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வெளிநாட்டுவளங்கள்திணைக்களம்

## Department of External Resources

මුදල් අමාත්‍යාංශය

මහලේකම් කාර්යාලය (3වන මහල), තැ.පෙ. 277, කොළඹ 00100, ශ්‍රී ලංකාව

நிதி அமைச்சு

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මගේ අංකය  
எனது இல  
My No

TA/ITEC/INDIA/S/07

ඔබේ අංකය  
உமது இல  
Your No

දිනය  
திகதி  
Date

02 February 2022

Secretary / Ministry of Education

Secretary / State Ministry of Provincial Councils & Local Government Affairs

Dear Sir/ Madam,

### International Programme on Institutional Planning and Management for Heads of Educational Institutions - From 02<sup>nd</sup> to 15<sup>th</sup> March 2022 (Online)

We are pleased to inform you that the Government of India has invited nominations from the eligible Government officials for the above online programme under the Indian Technical and Economic Cooperation Programme (ITEC). A copy of the draft programme is attached herewith for your information.

We would be thankful if you could make necessary arrangements to circulate this programme among the Departments/Divisions/Institutes under the purview of your Ministry and submit nominations to ERD with the following documents on or **before 25<sup>th</sup> February 2022**:

- (i) Nomination letter (from the relevant Ministry)
- (ii) A copy of online application form (printouts of the online application)
- (iii) Duly filled ERD form (Can be downloaded from [www.erd.gov.lk](http://www.erd.gov.lk))

The online registration is available at [https://www.itecgoi.in/applicant\\_getCountry\\_e-ITEC?salt3=NTdINTU3YzAzMDIwMjEtMjAyMg==&salt=Yzk1MmY1MjA2NzZM3Nzk=&salt2=OTFmMzU1NWE4NTIx](https://www.itecgoi.in/applicant_getCountry_e-ITEC?salt3=NTdINTU3YzAzMDIwMjEtMjAyMg==&salt=Yzk1MmY1MjA2NzZM3Nzk=&salt2=OTFmMzU1NWE4NTIx)

Your early response in this regard is highly appreciated.

Yours faithfully

Udeni Udugahapattuwa  
Additional Director General  
for Director General





National Institute of Educational Planning and Administration (NIEPA), India

## International Programme on Institutional Planning and Management for Heads of Educational Institutions

2-15 March 2022

### The Institute

The National Institute of Educational Planning and Administration (NIEPA) is a premier organization engaged with capacity building and research in policy making, planning and administration of education. The Institute was established by the Ministry of Human Resource Development, Government of India. The Institute is an apex national institution of educational planning and administration and is actively engaged in educational research, training and consultancy.

### The Programme

The programme has been designed for e-ITEC keeping in view the role of the Heads of the educational administrators who are assigned to perform multifarious activities for the institution they are assigned from time to time. This is a very challenging task for the Heads of Institution not only as an administrator but as a good leader, planner and manager. In this context this programme will allow the educational administrators to understand the nuances of institutional planning which will enable them to lead dynamically the institution with ease. Participants will be reflecting upon their own country specific contexts and based on their own experiential sharing will be developing the skills for institutional planning under the guidance of experts.

### Objectives of the Programme

- The participating education officers/heads will be acquainted to the concept of institutional planning and its importance;
- They will also be provided with the inputs on the ways and means by which they can develop and implement the institutional plans in their respective institutions;
- They will be guided about the possible areas of institutional planning after a brain storming session in which the education officers/heads can undertake institutional planning exercise on their own and plan to implement and work on their proposed institutional plan effectively; and
- The importance of sustainability will also be covered in the programme by developing continuous in house monitoring and evaluation methods of the proposed institutional plan of their respective institutions.





### Target Group

The course is for middle-level education officials with good working knowledge of English. Nominees should either be working or be expected to work in the capacity of Head of the Institution.

- Heads of educational institutions, regional and district education departments, teacher-training colleges who are likely to assume higher responsibilities in educational planning and administration.
- Officials from middle-level management engaged in the planning and administration of elementary and secondary sectors of education at the national, provincial, district or institutional level and also at the system level (i.e., Ministry of Education or Directorates of Education).

### The Eligibility

- Graduates/Post graduates in any discipline with minimum five years of working experience in a government sector.
- Basic and satisfactory knowledge (both spoken and written) of English language is necessary.
- The participants should possess basic computer literacy, and should be well-versed with the use of Power Point and Word Processing. More particularly experience to handle the on line meetings on their own.

### Programme Design

The programme has been designed for two weeks with fifteen hours of live online sessions with NIEPA Faculty in addition 3-4 hours of study each day for academic interaction. Participants will join the programme through their respective web-link generated by NIEPA and the online training will be imparted through the Learning Management System (LMS) used by the institute for assignments and group activities.

During the live sessions participants are expected to have laptops/smart phones with good internet connectivity and the ability to log into Google Meet. Participants should have a Gmail account. The google meeting links will be provided from time to time.

Digital attendance of the participants will be taken for each session based on which the participation certificates will be issued.

### Programme Team

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