planning and Administration (NIEPA).*
- The membership of the Council may be increased from 20 to 27 (by adding six eminent educationists interested in educational planning and administration and a member of the Faculty.
- The President of the Council will be nominated by the Government of India for a specified term.
- The Director of the National Institute will be the Vice-President of the Council.
- The term Office of the Member of the Faculty of the National Institute will be two years and the tenure of non-official members will be three years.
- The Director of the National Institute will be the Chairman of the Executive Committee.
- A Programme Advisory Committee may be constituted to go into the various training and research programmes and other academic activities.

* "The National Staff College has since been renamed as 'National Institute of Educational Planning and Administration'. The aims and objectives as modified from that date are given in Annexure."

The aims and objectives of the National Staff College are given below :-

- (a) To organise pre-service and in-service training, conferences, workshops, meetings, seminars and briefing sessions for senior educational officers the Central and State Governments and Union Territories ;
- (b) To organise training programmes for teacher educators and administrators connected with educational planning and management.
- (c) With the approval of the University Grants Commission, to organise orientation programmes and refresher courses for the university and college administrators ;
- (d) To undertake, aid, promote and coordinate research in various aspects of educational planning and administration, including comparative studies in planning techniques and administrative procedures in the different States of India and in other countries of the world ;
- (e) To provide academic and professional guidance to agencies, institutions and personnel engaged in educational planning and administration.
- (f) To offer, on request, consultancy service to State Governments and other educational institutions ;
- (g) To act as a clearing house of ideas and information on research, training and extension in educational planning and administration services and other programmes ;
- (h) To prepare, print and publish papers, periodicals and books in furtherance of those objectives ; and especially to bring out a Journal on Educational planning and Administration ;
- (i) To collaborate with other agencies, institutions and organisations, including universities, Institutes of Management and Administration and other allied institutions in India and abroad, in such ways as may be considered necessary for the promotion of these objectives ;
- (j) To offer fellowships and scholarships in furtherance of the Staff College ; and
- (k) To provide, on request, facilities for training and research in educational planning and administration to other countries, especially of the Asian Region, and collaborate with them in such programmes.

The over-all authority of NSCEPA is vested in the Council. A list of the Members of the Council during 1978-79 is given in Appendix I.

Budget

The NSCEPA is fully financed by the Ministry of Education and Social Welfare, Government of India. During the period under review the NSCEPA received a grant of Rs. 14,28,900. 19 and carried over previous year's balance of

Rs. 2,37,835. 12 under plan account. It also received a grant of Rs. 3,38, 000/- (Non-Plan) from the Government of India. The NSCEPA realised an amount of Rs. 28,760. 50 from room rent of the Hostel and miscellaneous receipts amounting to Rs. 16,357. 29. Against the total receipts of Rs. 20,94,735. 37, expenditure amounting to Rs. 18,90,199. 86 (Plan) and Rs. 3,59,311. 40 (Non-Plan) was incurred.

Hostel

The training Programmes organised by the National Staff College for Educational Planners and Administrators are mainly residential. The trainees are accommodated in the Hostel which has 48 fully furnished single rooms with attached bath.

Staff

A list of members of the faculty as on 31.3.79 and the Staff changes during the period are given in the appendices.

Provision of Additional facilities

During the year under review the second floor of the administrative block was completed and possession was taken from CPWD in March, 1979. This includes additional lecture halls and rooms, library space and faculty rooms. The addition to the facilities has enabled the Staff College to conduct two programmes simultaneously from the year 1979-80 onwards.

Annexure to Part I

The aims and objectives of the National Institute of Educational Planning and Administration are given below :-

- (a) To organise pre-service and in-service training, conferences, workshops, meetings seminars and briefing sessions for senior educational officers of the Central and State Governments and Union Territories ;
- (b) To organise orientation and training programmes and refresher courses for teacher educators and for Univerisity and College Administrators connected with educational planning and administration ;
- (c) To organise orientation programmes, seminars and discussion groups for top level persons including legislators in thd field of educational planning and administration at policy making level in Central and State Governments ;
- (d) To undertake, aid, promote and coordinate research in various aspects of educational planning and administration, including comparative studies in planning techniques and administrative procedures in the different States of India and in other countries of the world ;
- (e) To provide academic and professional guidance to agencies institutions and personnel engaged in educational planning and administration ;

- (f) To offer, on request, consultancy service to State Governments and other educational institutions ;
- (g) To act as a clearing house of ideas and information on research, training and extension in educational planning and administration services and other programmes ;
- (h) To prepare, print and publish papers, periodicals and books in furtherance of these objectives and especially to bring out a Journal on Educational Planning and Administration ;
- (i) To collaborate with other agencies, Institutions and organisations, including the University Grants Commission, the Universities, Institutes of Management and Administration and other allied institutions in India and abroad, in such way as may be considered necessary for the promotion of these objectives ;
- (j) To offer fellowships, scholarship and academic awards in furtherance of the objects of the National Institute
- (k) To confer honorary fellowships on eminent educationists for their contribution in the field of educational planning and administration;
- (l) To provide, on request, facilities for training and research in educational planning and administration to other countries, especially of the Asian Region, and collaborate with them in such programmes.

II

**Review of
Programmes and Activities**

1978-79, the sixth year of the setting up of the National Staff College for Educational Planners and Administrators (NSCEPA) witnessed significant improvement in the functioning of the organisation. It offered training facilities to several categories of the country's senior education officers, organised workshops and seminars for them, provided at their request consultancy service to State Governments, established linkages with sister institutions and international organisations and exchanged experiences in educational planning and administration with professional experts of other countries.

New Dimensions

In addition to the on-going programmes during the year under review, the Staff College organised a number of new programmes and activities in educational planning and administration. Mention may be made specially of the following:—

(i) Cooperation with States

NSCEPA assisted the Directorate of College Education, Tamil Nadu in organising orientation programmes at seven centres for 183 Principals of Arts, Science and Training Colleges of the State.

(ii) Correspondence Course in Educational Planning and Management

The first Correspondence Course in Educational Planning and Management for senior Education Officers was organised in association with UNESCO Regional Office of Education for Asia and Oceania, Bangkok. The primary object of the Course was to familiarise the participants with the latest trends in educational planning and management.

(iii) International Collaboration

(a) A National Training Seminar on Methods for Projecting School Enrolment was organised in collaboration with the Office of Statistics, UNSCO (Paris). The main aim of the seminar was to acquaint the participants with methods of analysing and projecting school enrolment.

(b) A seminar on 'Contribution of Education to New International Order' was jointly organised by the International Institute for Educational Planning (IIEP), Paris, with the association of UNESCO Regional Office for Education in Asia and Oceania, Bangkok and the NSCEPA. 32 professional experts from Bangladesh, Hungary, Korea, Nepal, Sri Lanka, Thailand, Yugoslavia and India participated in the seminar. The themes of the seminar were: education and equality, education and employment and education and rural development.

(iv) Management-Oriented Training Programme for Administrators of Polytechnics of the Southern Region

A management-oriented training programme for administrators and senior faculty members of polytechnics of the southern region was organised at Madras to prepare a core faculty in the southern region including Technical Teachers Training Institute, Madras for optimisation of work-system in the polytechnics.

(v) Workshop on Institutional Planning

A workshop on Institutional Planning for the principals of Kendriya Vidyalayas was Organised to enable the participants to prepare an institutional plan for a three year period.

(vi) Orientation Programme for School Principals Proceeding to U.K.

At the instance of the Central Board of Secondary Education, a pre-departure orientation programme for school principals proceeding to U.K. for training was organised to help them identify problems of educational management.

(vii) Training Programme for U.P. Probationers

Two special programmes were organised to acquaint the participating U.P. Probationers with the financial procedures, latest trends in educational planning and new techniques of management.

(viii) Training for Statistical Assistants of State Education Departments

A training course for statistical assistants working in the Education Department of different states and Union Territories was organised in collaboration with the Ministry of Education and Social Welfare.

(ix) Seminar on Educational Supervision

A Seminar on educational supervision for the education officers of Haryana was organised to familiarise the participants with the modern concepts, methods and techniques of supervision.

(x) A Study of Administration of Elementary Education in Relation to Universalisation

A field study of the administration of elementary education in relation to the programme of universalisation in nine educationally backward states, namely, Andhra Pradesh, Assam, Bihar, Jammu and Kashmir, Madhya Pradesh, Orissa, Rajasthan, Uttar Pradesh and West Bengal was launched.

(xi) A Study of the Working of UNESCO Clubs in India

At the request of the Ministry of Education and Social Welfare, a study of the working of the existing UNESCO Clubs in India was undertaken to identify the difficulties hampering this movement.

(xii) **EPA Bulletin**

NSCEPA publishes a quarterly bulletin which serves to disseminate latest information on training, research, consultancy and extension in the field of educational planning and administration. Besides articles, reviews and research abstracts, it includes summaries and highlights of committees and working groups on important educational themes, documents received from the UNESCO and Ministry of Education and Social Welfare, and news about college programmes and staff activities.

Programmes Undertaken During the Year

A brief summary of programmes undertaken during the year is given below:—

<i>S. No.</i>	<i>Programme</i>	<i>Duration</i>	<i>No. of Participants</i>
1.	<i>Training Programme for State Education Planning Officers</i> Fourth Training Programme for State Education Planning Officers	April 6-15, '78	18
2.	<i>Training Course of Statistical Assistant</i> Training Course for Statistical Assistants of State Education Departments	May 23-29, '78	53
3.	<i>Adult Education</i> Workshop on National Service Scheme	April 17-20, '78	44
	Training Seminar on Statistics of Literacy Programme	February 6-10, '78	28
4.	<i>Training Courses for Education Officers</i> Training Programme for U.P. Probationers	February 13-25, '79 and May 31-June 14, '78	3
	First Orientation Programme for Education Officers of Delhi Administration	July 13-18, '78	18
	Second Orientation Programme for Education Officers of Delhi Administration	October 23-27, '78	14

	Orientation Programme for District Education Officers of Jammu and Kashmir	December 4-16, '78	12
	Seminar on Educational Supervision for Education Officers of Haryana	February 19-26, '79	25
	Orientation programme for Senior Education Officers of the School Education Department of Tamil Nadu	March 5-10, '79	24
5.	<i>Training of Institutional Heads</i> Workshop on Institutional Planning for Principals of Kendriya Vidyalayas	May 30-June 3, '78	25
	Management Oriented Training Programme for Administrators and Senior Faculty Members of Polytechnics of Southern Region	October 2-7, '78	20
	Orientation Programmes (seven) in Educational Planning and Administration for College Principals of Tamil Nadu	October 16-November '78	183
	Orientation Programme in Educational Planning and Administration for College Principals of Gujarat and Madhya Pradesh	Dec. 26, '78-Jan. 6, '79	41
6.	<i>Correspondence Courses</i> First contact programme for Correspondences Course in Educational planning and Management	August 17-23, '78 and August 28 September 2, '78	31 25
	Second contact programme for Correspondence course in Educational Planning and Management	February 27 March 31, '79	40
7.	<i>Principals of Schools/Colleges</i> Seminar on Some Aspects of Administration of Higher Education	August 3-5, '78	6

	Orientation Training Programme for School Principals Proceeding to U.K	September 11-13, '78	8
	Preparatory Programme for College Principals Proceeding to United States of America	February 19-26, '79	8
	Orientation Programme for a Select Group of College Principals Proceeding to USA under USEFI's Administrators Project, 1979.	March 20-22, '79	7
8.	<i>International Programmes</i>		
	Workshop in Indian History and Culture for Supervisors and Curriculum Directors of Social Sciences from United States of America	June 19-July 12, '78	11
	UNESCO-sponsored National Training Seminar on Methods for Projecting School Enrolment	November 20 December 1, '78	20
	Seminar on Contribution of Education to New International Order in Collaboration with IIEP, Paris and UNESCO Regional Office for Education in Asia, Bangkok	January 22-27, '79	32
	Training Programme for a UNESCO Fellow from Indonesia	February 6-9, '79	1

In all these programmes 708 participants were covered comprising categories of educational administrators (Educational Planning Officers, District Education Officers, School and College Principals), Key Personnel of National Service Scheme, Senior Education Officers of the Central and State Governments and participants from foreign countries. The details of these programmes are given in the Annexure.

Evaluation of Training Programmes

Evaluation of training programmes is built into each programme. There is concurrent evaluation by the Steering Committee which is set up for every course and includes members of faculty, representatives of the participants and of the

secretariat staff to see what changes in the programme need to be made in the light of experience as it becomes available from day-to-day. For post-facto evaluation, evaluation proformas are distributed to the participants on the very first day. These are, however, to be filled in to indicate their cumulative experience about the programme and is handed over to the Coordinator of the Programme one day before the concluding session. To keep this evaluation free and frank, participants are not required to sign them. On the basis of these proformas, a brief report is prepared. This is followed by the Evaluation Session on the last day when participants are free to express their views on any matter, academic or organisational, which they would like to raise. The institute takes into account the feedback of the participants in designing similar courses in future. The Evaluation by participants have by and large indicated that they have found the programmes to be very useful. The question of evaluating more permanent impact of the programme on the trainees is under consideration.

Annexure to Part II—Programmes and Activities
TRAINING PROGRAMME FOR STATE EDUCATION PLANNING
OFFICERS

(April 6-15, 1978)

In collaboration with the Union Ministry of Education and Social Welfare and the Education Division of the Planning Commission, the NSECPA organised the fourth (and the last in the series) of training programmes for State Education Planning Officers.

The main objective of the programme was to improve the technical competence of the State Education Planning Officers for handling the task of formulating the next Five Year Plan of Education.

Education Planning Officers from the States of Andhra Pradesh, Bihar, Haryana, Madhya Pradesh, Manipur, Orissa, and Sikkim concerned with school and adult education, higher education, technical education and educational planning at the secretariat level participated in the programme.

Course Content

The programme, designed after a detailed discussion with the Union Ministry of Education and Social Welfare and the Education Division of the Planning Commission covered the themes of Educational Planning in India ; the Concept of Rolling Plan; Educational Programmes for the Weaker Sections of the Society; Education in the Next Plan; Monitoring, Evaluation and Feedback in Educational Planning; Educational Planning at the Block/District Levels; Adult Education; Plan Implementation and Alternatives in Education. In addition the participants visited the Union Education Ministry and the Planning Commission and had discussions with concerned officials.

Practical Exercise

Practical exercise formed the second phase of the programme. The participants were guided in the preparation of a draft of their State Plan in different sectors which was discussed at a plenary session.

TRAINING COURSES FOR STATISTICAL ASSISTANTS OF STATE EDUCATION DEPARTMENT

(May 23-29, 1978)

A training course for a select group of Statistical Assistants of State Education Departments was organised from May 23-29, 1978. The course was specially designed for Statistical Assistants working in the education departments of different states and union territories, who were dealing with collection and compilation of educational statistics as per the requirements of the Union Ministry of Education and Social Welfare.

The main objective of the Course was to acquaint the participants with different features of the forms for collection of annual educational data from the states and give them sufficient training so that they may fill up the various forms (ES-I, ES-II, ES-III, ES-IV) correctly and quickly.

53 participants including a few statistical officers from almost all states and three union territories of India attended the course.

Main Themes

The main themes of lecture-discussions in the training course were : Classification and Tabulation of Statistical Data; Revised System of Collection of Educational Statistics; Techniques for the Estimation of Non-Response from Certain Institutions; General Deficiencies in Data Collected at Various Levels; and Ensuring Accuracy Thereto, and Educational Statistics Relating to Scheduled Castes and Scheduled Tribes. In addition, group discussions on various ES. I ES-II, ES-III, ES-IV and institutional proformae were arranged, as also opportunity for practical exercises and group work.

WORKSHOP ON NATIONAL SERVICE SCHEME

(April 17-20, 1978)

At the request of the Youth Services Bureau of the Union Ministry of Education and Social Welfare, the NSCEPA organised a four day workshop (April 17-20, 1978) on the National Service Scheme for Officers-in-charge of NSS Orientation Centres, University NSS Coordinators and Field Officers of the Ministry of Education.

Objectives

The objectives of this workshop were :

- (i) to acquaint the participants with the highlights of the National Adult Education Programme (NAEP) ;
- (ii) to provide them an opportunity to exchange notes on the successful implementation of adult education programmes under NSS in their respective States.
- (iii) to discuss various aspects of involvements of NSS students volunteers, the community and sister-departments in NAEP; and
- (iv) to discuss ways and means of strengthening Regular (Concurrent) NSS Programmes and monitoring and evaluation of such programmes.

The workshop was attended by 44 participants from all over the country.

Main Themes

The themes discussed included : National Service Scheme and National Adult Education Programme; Strengthening of Regular (Concurrent) NSS Programmes; Mohalla Approach to NSS Activities; Programme Planning, Publications and Research Projects and Studies; Review of Contents and Methodology of NSS Orientation and Monitoring and Evaluation of NSS Programmes.

TRAINING SEMINAR ON STATISTICS OF LITERACY PROGRAMME

(February 6-10, 1979)

The Directorate of Adult Education and the NSCEPA jointly organised a five day training Seminar (February 6-10, 1979) on Statistics of Literacy Programmes.

The seminar was intended : (i) to develop basic questionnaire, tabulation plan and manual for collection of statistics on literacy programmes for adults for pilot test in a few districts; (ii) to develop a standard classification of literacy programmes and also the indicators to specify the nature and level of programmes at local levels; and (iii) to evolve a system of collection of reliable statistics of literacy programmes.

The seminar was attended by 28 participants representing 10 states and 1 union territory.

The themes covered during the seminar included Extent of Illiteracy—A World and Regional Perspective; Various Adult Education Programmes in India to Combat Illiteracy; Functioning of Literacy Programmes in Selected Districts; Basic Concepts and Definitions including International Standard of Classification of Education; Types of Data Required on Literacy programmes; Existing National Data Collection System on Adult Literacy Programmes and its Inadequacies; Types of data Required at National level on Adult Literacy Programmes for Monitoring and Evaluation; Types of tabulation and techniques of Analysis at District and Project levels on the basis of data collected; and Finalisation of draft questionnaires and the Instructional Manual after Field Testing.

TRAINING PROGRAMME FOR U.P. PROBATIONERS

(February 13-25, 1979)

As a part of the overall training direct recruits to U.P. Education Service, the Government of Uttar Pradesh has been deputing their probationary officers to the NSCEPA for a thorough orientation in the several aspects of educational planning and administration.

Three probationers, who had already passed the B. Ed. Examination before recruitment as probationers, were deputed to the National Staff College for training in February, 1979.

In addition to the relevant aspects of educational planning and administration, their training programme included discussion on administrative and financial procedures and new techniques of management and included visits to Planning Commission, University Grants Commission and NCERT and discussions with the experts, as also participation in a Seminar on Educational Supervision.

A 2-week Orientation Programme in NSCEPA for a probationer Trainee of Uttar Pradesh Educational Service, Shri Mahesh Chandra Pant, was organised from 31st May to 14th June, 1978 to acquaint him with the important concepts of educational planning and administration, to familiarise him with new educational trends and reforms, and to help him develop skills for efficiently discharging his duties as District Inspector of Schools. The trainee participated in the Workshop on Institutional Planning and held discussions on survey of educational administration in the states, socially useful productive work, techniques of educational planning, role and functions of DEO's, science education and rural education. This programme also included visits to Department of School Education (NCERT), Centre for Educational Technology, Planning Commission, Directorate of Education, Delhi Administration, Department of Science and Technology, Kendriya Vidyalaya Sangathan and Ministry of Education and Social Welfare and meetings with the Director and the Faculty of the NSCEPA.

ORIENTATION PROGRAMME FOR EDUCATION OFFICERS OF DELHI ADMINISTRATION

(July 13-18 and October 23-27, 1978)

At the request of the Directorate of Education, Delhi Administration, the NSCEPA organised two Orientation Programmes in educational Planning and Administration for Education Officers of Delhi.

The main objectives of the programme were :

- (i) to acquaint the participants with some of the important concepts and problems of educational planning, administration and supervision with special reference to Delhi Administration;
- (ii) to familiarise them with new educational trends and programmes of qualitative improvement; and
- (iii) to enable them to improve their technical competence and effectiveness as educational supervisors.

Forty two education officers participated in the two programmes (18 in the first programme and 24 in the second).

Main Themes

The themes covered by programme were—basic concepts and approaches to educational planning; features of Ten-Year High School and the organisational and administrative implications; vocationalisation of higher secondary education and its organisational implications; district/zonal educational planning; Institutional planning; strategies and methods of implementation of National Adult Education Programme; In-service education of teachers—role of DEOs; inspection and supervision; new techniques of teaching; examination reform; problems of educational administration at the district/zonal level with special reference to plan implementation; financial rules; improving competence of education officers in financial management and Planning for quality in education.

ORIENTATION PROGRAMME FOR DISTRICT EDUCATION OFFICERS OF JAMMU AND KASHMIR

(December 4-16, 1978)

At the request of the Department of Education, Government of Jammu and Kashmir, the NSCEPA organised a two-week Orientation Programme in Educational Planning and Administration for District Education Officers of Jammu and Kashmir.

The main objectives of the programme were : to acquaint the participants with some of the important concepts and problems of educational planning, administration and supervision with special reference to Jammu and Kashmir; to familiarise them with new educational trends and programmes of qualitative improvement; and to enable them to improve their technical competence and effectiveness as educational supervisors.

The programme was attended by 12 District Education Officers of Jammu and Kashmir.

Course Content

The programme covered the following themes—

Educational Developments in Jammu and Kashmir; Universalisation of elementary education; Wastage and Stagnation in School; The Concept and Methods of Non-formal Education; Special Programmes of Education for Weaker Sections of Society; The Concept and Activities Relating to Work Experience; Strengthening and Improvement of Science Education in Schools; Vocationalisation of Higher Secondary Education; Inservice Education of Teachers—Role of the DEOs, Evaluation in Schools; Strategies and Methods of Implementation of the National Adult Education Programme; Financial Rules; Basic Concepts and Techniques of Educational Planning; Strategies and Approaches for Educational Development during Sixth Five Year Plan; Data Needed for Educational Planning and Analysis in Education; Projection Techniques in Educational Planning; School Mapping; Educational Planning at Divisional/District Level; Institutional Planning; Inspection and Supervision, Monitoring and Evaluation of Educational Plans; New Concepts in Administration with Emphasis on Participative and Coordinative Aspects; Problems of Educational Administration at the Divisional/District Level with special reference to Plan Implementation.

SEMINAR IN EDUCATIONAL SUPERVISION FOR EDUCATION OFFICERS OF HARYANA

(February 19-26, 1979)

In collaboration with Education Department, Haryana, the NSCEPA organised a seminar on Educational Supervision for the District Education Officers of Haryana.

The main objectives of the seminar in which 25 Education Officers of Haryana participated were :

- (i) to familiarise the participants with the modern concepts, methods and techniques of supervision;
- (ii) to acquaint them with the supervision proforma and inspection reports of a few states; and
- (iii) to enable them to analyse, improve and try out the proforma for their future use.

Main Themes

The seminar covered several themes including the Modern Concept of Supervision; Methods & Techniques of Supervision; Educational Supervision as an Agent of Change; School Complex and Educational Supervision with Special Reference to the Role of DEO's in the Supervision of Primary Schools; Institutional Planning ; Educational Supervision and Staff Development with Special Reference to In-service Education of Teachers; Latest Techniques of Teaching and Evaluation in schools; Role of DEO's in Implementing Special Programmes of NAFP and Universalisation of Elementary Education; Behavioural Aspects of Educational Supervision (Leadership and Decision-making, Motivation and Morale, Effective Communication, Human Dynamics and Human Relations), Implications of the New Pattern of education (10+2) for Inspection and Supervision; Role of Feedback and Follow-up.

ORIENTATION PROGRAMME FOR SENIOR OFFICERS OF THE SCHOOL EDUCATION DEPARTMENT OF TAMIL NADU

(March 5-10, 1979)

The Directorate of School Education, Tamil Nadu and the NSCEPA, New Delhi jointly organised a six day Orientation Programme in Educational Planning and Administration for Senior Education Officers of the School Education Department of Tamil Nadu.

The orientation programme was attended by 24 senior education officers.

The programme had the following objectives : (a) To acquaint the participants with some of the important concepts and problems of educational planning, administration and supervision with particular reference to; Tamil Nadu (b) to familiarise them with new educational trends and programmes of qualitative improvement and (c) to enable them to improve their technical competence and effectiveness as educational supervisors.

Main Themes

The themes covered by the Programme were : Educational Planning in India; Review of Educational Development in Tamil Nadu with Special Reference to the Sixth Five Year Plan, National Adult Educational Programme : Structure and Methods of Implementation; Higher Secondary Education (+2 stage), Philosophy, Curriculum, Methodology and Evaluation; Vocationalisation of Higher Secondary Education and its Organisational & Administrative Implications; Work Experience : the Concept and Activities; Universalisation of Primary Education; Wastage and Stagnation in Schools; Problems of Educational Administration at the Block/ District level with Special Reference to Plan Implementation; Planning for Quality in Education; In-service Education of Teachers : Use of Mass Media for Promoting Education with Special Reference to Educational Broadcasts; Role of EOs in Integrated Rural Development; and Integrated Educational Development Planning in a Block/District.

WORKSHOP OF INSTITUTIONAL PLANNING FOR PRINCIPALS OF KENDRIYA VIDYALAYAS

(May 30 June 3, 1978)

In collaboration with the Kendriya Vidyalaya Sangathan, the NSCEPA conducted a workshop on Institutional Planning from May 30 to June 3, 1978 for the Principals of Kendriya Vidyalayas. The Workshop was attended by 25 Principals of the Delhi Region of Kendriya Vidyalaya Sangathan.

Objectives

The main objectives of the workshop were : to familiarise the participants with the concept and preparation of institutional Plans and modern trends in education having relationship with it and to enable the principals to prepare an institutional plan for a three-year period covering all aspects of improvement of their vidyalayas.

Course Content

The Workshop included lecture-discussions, group-work and individual exercise for preparing institutional planning. The lecture discussions were arranged on the concept of Institutional Planning; Review Committee on the Curriculum for the Ten-Year School—Implications for Institutional Planning; Review Committee on Higher Secondary Education—Implications for Institutional Planning; and Socially Useful Productive Work and Implications for Institutional Planning. In the group work sessions participants were divided into three groups to do practical work on improvement of institutional plans. The workshop also provided opportunity for discussion of individual plans prepared by the participants with a committee of resource persons.

MANAGEMENT ORIENTED TRAINING PROGRAMME FOR ADMINISTRATORS AND SENIOR FACULTY MEMBERS OF POLYTECHNICS OF SOUTHERN REGION

(Madras : October 2-7, 1978)

At the request of the Technical Teachers Training Institute, Adyar, Madras, the NSCEPA, organised a Management Oriented Training Programme for Administrators and Senior Faculty Members of Polytechnics of the Southern Region at Madras 12 administrators and senior faculty members of polytechnics and 8 teachers of TTTI, Madras participated in the programme.

Objectives

The broad objective of the programme was to initiate a phased management oriented training for preparing a core faculty from TTTI, Madras and elsewhere in the Southern Region. The enabling objectives were : conducting management oriented training programmes and orientation programmes for educational administrators; studying people at work and collecting data base for the purpose; eliciting indicator information; recording and optimisation of work-system in the polytechnics; perceptiveness towards growth-areas; policy and institutional planning; team building among the faculty members, and developing instruments for review, appraisal and evaluation of work, persons and institutions.

Course Content

The programme consisted of lecture-discussion; case studies and group exercises. The main themes for lecture discussions in the programme were : Polytechnics their Role in National Development and Change; New Directions in Management and Administration; Organisational Dynamics; Authority; Responsibility and Delegation; Leadership Styles; Conflict Management; Management and Communication; Group Dynamics; Appraisal of Work and People; Problems and Perspectives of Post-Secondary Education in India; Measurement of Ability and Testing. The themes covered by case studies were; Role of Administration in the Context of Educational Institutions : Motivation and Morale in Management. Group Experience Relate to : Role Play on Superior Subordinate Relationship; Creativity and Innovation in Management; and Team Building.

ORIENTATION PROGRAMME IN EDUCATIONAL PLANNING AND ADMINISTRATION FOR COLLEGE PRINCIPALS OF TAMIL NADU

(Tamil Nadu : October 16-November 29, 1978)

The Directorate of Collegiate Education, Government of Tamil Nadu in collaboration with the NSCEPA organised Orientation Programme in Educational Planning and Administration for Principals of Arts and Science and Training Colleges in Tamil Nadu.

The programmes were organised at the following 7 centres for a period of three days each.

<i>Name of the Centre</i>	<i>No. of Participants</i>
1. Madras Men Centre	22
2. Madras Women Centre	33
3. Tiruchirapalli Centre	27
4. Madurai Men Centre	35
5. Coimbatore Centre	21
6. Madurai Women Centre	20
7. Tirunelveli Centre	25

The Programmes were organised with a view to initiate (a) phased management oriented training for the principals of Arts, Science and Training Colleges in Tamil Nadu and (b) to enable them to come to grips with the complex problems faced by them in college administration. The specific objectives of the programmes were : (i) to acquaint the participants with the current trends and main problems in the field of higher education in India, (ii) to help them appreciate their role as a change agent in the programme of institutional planning; faculty development student welfare, etc. and (iii) to promote an awareness of modern management techniques in general and their application in the field of educational administration.

Main Themes

The themes covered by the programme were : Problem and Perspectives of Indian Higher Education since 1947 (with special reference to colleges); Institutional Planning, UGC Grants/State Grants, etc.; Problems Related to Students; Modern Management Techniques and the Role of the College Principal; Problems Related to Faculty; Instructional Support Services; Quality Improvement; Maintenance and Improvement of College Campus; Implications of Structural Change in Education for the College and the Community.

ORIENTATION PROGRAMME IN EDUCATIONAL PLANNING AND ADMINISTRATION FOR COLLEGE PRINCIPALS OF GUJARAT AND MADHYA PRADESH

(New Delhi : December 26, '78-January 6, 79)

At the request of the Department of Education, Government of Gujarat and Madhya Pradesh, the NSCEPA, organised a 12 day Orientation Programme in Educational Planning and Administration for College Principals of Gujarat and Madhya Pradesh.

Objectives

The main objectives of the programme were : (i) to acquaint the participants with the current trends and main problems in the field of higher education in India; (ii) to familiarise them with the role of UGC in the development of the colleges and the programme of qualitative improvement of higher education; (iii) to promote an awareness of modern management techniques and their application in the field of educational administration; and (iv) to enable them to appreciate the role as a change agent in the programmes of institutional planning, faculty development; student welfare and community services.

41 college principals, 25 from Gujarat and 16 from Madhya Pradesh attended the programme.

Course Content

The programme was designed after detailed discussions with the Senior Officers of the Education Department of Gujarat and Madhya Pradesh and covered the following themes : Problems and Perspectives of Higher Education in India (with special reference to colleges); Quality Improvement in Higher Education; Role of UGC in Maintaining & Improving Standards; Affiliated Colleges and Standards; Problems of Aided Colleges—A Comparative Study; Financing of Higher Education; Remedial Education; Job Oriented Course in Undergraduate Education; Faculty Improvement and Evaluation; Learning Resource Centre, (Laborators, Library etc.), Promoting Better Teaching and Learning, New Directions in Management and Administration; Role of Educational Administration; Educational Management and Communication; Institutional Planning and the Planning Exercise; Internal Assessment; Colleges and the National Adult Education Programme; Autonomous Colleges; Management of Student Services—Student Unions; Management of College Finance; Conflict Management; Team Building, Innovations and Creativity; Management of Co-curricular activities; College and the Community; and Post Graduate Education in Affiliated Colleges.

FIRST CORRESPONDENCE COURSE IN EDUCATIONAL PLANNING AND MANAGEMENT

(1978-'79)

The National Staff College in collaboration with the Unesco Regional Office for Education in Asia and Oceania, Bangkok, organised a Correspondence Course in Educational Planning and Management for Senior Educational Planners and Administrators, preferably not below the rank of District Education Officers at the centre and in the states/union territories. The course, first of its kind to be organised in the country commenced on July 1, 1978 and extended over six months. It was designed keeping in view the needs of the educational planners and administrators to improve their technical competence without taking them away from their desk. 76 participants were enrolled.

Main Objectives

2. The main objectives of the course were :—
 - (a) To acquaint the participants with the developments in the field of education in India in the post-independence period;
 - (b) To familiarise the participants with the latest trends in the field of education in general, and educational planning and management, in particular.
 - (c) To develop in the participants requisite attitudes, skills and knowledge to improve their technical competence and effectiveness as educational planners and administrators and
 - (d) To introduce the participants to a process of self-learning aimed at their continuing professional growth.

Course Content

3. The course was divided into two parts : (i) Correspondence phase, and (ii) Contact Programme. The correspondence was to extend over six months and covered the following areas :—

- (i) Review of Educational Planning and Administration in India;
- (ii) Principles and Techniques of Educational Planning;
- (iii) Statistics required for Educational Planning;
- (iv) Economics of Education and
- (v) Basic Principles and Techniques of Modern Management with Particular Reference to their Applicability to Educational Administration.

Authors' Workshop

4. The main task of the workshop was preparation of learning materials. A list of units was tentatively drawn up and the authors were requested to prepare the text according to the guidelines given. The draft units were then discussed and finalised at the Authors' Workshop from April 74-28, 1978. Dr. Ananda W.P. Guruge, Educational Management Adviser in the Unesco Regional Office for Education in Asia and Oceania, Bangkok, also participated in the workshop when each unit was closely examined and finalised.

5. The total number of units came to 36 and these were suitably grouped into six books. The course commenced on July 1, 1978 when the first book was despatched to the participants. One book was sent to the participants every month. The last instalment of the learning materials was sent to the participants on December 29, 1978.

First Contact Programme

6. In view of the large number of participants, the first contact programme was organised in two batches : (i) August 17-23, 1978 and (ii) August 27 September 2, 1978. 31 persons participated in the first batch and 25 in the second one. The main objectives of the contact programme were to enable the participants

- to meet the authors of lesson units for clarification, elaboration or elucidation of ideas.
- to interact with their tutors in regard to their assignments ; and
- to exchange views about the difficulties experienced by the participants, if any ; and to make the course more responsive to the needs of the participants.

The participants were required to submit five assignments on any five books of their choice or three assignments and a term paper.

Second Contact Programme

7. The Second Contact Programme for the participants was organised from February 27 to March 3, 1979. 40 participants who had completed their assignments/term papers were invited to participate in the second contact programme. The state-wise break-up is as follows :

Himachal Pradesh	1
Kerala	3
Madhya Pradesh	2
Maharashtra	10
Nagaland	2
Rajasthan	2
Tamil Nadu	8
Uttar Pradesh	2
West Bengal	1
Andaman and Nicobar Islands	4
Delhi	3
Planning Commission	1
Kendriya Vidyalaya Sangathan	1
	40

The two main foci of the second contact programme were the discussion of the response sheets submitted by the participants and the presentation of term-papers prepared by some of the participants. There was also lecture-discussion on "Education in the Rolling Plan, 1979-84" by Dr. S.N. Saraf, Chief (Education), Education Division, Planning Commission. The occasion was also utilised for evaluating the lesson units for the second correspondance course. There was also a general exchange of ideas in developing a similar course in educational planning and administration for education officers at the sub-district level in various regional languages. Participants who completed the course satisfactorily were awarded a certificates.

SEMINAR ON SOME ASPECTS OF ADMINISTRATION OF HIGHER EDUCATION

(August 3-5, 1978)

At the request of the United States Educational Foundation in India (USEFI) the NSCEPA organised a three-day seminar on 'Some Aspects of Administration of Higher Education' for a selectd group of college principals who had recently visited USA under USEFI's Administrators Project, 1978.

The main objectives of this seminar were : to enable the participants to exchange their experience with regard to the current trends in the development of higher education in India and USA ; to help them to identify areas of higher education in India, particularly with reference to affiliated colleges, for introducing meaningful changes ; and to consider introduction of feasible educational innovations within the existing resources.

Principals of one College from each of the states of Assam, Bihar, Gujarat, Maharashtra, Tamil Nadu and the union territory of Delhi participated in the programme.

Main Themes

Designed after a detailed discussion with the authorities of the USEFI the main themes of the seminar were : admission procedures and problems : accreditation and maintenance of standards; student services ; faculty improvement programme ; administration of colleges, and college community inter-action.

ORIENTATION TRAINING PROGRAMME FOR SCHOOL PRINCIPALS PROCEEDING TO U.K.

(September 11-13, 1978)

The NSCEPA conducted an Orientation Programme for Principals proceeding to U.K. This programme was designed in consultation with the Central Board of Secondary Education.

Objectives

The main objectives of the orientation programme were : to upgrade the knowledge of participants with regard to innovations in Indian education ; and to help them identify management problems, including those which may arise out of the implementation of the recommendations of Ishwarbhai and Adiseshiah Committee reports on school education.

Eight principals from various parts of the country participated in the programme.

Main Themes

The main themes of the course were : innovations in Indian school system: socially useful productive work (with reference to Ishwarbhai Patel Committee's Report) : human relations in schools ; principals as supervisors ; vocationalisation at +2 stage (with reference to Malcolm S. Adiseshiah Committee's Report) ; educational technology ; the new horizons in Indian educational planning and school and community relations.

**ORIENTATION PROGRAMME FOR A SELECT GROUP OF COLLEGE
PRINCIPALS PROCEEDING TO U.S.A. THE U.S.E.F.I.'s
ADMINISTRATORS PROJECTS**

(March 20-22, 1979)

At the request of the United States Educational Foundation in India, the NSCEPA organised a programme for a select group of college principals going to USA under USEFI's Administrators Project, 1979. The programme was organised in two phases : Preparatory and Orientation. The preparatory programme was organized for three days (February 13-15) in which the themes discussed at length were ; Student Services, Faculty improvement Programme and Evaluation and College Community Interction. The Pre-departure Orientation Programme was organised for three days (March 20-22).

Objective

The main objectives of the programme were (i) to acquaint the participants with the development of higher education in India ; (ii) to familiarise them with the pattern of education in USA and to compare the latest trends in the development of higher education in India and USA ; and (iii) to consider possible educational innovations within the existing frame-work.

Seven college principals from the states of Nagaland, TamilNadu, Jammu and Kashmir, Uttar Pradesh, Karnataka, Maharashtra and the union territory of Goa, Daman and Diu participated in the programme.

The programme included the following themes : Higher Educaiton in India—An Overview; Current Issues in Indian Higher Education ; Contemporary Issues in US Higher Education ; National Adult Eudcation Programme and the Colleges ; Introductory Cultural Survey of the USA ; Effective Educational Leadership Styles and Institutional Planning.

**WORKSHOP IN INDIAN HISTORY AND CULTURE FOR SUPERVISORS
AND CURRICULUM DIRECTORS OF SOCIAL SCIENCES FROM
UNITED STATES OF AMERICA**

(June 19-July 12, 1978)

The NSCEPA at the request of the United States Educational Foundation in India organised from June 19 to July 12, 1978 a four-week Workshop in Indian History and Culture for Supervisors and Curriculum Directors of Social Sciences from the United States of America.

Objectives

The main objectives of the workshop were :

- (i) to study the different aspects of Indian history and culture ;
- (ii) to familiarise the participants with the main trends in education and changing patterns of development in India.
- (iii) to improve understanding of the historical currents and cross currents of modern India which will be helpful for the improvement of teaching of Indian history and culture in U.S. schools ; and
- (iv) to further mutual understanding with the help of Indian scholars.

The course was attended by 18 participants.

Main Themes

The main themes of the workshop included: Glimpses of India—An Overview; Indian Struggle for Freedom; Indian Democracy; Indian Role in World Affairs; Political Parties; The Planning Process; Economic Growth since Independence; The Green Revolution; Industrial Policy and Growth; India's Contribution to the Economic Development of Developing Countries; Integrated Rural Development; The Indian Value System; Contribution of Women in India to Stability and Change; Social Transformation; Problems of Urbanisation; The Performing Arts; Indian Architecture; The Theatre in India; Role of Science and Technology in Development; Mass Media in the Indian Context; New Trends in Indian Education; Curricular Reforms in Teaching Social Sciences; The Literary Heritage; Facts of Modern Indian Literature; Role of Religion in the Indian Renaissance; The Demographic Scene; Social and Economic Status of Weaker Sections in Indian Society; and Contribution of Mahatma Gandhi to various Facets of Indian Life. Besides, the participants had audience with Prime Minister of India and the Union Minister for Education and Social Welfare.

Eight field visits to Museums, selected institutions, the industrial estate at Okhla, and Indian Agricultural Research Institute and four weekly review sessions with faculty members and participants were also arranged.

UNESCO SPONSORED NATIONAL TRAINING SEMINAR ON METHODS FOR PROJECTING SCHOOL ENROLMENT

(Nov. 20-Dec. 1, 1978)

The NSCEPA in collaboration with Division of Statistics on Education, and Office of Statistics UNESCO, Paris organised from November 20 to December 1, 1978 a National Training Seminar on Methods for Projecting School Enrolment.

Objective

The main objective of the seminar was to acquaint the participants with methods of analysing and projecting school enrolment. The emphasis of the seminar was on methods which are adapted to the education and population statistics available in India as well as to this country's high rate of population growth.

29 participants representing various states and union territories attended.

Main Themes

The themes discussed during the seminar were : Characteristics of Population in India; Basic Demographic Indicators and Demographic Data Needed for Educational Planning; Methodology and Techniques of Population Projections in India; Measures of Coverage of School Age Population Enrolment at School; Enrolment Ratios; Use of Projection Techniques in Estimating Non-Response in Educational Statistics in India; Educational Statistics in India: Organisation of Data Collection Coverage and Gaps; International Standard Classification of Education (ISCED) and its Application to India; Problems of Collection, Compilation and Use of Educational Statistics in India; Enrolment Flow Statistics; Techniques in Analysing Wastage in Education; Indices of Internal Efficiency of School Systems; Sample Survey Methods in Education; Methods of Projecting New Entrants to Primary Education; The Method of Least Squares, Importance of Enrolment Projects in Educational Planning and methods used for Projecting Enrolments in India; Method of Projecting Enrolment by Grade; The Grade Transition Model and the Grade Ratio Model; Methods of Projecting Future Development of Transition Rates and Methods of Projecting Teacher Requirements.

C ONTRIBUTION OF EDUCATION TO NEW INTERNATIONAL ORDER

(January 22-27, 1979)

A seminar on "Contribution of Education to New International Order" was held at National Staff College of Educational Planners and Administrators. Jointly organised by the International Institute for Educational Planning, Paris with the association of UNESCO Regional Office for Education in Asia and Oceania, Bangkok and the NSCEPA the seminar was attended by 32 professional experts and eminent economists representing Bangladesh, Hungary, Korea, Nepal, Sri Lanka, Thailand, Yugoslavia and India as also representatives of the sponsoring organisations.

The themes discussed in the Seminar were :— education and equality, education and employment and education and rural development.

The following papers were presented at the seminar :—

- Education and the New International Economic order—Certain Issues by J. Veeraraghavan.
- The Contribution of Education to Equality by M.S. Adiseshiah.
- Relevance of Education to Development (especially in rural areas) by J.P. Naik.
- Education and Employment : problems and Prospects in the International Order by P.R. Panchamukhi.
- An alternative Strategy for Self-Sustaining Development by the Poor at the Local Level by R.C. Malhotra.

The other papers circulated during the Seminar included

- The New International Economic Order-Premises and Implications by Ramashray Roy.
- The Historical Necessity of a New International Economic Order by B. Safer.
- Problems and Policies of Education and Employment in a Development Strategy Focussed on Distributive Justices by Tamas Szontes.

The following suggestions emerged out of the Seminar discussion :—

- No single 'unique' model of development is acceptable to all nations.
- Adequate attention should be given to establish a new international order based on equity, justice, freedom and self-reliance.

- Each country has not only an obligation to its own people but also an obligation to mankind as a whole which should be based on cooperation and mutual support.
- The education system at all levels should play a role in creating a strong public opinion in favour of the new economic order and the elite should take a leading part in creating the necessary climate for this.
- The education system at all levels should clarify ideas on this subject.
- The education system should give priority to universal elementary education and control expansion of higher education. There is need for creating proper environment for providing innovations as reflected in the Asian Programme for Educational Innovation and Development (APEID)
- Each country may consider the need for review of its educational policy with a view to bring about basic change in educational infra-structure so as to make it more effective.
- There is need for equitable distribution of wealth and power and abolition of economic monopoly of the developing countries.
- Educational policy aimed at equality must give priority in national allocations to primary and adult education.
- The basic approach to the creation of new international order through education should remain as one of changing attitudes.

CONSULTANCY

One of the objectives of the Staff College is to offer consultancy service to State Governments and educational institutions. Besides, NSCEPA provides academic and professional guidance to institutions and personnel engaged in educational planning and administration. The Director, NSC, for instance was a member of the Evaluation Panel (June 12-16, 1978) constituted by the IIEP, Paris, to review its work. Similarly the Staff College was actively associated with UGC, NCERT, IIPA and Ministry of Education, in many important decisions concerning improvement of educational management. Other activities in this field are the following :

- In the field of collegiate education, NSC rendered consultancy service to the Governments of Madhya Pradesh and Tamil Nadu regarding training-cum-Orientation Programme for College Principals.
- Expert advice was also given to Technical Teachers Training Institute, Madras for designing training programmes on Educational Management for Administrative and Senior Faculty Members of the Technical Teachers Training Institutes in the southern region.
- The NSC was associated with the Advisory Panel on Evaluation of the Directorate of Non-Formal Education.
- At the request of the Directorate of Collegiate Education, Tamil Nadu, NSC provided assistance in organising seven Orientation Programmes for College Principals.
- Consultancy was provided to Commonwealth Asia—Pacific Youth Development Centre, Chandigarh, about the Planning and organisation of a Seminar on “Education and Recreation”
- NSC also deputed a Resource Person in a Seminar on “Universalisation of Elementary Education in Karnataka” organised by the Institute for Social and Economic Change, Bangalore.

RESEARCH AND STUDIES

All India Survey of Educational Administration

As a part of the third educational survey it was decided to conduct an All-India Survey of Educational Administration in various States and Union Territories.

Objectives

The main objectives of the survey, the first of its kind, is to find out the present status of educational administration at various levels—national, state and district—and to provide the knowledge which may help in strengthening and modernising educational administration in the country. The survey attempts to describe the existing set up and functioning of the government machinery for educational administration at various levels and to analyse the data with the intention of bridging the gap between planning and implementation. The survey is essentially a study of the administrative set up at the secretariat, directorate, regional/divisional (wherever it exists) district and block levels in each State/ Union Territory and of functions like planning, organisation, financing, direction, supervision, inspection and evaluation.

Close Collaboration with State Governments

From the beginning the survey was planned in close collaboration and active cooperation of the state governments and union territory administrations. The draft questionnaires were widely circulated among states and union territories and were finalised in the light of their comments. Similarly the draft report on each state/union territory was sent for vetting to the respective government before finalisation.

The reports published during 1978-79 are Assam, Bihar, Kerala and Nagaland.

Manipur and Meghalaya reports were sent to the state government for vetting.

Jammu and Kashmir and Punjab reports are under print.

State reports of Gujarat, Rajasthan and the All India Report are being drafted.

The States/Union Territories whose reports were finalised earlier are :—

<i>States</i>	<i>Union Territories</i>
(1) Andhra Pradesh	(1) Andaman and Nicobar Islands
(2) Assam	(2) Arunachal Pradesh
(3) Bihar	(3) Chandigarh
(4) Haryana	(4) Dadra and Nagar Haveli
(5) Himachal Pradesh	(5) Delhi
(6) Karnataka	(6) Goa, Daman and Diu
(7) Kerala	(7) Lakshadweep
(8) Madhya Pradesh	(8) Mizoram
(9) Maharashtra	(9) Pondicherry
(10) Nagaland	
(11) Orissa	
(12) Tamil Nadu	
(13) Tripura	
(14) Uttar Pradesh	
(15) West Bengal	
(16) Government of India	

EDUCATION FOR INTERNATIONAL UNDERSTANDING, COOPERATION AND PEACE AND EDUCATION RELATING TO HUMAN RIGHTS AND FUNCTIONAL FREEDOM

At the request of the Indian National Commission, NSCEPA undertook a study to ascertain the present position regarding promotion of international understanding, cooperation and peace through educational programmes from pre-primary level to higher education. This project was completed during the year under report. This study examined the role of the UNESCO—Associated Schools and expanded programme of the Indian National Commission and analysed the syllabi and the methods of teaching for fostering international understanding among the school and college students. The plan of action suggested in the study includes the need for a direct reference to the promotion of international understanding and appreciation of human rights and fundamental freedoms as one of the general aims of education in the revised National Policy Resolution on Education and revitalising UNESCO—Associated School Project.

The study involves a detailed study of education codes and manuals and administration of specially designed questionnaire to the administrative functionaries supplemented with interviews and observations of their functioning.

A meeting of the Project Officers-in-Charge of the study from concerned states was held in November 1978 at the NSEPA to ascertain the progress of work done in connection with the study in their respective states. In addition, draft formats for monthly progress report and interim report of the study were also finalised. The consensus was that the interim report of the study should be discussed at a meeting to be convened by the NSCEPA after 3 months from the commencement of the study to which Education Commissioners/Secretaries of all the participating states may be invited. The final report containing recommendations for action should be drafted after the concerned State Education Secretaries have discussed the interim report with the Secretaries of their Planning and Finance Departments. In order to facilitate the review of the progress of the study from time to time, the concerned states have also been requested to send monthly reports to the NSCEPA.

STUDY OF ADMINISTRATION OF ELEMENTARY EDUCATION IN RELATION TO THE PROGRAMME OF UNIVERSALISATION

High priority has been given in the 1978-83 Plan to the Programme of Universalisation of Elementary Education. The full realisation of this goal will require mobilisation of financial, human and organisational resources at all levels.

The NSCEPA has launched an empirical study on administration of elementary education with a view to reforming and strengthening the existing administrative arrangements for elementary education in relation to the programme of universalisation in nine educationally backward States, namely, Andhra Pradesh, Assam, Bihar, Jammu and Kashmir, Madhya Pradesh, Orissa, Rajasthan, Uttar Pradesh and West Bengal.

In pursuance of the decision taken in the meeting of Educational Secretaries and Directors of Public Instruction of these nine States, held in New Delhi on July 15, 1978, the NSCEPA organised a two-day workshop (July 28-29, 1978) for the officers designated by the concerned states, in order to decide the modalities for conducting the study of administration of elementary education, for evolving ways and means to deal with the appalling backlog in the provision of elementary education for all children of the age-group of 6-14 in the identified states so as to achieve the target of "Universalisation of Elementary Education."

The study covers the three aspects of administration, viz., its structure, availability of personnel and procedures for decision-making at village, block, district, regional/divisional and state levels. All the administrative functionaries of 2 districts (within 4 blocks) have been selected for the study in each state except in Bihar, Madhya Pradesh and Uttar Pradesh where the sample is double the size of the sample in other states. The two districts have been selected, one each from the third and fourth quartile after arranging the total number of districts in a descending order in relation to the school enrolment ratios.

A STUDY OF WORKING OF UNESCO CLUBS IN INDIA

To strengthen the UNESCO Club Movement, the Ministry of Education and Social Welfare, assigned to NSCEPA a study of the working of existing UNESCO Clubs in India. UNESCO agreed to subsidise this study.

The study aims at examining the organisational pattern and various activities of the UNESCO clubs functioning in India and determining how far these clubs have been able to achieve the objectives of UNESCO. Besides, it also seeks to analyse the difficulties and problems confronted by them and to determine the lines on which their programmes and activities should be organised to serve more efficiently the aims and ideals for which UNESCO clubs function in India.

A questionnaire prepared for the purpose was sent to all the UNESCO clubs in India for collecting the relevant data. Besides, 37 clubs from the five zones, viz., northern, central, eastern, western and southern, were selected for visits and interviews. The study is likely to be completed in July, 1979.

EDUCATION FOR RURAL DEVELOPMENT

The National Seminar/Conference on Education for Rural Development, organised by NSCEPA in December, 1976 recommended the setting up of a Standing Committee with representatives of concerned departments of the Government of India and of the states and voluntary organisations to review the progress made in the implementation of the recommendations of the seminar and to suggest suitable steps to achieve the objectives. A 21 member committee was accordingly set up under the Chairmanship of the Director, NSCEPA.

The first meeting of the Standing Committee on Education for Rural Development was held on 1.5.1978. 17 participants representing development departments, voluntary organisations, state governments and NSCEPA attended the meeting.

Some of the important points which emerged during discussions at the meeting were:

1. To demonstrate how education can be provided through engaging people in rural development, a few projects should be taken up through voluntary organisations, having their roots deep in the villages fully supported by governmental agencies. These projects should be identical with blocks, especially, in the context of the government's ambitious programme of block level planning.
2. Since inter-departmental coordination is very necessary for block level planning, orientation programme for joint inter-departmental teams could be arranged.
3. The committee should re-examine the recommendations of the National Conference and draw up its operational plan in the light of the top-most priority given to rural development by the Government.
4. The Standing Committee and its Secretariat in the National Staff College should seek to achieve maximum impact by keeping their main emphasis on conceptual clarification to all those concerned with rural development.
5. For innovative thinking the committee should identify voluntary organisations and certify their bona-fides. After that they should be given full freedom to work on projects.
6. Unutilised resources in the villages for education should be linked to rural development; these must be identified and utilised.

7. Primary health centres should be linked to medical colleges so that even during their period of education, the prospective doctors get interested in rural problems.
8. The community should be fully involved and act as the guardian of educational institutions and government should enable the community to play its role effectively.
9. The results in non-formal education have so far been negligible- Some projects should be taken up by state governments where the idea of adult education as including literacy, awareness and functionality, could be realised and adult education made the means of the improvement of the economic conditions of the people .

INTERNATIONAL COLLABORATION

It is one of the main objectives of the NSCEPA to collaborate with other agencies, institutions and organisations including universities, institutes of management and administration and other allied institutions in India and abroad in such ways as may be considered necessary. The NSCEPA is also an Associate Member of the Asian Programme for Educational Innovation and Development (APEID), Bangkok and National Focal Point for International Bureau of Education (IBE), Geneva.

A significant activity of the NSCEPA during the year under report was the collaboration with international agencies for exchange of ideas and sharing of experiences in educational planning and administration. The International Institute for Educational Planning, Paris and UNESCO's Regional Office of Education for Asia and Oceania, Bangkok were the main international agencies for NSC's collaboration. NSCEPA had discussions with UNESCO Officials regarding the organisation of joint programmes. The following are the areas in which the NSC collaborated with international agencies:—

- Training Programmes
- Correspondence Course in Educational Planning and Administration
- Participation in International Programmes
- Seminars

Training Programmes

NSCEPA organised a national training programme for 26 persons on Methods of Projecting School Enrolment. A workshop in Indian History and Culture for 18 supervisors and Curriculum Directors of Social Sciences from the United States of America was also organised. A batch of thirty primary school teachers from Afghanistan, who were undergoing training in the NCERT, visited the NSCEPA in April, 1978. A study-cum-training programme was organised for a UNESCO fellow from Indonesia.

Correspondence Course

The first Correspondence Course in Educational Planning and Management for Senior Education Officers was organised in association with UNESCO Regional Office, Bangkok. Financial assistance for the course was provided by UNESCO. The Director, NSCEPA participated in the XI World Conference of the International Council for Correspondence Education held in November, 1978.

Participation in International Programmes

Director and a faculty member participated in the Fourth International Inter-visitation Programme in Educational Administration in Canada. Another faculty member participated in the Commonwealth Regional In-service Teacher Education Workshop for Asia at Colombo. The Director participated in the VIIth Annual Confereneec of the British Educational Administration Society in London from September 15 to September 16, 1978. The Director presided over some of the sessions of Educational Planning and Management Programme; Development Workshop organised by UNESCO Regional Office at Bangkok (November 27 to December, 5, 1978).

Seminars

Prof. M. Debeauvais, Director, IIEP, Paris, delivered a lecture on "Changing Relationship between Education and Employment in a Long-term Perspective" on 19th July, 1978. Dr. Jacques Hallak a senior Faculty Member of International Institute for Educational Planning, Paris, addressed a seminar on "Education, the World of Work, and Employment" on 28th August, 1978.

LIBRARY AND DOCUMENTATION SERVICES

The National Staff College maintains a well stocked library in the fields of educational planning, administration and related areas. It has 19,000 volumes including a rich collection of reports of international seminars and conferences organised by international agencies like UNO, UNESCO, OECD, ILO, UNICEF etc., in areas of educational planning and administration, educational innovations, sociology of education and the like.

The library receives 150 periodicals in educational planning, administration, management, development and allied fields. All important articles appearing in these journals are indexed.

The participants of training programmes run by NSCEPA are encouraged to make use of the library. Even in short-term orientation courses, one session is reserved for library work to enable the participants to familiarise themselves with the literature that has grown in the field of educational planning, administration and management. The library prepares select bibliographies for every seminar organised by NSCEPA.

The library brings out a monthly list of additions to the library and maintains newspaper clippings relating to educational management and related subjects.

During the period under review, 2000 documents were added to the library.

PUBLICATIONS

The Staff College brings out report on each training programme, seminar and conference organised by it. During the period under review, the following reports were brought out :—

1. Reports of the Survey on Educational Administration in :
 - Assam
 - Bihar
 - Kerala
 - Nagaland
2. E P. A. Bulletin - Quarterly, Vol. I - 1-4, April, July, October, 1978 and January, 1979.
3. Report of the Fourth Training Programme for State Education Planning Officers (April 6-15, 1978)*
4. Report of the Workshop on National Service Scheme (April 19-29, 1978)*
5. Monthly List of Additions of Books, Articles and document processed by the National Staff College Library (12)*
6. Report of the Training Courses for Statistical Assistants of State Education Departments (May 23-29, 1978)*
7. Report of the Workshop on Institutional Planning for Principals of Kendriya Vidyalayas (May 30 to June 12, 1978)*
8. Report of the Workshop in Indian History and Culture for Supervisors and Curriculum Directors of Social Sciences from United States of America (June 19 to July 12, 1978)*
9. Report of the Orientations Programme for Education Officers of Delhi Administration (July 13-18, 1978)*
10. Report of the Seminar on Some Aspects of Administration of Higher Education (Aug. 3-5, 1978)*
11. Report of the First Contact Programme of Correspondence Course in Educational Planning and Management (Aug. 17-23 and Aug. 28-Sept. 2, 1978)*
12. Report of the Orientation Training Programme for Principals Proceeding to U.K. (Sept. 11-13, 1978)*

13. Report of the Management Oriented Training Programme for Administrators and Senior Faculty Members of Polytechnics of Southern Region (Oct. 2-7, 1978)*
14. Report of the Orientation Programme in Educational Planning and Administration for College Principals of Tamil Nadu (Oct. 16-Nov. 29, 1978)*
15. Report of the Second Orientation Programme for Education Officers of Delhi Administration (Oct. 23-27, 1978)*
16. Report of the Unesco-sponsored National Training Seminar on Methods for Projecting School Enrolment (Nov.20-Dec. 1, 1978)*
17. Report of the Orientation Programme for District Education Officers of Jammu and Kashmir (Dec. 4-16, 1978)*
18. Report of the Orientation Programme in Educational Planning and Administration for College Principals of Gujarat and Madhya Pradesh (Dec. 26, 1978 to Jan. 6, 1979)*
19. Report of the Seminar on Contribution of Education to New International Order in collaboration with IIEP, Paris and Unesco Regional Office for Education, Bangkok (Jan. 22-27, 1979)
20. Report of the Training Seminar on Statistics of Library Programme (Feb. 6-10, 1979)
21. Report of the Preparatory Programme for College Principals Proceeding to USA (Feb. 13-15, 1979)
22. Report of the Seminar on Educational Supervision for Education Officers of Haryana (Feb. 19-26, 1979)
23. Report of the Second Contact Programme for Correspondence Course in Educational Planning and Management (Feb. 27 to March 3, 1979)
24. Report of the Orientation Programme for Senior Education Officers of the School Education, Department of Tamil Nadu (Marh 5-10, 1979)
25. Report of the Orientation Programme for as select group of College Principals proceeding to U.S.A. under USEFT's Administrators Project, 1979 (March 20-22, 1979)
26. Management of Local Support to Education in India. A Case Study (1978)*
27. Education for International Understanding : The Indian Experience (Unesco sponsored Project) (1978).*

* Mimeographed

III

Appendices

List of Members of the Re-constituted N.S.C. Council as on 31.3.79

1. Dr. P.C. Chunder
Union Minister of Education Social Welfare and Culture
New Delhi — Chairman
2. Professor Satish Chandra
Chairman University Grants Commission
New Delhi — Member
3. Shri Kailash Nath Singh
Education Minister Uttar Pradesh — Member
4. Shri Navalbhai N. Shah
Education Minister Gujarat, — Member
5. Shri C.H. Mohammad Koya
Education Minister, Trivandrum, Kerala — Member
6. Shri Thakur Prasad Singh
Education Minister Patna, Bihar — Member
7. Shri Hiranand
Education Minister Haryana, Chandigarh — Member
8. Shri P. Sabanayagam
Ministry of Education & Secretary S.W.
New Delhi — Member
9. Secretary to Govt. of India
Ministry of Finance, New Delhi (or his representative) — Member
10. Secretary to Govt. of India,
Ministry of Home Affairs, New Delhi (or his
representative) — Member
11. Secretary,
Planning Commission, New Delhi (or his representative) — Member
12. Dr. S.K. Mitra
Director National Council of Educational Research and
Training,
New Delhi — Member

13. Shri Ravindra Sharma
Director of Public Instruction Madhya Pradesh, Bhopal — Member
14. Shri D. M. Sukhthankar
Education Secretary Maharashtra — Member
15. Shri E.C.P. Prabhakar
Commissioner and Secretary Education Department,
Govt. of Tamil Nadu,
Madras — Member
16. Shri P.C. Banerjee
Commissioner and Secretary, Education Department,
West Bengal, Calcutta — Member
17. Shri H.K. Nijhawan
Director of Public Instruction Punjab, Chandigarh — Member
18. Dr. M.S. Adiseshiah
Chairman Madras Institute of Dev. Studies 79, Second
Main Road.
Gandhi Nagar Madras-600 020 — Member
19. Dr. Abad Ahmed
Professor Faculty of Management Studies University of
Delhi, Delhi — Member
20. Professor M.V. Mathur
Director National Staff College
New Delhi — Member — Secretary

List of Members of Executive Committee as on 31.3.79

1. Dr. P.C. Chunder
Union Minister of Education Social Welfare and Culture
New Delhi — Chairman
2. Shri Hiranand
Education Minister Govt. of Haryana Chandigarh — Member
3. Shri P. Subanayagam
Secretary Ministry of Education and S.W. New Delhi — Member
4. Professor Satish Chandra
Chairman University Grants Commission New Delhi — Member
5. Dr. Malcolm S. Adiseshiah
Chairman Madras Institute of Dev. Studies 79, Second
Main Road Gandhi Nagar, Madras-600 020 — Member
6. Shri D.M. Sukhthankar
Education Secretary Govt. of Maharashtra Bombay — Member
7. Secretary to Govt. India
Ministry of Finance New Delhi (or his representative) — Member
8. Professor M.V. Mathur
Director National Staff College New Delhi — Member — Secretary

NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION : NEW DELHI
Receipt and payment account for the period from 1.4.1978 to 31.3.1979

<i>Receipts</i>	<i>Rs.</i>	<i>Rs.</i>	<i>Payments</i>	<i>Rs.</i>	<i>Rs.</i>
<i>Opening balance</i>			<i>Establishment charges</i>		
			(NON-PLAN)		
Out of Govt. Grants	2,60,288.25		Pay & Allowances to staff	2,88,181.20	
Imprest	500.00		Leave salary & pension		
By UNESCO Coupons	311.95		contributions	8,167.25	
Out of UNESCO Grants	4,854.36		Medical reimbursement to		
Out of CDS of Addl. DA			staff	15,150.00	
for refund	804.03		Leave Travel concession to		
	2,66,758.59		staff	5,611.20	
Excess expenditure on			Overtime allowance to		
certain project	(—) 22,953.13	2,43,805.46	staff	22,184.90	
			Pension & Gratuity	1,950.00	
<i>Grants-in-aid from Govt</i>			P.F. Contribution Int.		
<i>of India</i>			on GPF/CPF	18,066.85	3,59,311.40
Non-Plan	3,38,00.00		<i>Plan</i>		
Plan	14,28,900.19	17,66,900.19	Programmes (direct charges)		1,39,450.27
<i>Office Receipt</i>			Study of the Administration of		
Hostel Rent	28,760.50		Elementary Education		2,947.65
Receipt (Misc.) Int. on			<i>Establishment charges</i>		
			Pay & Allowances to staff	4,72,803.70	
			Medical reimbursement	12,393.26	
			Leave travel concession to		
			staff	3,645.55	

S.B. A/c.	13,335.09		Overtime allowance to staff	23,815.85	
Others	7,811.24	21,146.33	Employer's contribution/Int. on P.F.	17,124.80	
C.G.H.S. Contribution		280.50	TA/DA to staff members	2,502.55	
Other contingencies (P. Orders)		1,662.00	Leave salary & pension contribution	11,396.05	
Stationery (Sale of raddi)	1,157.45	53,006.78	C.G.H.S. Contributions	1,216.00	5,44,897.76
Unesco Coupons purchased for books		8,100.00	<i>Office expenses</i>		
<i>Recoverable advances</i>			Publication	24,667.36	
Festival	4,540.00		Library-Purchase of books	61,768.12	
Conveyance	2,845.00		Library-Purchase of Periodicals & Newspaper	19,374.04	
Interest on conveyance	193.10		Library-Purchase of Unesco coupons for books	8,100.00	
Fan/Flood	1,780.00	9,358.10	Library-Purchase of books through coupons	1,102.77*	
<i>Assigned programmes</i>			Entertainment charges	1,130.50	
A study of the working of UNESCO club in India		11,850.00	Electricity & Water charges	10,172.00	
Project on Education for International Understandings		20,000.00	Furniture & Furnishing	64,972.93	
Management of Local Support to Education		6,843.45	Furniture repairs	1,520.49	
Training of Educational Planners & Administrators through distance teaching techniques		11,259.16	Hot & Cold weather charges	10,199.50	
UNESCO-sponsored National Training			Insurance	835.00	
			Liveries	11,760.82	
			Maintenance of Buildings	798.00	

Seminar on Methods for Projecting School Enrolment	47,800.00	Office equipment & electric equipment	11,600.36	
UNESCO-Translation of APEID Publication	4,194.96	Other contingencies	40,778.91	
Receipt of Additional Dearness Allowance	12,392.58	Postage and Telegrams	19,748.95	
<i>Remittance</i>		Rates & Taxes	58,537.25	
Income Tax	29,634.00	Repair of office machines	6,583.97	
G.P.F /C.P.F	1,12,606.00	Staff Car maintenance	25,958.76	
Overpayment of Pay & Allowances by other deptts.	82.50	Staff Car Petrol & Oil charges	33,759.07	
House rent	677.85	Stationery	1,06,666.05	
House building advance	23,215.00	Telephone charges	65,891.15	5,84,823.23
Central Govt. Employees Insurance Scheme	273.00	Grant-in-Aid to State Govts./Institutions		1,49,354.00
Pay Roll Saving Scheme	4,040.00	Staff Car		43,697.55
		Deposit with C.P.WD.		38,353.00
		<i>Recoverable advances</i>		
		Festival	8,240.00	
		Conveyance	1,125.00	
		Fan/Flood	1,8000.00	27,356.00
		<i>Assigned programmes</i>		
		A study of the working of Unesco Club in India		2,284.65
		Project on Education for International Understanding		3,213.70
		Management of Local support to education		105.00

Training of Educational Planners & Administrators through Distance Teaching Techniques	16,113.52
UNESCO-sponsored National Training Seminar on Methods for Projecting School Enrolment	28,953.84
Payment of Additional Dearness Allowances	13,196.61
<i>Remittance</i>	
Income Tax	29,634.00
G.P.F./C.P. Fund	1,12,606.00
Everpayment of Pay & Allowances by other Deptts.	82.50
House Rent	677.85
House building advance	23,215.00
Central Govt. Employees Insurance Scheme	273.00
Pay Roll Saving Scheme	4,040.00
Closing balance	2,40,340.73

Total Rs. 23,66,039.03

Total Rs. 23,66,039.03

Certified that the Grant-in-Aid released by the Government of India has been utilised for the purpose for which it was sanctioned and the conditions attached to it have been duly fulfilled.

Sd/-
(S. Sundararajan)
Accounts Officer

Sd/-
(Veda Prakasha)
Executive Director

Sd/-
(M.V. Mathur)
Director

NATIONAL INSTITUTE OF EDUCATION PLANNING & ADMINISTRATION ENW DELHI

Detail of closing balance as on 31.3.1979

<i>Sl. No.</i>	<i>Head of Account</i>		<i>Total Receipt</i>	<i>Total payment</i>	<i>Balance</i>
1.	Non-Plan		3,38,000.00	3,59,311.40	(—) 21,311.40
2.	Plan				
	(a) Net previous balance out of grants	2,37,835.12			
	(b) Grants-in-aid released by the Govt.	14,28,900.19	16,66,735.31	15,30,888.46	1,35,846.85
	(c) Previous balance out of UNESCO coupons	311.95			
	(d) UNESO coupons purchase during the year	8,100.00	8,411.95	1,102,77	7,309.18
	(e) Office Receipt		62,364.88	—	62,364.88
	(f) Ammount incurred on UNESCO programmes from Govt, Grants but recovered during 1978-79.		21,954.85	—	21,954.85
3.	<i>Assigned programmes</i>				
	(a) A study of working of UNESCO club in India		11,850.00	2,284.65	9,565.35
	(b) Project on Education for International Understanding Grants received	20,000.00			
	Less excess exp. (1977-78)	19,766,30	233.70	3,213.70	(—) 2,980.00
	(c) Management of Local Supporto Education Grants received	6,843.45			
	Less excess expt. (1977-78)	2,188-55	4,654.90	105.00	4,549.90
	(d) National Trg. Seminar on Methods for projecting School Enrolment		47,800.00	28,953.84	18,846.16
	(e) Translation of APEID Publication		4,194.96	—	4,194.96
			Gross Closing Balance		Rs. 2,64,632.13
			Excess Payment on S.No. 1 & 3(b)"		24,291.40
			Net closing balance		Rs. 2,40,340.73

Sd/-
S. Sundararajan
Accounts officer

Sd/-
Veda Prakasha
Executive Director

Sd/-
M.V.Mathur
Direbtor

N.I.E.P.A.

Proforma account for the grant received
from UNESCO for the following programmes
for the year 1978-79

<i>Receipts</i>		<i>Payments</i>		Rs.	Rs.
	Rs.	Rs.			
<i>Opening Balance</i>			(1) A study of working of UNESCO Clubs in India		2,284.65
(a) Project on Education for International Understandings	(—) 19,766.30		(2) Project on Education for International Understanding		3,213.70
(b) Management of Local Support to Education (International course)	(—) 2,188.55		(3) Management of Local Support to Education (International Course)		105.00
(c) Training of Edul. Pl. & Admns. Through Distance Teaching Techniques	4,854.36	(—) 17,100.49	(4) Training of Educational Planners and Administrators Through Distance Teaching Techniques		16,113.52
1. A study of Working of UNESCO Club in India		11,850.00	(5) National Training Seminar on Methods for Projecting School Enrolment		28,953.84
2. Project on Education for International Understandings		20,000.00	<i>Closing Balance</i>		
3. Management of Local Support to Education (International Course)		6,843.45	Project on Education for International Understanding	(—) 2,980.00	
			Management of Local Support to Education	4,549.90	
			A study of working of UNESCO Clubs in India	9,565.35	

4.	Training of Educational Planners & Administrators Through Distance Teaching Techniques	11,259.16	National Trg. Seminar on Methods for Projecting School Enrolment	18,846.16	
			Translation of APEID Publications	4,194.96	34,176.37
5.	National Training Seminar on Methods for Projecting School Enrolment	47,800.00			
6.	Translation of APEID Publication	4,194.96			
	Total Rs.	84,847.08		Total Rs.	84,847.08

Sd/-
S. Sundararajan
Accounts Officer

Sd/-
Veda Prakasha
Director

NATIONAL INSTITUTE OF EDUCATIONAL PLANNING & ADMINISTRATION
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDING 31ST MARCH, 1979

<i>Expenditure</i>	<i>Amount</i>	<i>Income</i>	<i>Amount</i>
		Grants-in-Aid from Government of India	
		Non Plan 3,38,000.00	
		Plan 14,28,900.19	
Pay and Allowances of Officers and Establishment		Ministry of Education (DEOs grant merged)	
Non-Plan	2,88,181.20	38,147.09	18,05,047.28
Plan	4,72,803.70		
	7,60,984.90		
Allowances and Honoraria		Less Grant Capitalised	
Medical Reimbursement		Library books	
Expenses (N.P.)	15,150.00	62,870.89	
——do—— (Plan)	12,393.26	Furniture & Equipment	
Overtime Allowance (N.P.)	22,184.90	64,972.93	
——do—— (Plan)	23,815.85		
Leave Travel		Office and Electric Equipment	
Concession (N.P.)	5,611.20	11,600.36	1,39,444.18
——do (Plan)	3,645.55	Hostel Rent	28,760.50
C.G.H.S. Contribution	1,216.00	Interest received on	
Leave Salary and Pension Contribution		i) Investments	—
(N.P.)	8,167.25	ii) Interest bearing advances	193.10
——do—— (Plan)	11,396.05	Miscellaneous receipts	
Travelling Allowance	2,502.55	Other receipts	7,811.24
Pension and Gratuity	1,950.00		

Provident Fund Contribution (Employer's Share) (N.P.)	18,066.85		Other contingencies (Postal Orders)	1,662.00	
-----do----- (Plan)	17,124.80	35,191.65	Sale of Waste Paper	1,157.45	10,630.69
<i>Other Charges</i>			C.G.H.S. Recoveries		280.50
Water and Electricity Charges	10,172.00		Interest on Provident Fund Investments realised/accrued for the year		5,253.00
Telephone and Trunk call Charges	65,891.15				
Postage and Telegrams	19,748.95				
Printing and Stationery	1,06,666.05				
Maintenance of Vehicle	25,958.76				
Liveries	11,760.82				
Misc. Contingencies	33,843.91				
Audit Fee	6,935.00				
Rent, rates and Taxes	58,537.25				
Entertainment Charges	1,130.50				
Maintenance of equipment	7,381.97				
Petrol Oil and Lubricants	33,759.07				
Maintenance of Furniture and Fixture	1,520.49				
Hot and Cold Weather Charges	10,199.50				
Newspaper and periodicals	19,374.04				
Insurance Premium	835.00	4,13,714.46			
Expenditure incurred for bringing out Publications		24,667.36			
Programme Expenses		1,39,450.27			

Expenditure on study of the Elementary Education		2,947.65	
Grants-in-Aid for Programmes			
Administrative Staff			
College of India	45,750.00		
State Governments	1,03,604.00	1,49,354.00	
Excess of Income over Expenditure		76,377.99	
Total :		17,10,720.89	17,10,720.89

(S. Sundararajan)
Accounts Officer
National Institute of Educational
Planning and Administration
New Delhi

(Veda Prakasha)
Executive Director
National Institute of Educational
Planning and Administration
New Delhi

(M. V. Mathur)
Director
National Institute of Educational
Planning and Administration
New Delhi

NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION
Balance Sheet as on 31st March 1979

<i>Liabilities</i>	<i>Amount</i>	<i>Assets</i>	<i>Amount</i>
Grants Capitalised		Land and Buildings	20,01,586.09
Balance as per last balance sheet	32,92,841.94	Equipment and Machinery Furniture and	
Additions during the year	1,39,444.18	Fixtures Vehicle including staff car	
	34,32,286.12	Balance as per last balance	
		sheet	9,20,144.02
		Additions during the year	7,65,73.29
			9,96,717.31
Excess of Income over		Library Books	
expenditure As per last year	12,67,092.00	Balance as per last balance	
Additions during the year	76,377.99	sheet	3,64,369.28
	13,43,469.99	Additions during the year	62,870.89
Uspent balance of grant refundable		Deposits and Investments ;	4,27,240.17
to UNESCO	34,176.37	Security deposits	1,800.00
Provident Fund		Deposit with C.P.W.D.	10,75,112.63
As per last balance sheet	1,56,321.63	Deposit with Hindustan Motors	43,697.55
Additions during the year	1,13,093.75	Advances to Employees/other	11,20,610.18
		advances/L.T.C. and	
Balance of G.P.F. of Class IV		Leave Salary Advances	928.00
Staff as on 1.3.1973 not		Festival advances	5,620.00
transferred by Director of		Conveyance advances	670.00
Audits Central Revenues,		Flood advances	16,220.00
New Delhi	9,398.00	Sundry Debtors (Director of	23,438.00
	2,78,813.38	Audit Central Revenues)	9,398.00
		Cash Balance :	
		1. In hand	187.00

Less withdrawals and
advances

50,260.38	2,28,553.00	Imprest	1,000.00
		· By way of UNESCO Coupons	7,309.18
		2. At bank – Current account	2,31,844.55
		At bank – savings bank account	219,155.00
			4,59,495.73
Total	50,38,485.48		50,38,485.48

(S. Sundararajan)
Accounts Officer
National Institute of Educational
Planning & Administration
New Delhi.

(Veda Prakasha)
Executive Director
National Institute of Educational
Planning and Administration
New Delhi

(M.V. Mathur)
Director
National Institute of Educational
Planning and Administration
New Delhi

AUDIT CERTIFICATE

I have examined the foregoing accounts and the Balance Sheet of the National Institute of Educational Planning and Administration, New Delhi and obtained all the information and explanations that I have required and I certify, as a result of my audit, that, in my opinion, these accounts and the Balance Sheet are properly drawn up so as to exhibit a true and fair view of the state of affairs of the National Institute according to the best of my information and explanations given to me and as shown by the books of the National Institute.

New Delhi :

Sd/-
Director of Audit
CENTRAL REVENUES

Dated : 12th December 1979.

Faculty of the National Staff College (as on 31.3.1979)

Professor M.V. Mathur, Director
Shir Veda Prakasha, Executive Director
Shri J. Veeraraghavan, Consultant
Dr. J.N. Kaul, Consultant
Dr. R.N. Chowdhuri, Fellow
Shri C.L. Sapra, Fellow
Dr. N.M. Bhagia, Fellow
Dr. C.B. Padmanabhan, Fellow
(on deputation with UNESCO)
Shri K.G. Virmani, Associate Fellow
Shri S.S. Dudani, Associate Fellow
Shri M.M. Kapoor, Associate Fellow
Dr. Dharendra Verma, Associate Fellow
Shri T.K.D. Nair, Research/Training Associate
Dr. R.S. Sharma, Research/Training Associate
Shri C. Mehta, Research/Training Associate
Dr. (Smt.) Sushma Bhagia, Research/Training Associate
Smt. Radha Sharma, Research/Training Associate
Dr. (Smt.) Kusum Premi, Research/Training Associate
Smt. Usha Nayar, Research/Training Associate
Miss Nirmal Malhotra, Librarian
Shri L.K. Rathod, Registrar

Staff Changes

Dr. J.N. Kaul, Joint Secretary, University Grants Commission, New Delhi, joined as Consultant on 1 August, 1978 on deputation.

Mrs. Radha Rani Sharma, Lecturer, Banaras Hindu University, joined as Research/Training Associate on 6 October, 1978.

Shri M.M. Kapoor, Assistant Director of Education (Planning, Statistics and Survey Unit) and ex-officio Under Secretary, J and K Govrenment, joined as Associate Fellow on 13 October, 1978, on deputation.

Dr. (Mrs.) Kusum K. Premi, Senior Research Assistant, Jawaharlal Nehru University joined as Research/Training Associate on 23rd October 1978.

Mrs. Usha Nayar joined as Research/Training Associate on October 23, 1978.

Shri S.S. Dudani, Research/Training Associate, joined as Associate Fellow on 12 November, 1978.

Dr. Dharendra Verma, Associate Professor, Nova Scotia Institute of Technology, Halifax, Nova Scotia, Canada, joined as Associate Fellow on 20th November, 1978.

Shri J. Veeraraghavan, IA and AS, joined as Consultant on 30th November, 1978 on deputation.

Dr. (Mrs.) Sushma Bhagia, Lecturer, Indore University, joined as Research/Training Associate on 5th December, 1978.

Shri D.P. Nayar, Fellow (Consultant) was relieved on 28th February, 1979 on completion of his term of assignment.

Shri S. Sundararajan, Audit Officer, Posts and Telegraphs Audit, Jaipur joined as Accounts Officer on 5th March, 1979 on deputation.

Shri Veda Prakasha of the Ministry of Education and Social Welfare and Culture, joined as Executive Director on March 12, 1978.

Participation in International Programmes by Faculty Members

1. Professor M.V. Mathur, Director, National Staff College participated in the Fourth International Intervisitation Programme in Educational Administration on Canada/USA from May 2-25, 1978 and chaired one of the Sectional Session. He also met a number of officers of U.S. Educational Association at Washington, Unitar at New York, Dean of School of Education and Director of Harvard University (25 May-2 June, 1978).
2. Professor M.V. Mathur, Director, National Staff College, joined the Evaluation Panel (June 12-16, 1978), constituted by the IIEP, Paris and had discussions with UNESCO Officials regarding organisation of joint programmes.
3. Dr. J.N. Kaul, Consultant, participated in the Commonwealth Regional In-service Teacher Education Workshop for Asia at Colombo, Sri Lanka, from October 23 to November 3, 1978.
4. Shri C.L. Sapra, Fellow, National Staff College, participated in the Fourth International Intervisitation Programme in Educational Administration held in Canada/USA from May 2-25, 1978 and chaired one of the Sectional Session on 'New Directions in Research on Educational Administration'.
5. Professor M.V. Mathur, Director, National Staff College participated in the 7th Annual Conference of the British Educational Administration Society in London in September, 15-16, 1978.
6. Professor M.V. Mathur joined the Evaluation Panel (July 12-16, 1978) constituted by the IIEP, Paris. Also had discussions with UNESCO Officials regarding organisation of joint programmes.
7. Professor M.V. Mathur participated in and presided over some of the sessions of 'Educational Planning and Management Programme Development Workshop' organised by UNESCO Regional Office, at Bangkok from November 27 to December 5, 1978.