



## **National Awards for Innovations and Good Practices in Educational Administration**

### **Information Brochure**



## **National Institute of Educational Planning and Administration**

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## **The National Institute of Educational Planning and Administration (NIEPA)**

The National Institute of Educational Planning and Administration (NIEPA) is a premier institution of educational planning and administration functioning under the Ministry of Education, Government of India. The Institute was set up as Asian Institute of Education in 1962 as one of the four regional Centres of UNESCO to promote capacity development of educational planners and administrators in the Asian region. The Government of India took over in 1970 and renamed and retained it as the premier institution for research and training of educational administrators in India. The institution was conferred the status of a Deemed to be University in 2006 fully funded by the Ministry of Education, Government of India. The core activities of the Institute include training of educational planners and administrators; research; consultancy services at national and international levels; clearing house for dissemination of knowledge and information; and providing a forum for exchange of views and experiences between practicing educational administrators, planners and academics. In addition to its multifarious activities, the Institute also offers a number of Research Programmes namely, M. Phil, Ph.D. and Post-Doctoral Programmes in educational policy, planning, finance and administration from a broader inter-disciplinary social science perspective.

## **National Awards for Innovations & Good Practices in Educational Administration** **(For District & Block Education Officers)**

NIEPA has instituted National Awards for Innovations & Good Practices in Educational Administration for District and Block Level Education Officers. The Scheme was launched in 2014 with the objective to encourage innovations and good practices in educational administration for improving the functioning of the public system of education. The scheme also aimed to instil a sense of confidence among the education officers working at the field level.

The basic idea of the scheme is based on the premise that District and Block Level Education Officers may prove to be important agents of change at the district and sub-district educational administration through their innovative initiatives and interventions. Though functioning of the school education at the local level may depend on variety of factors, their role in improving the functioning and efficiency of the system becomes important as their innovative initiatives can ensure effective functioning of the system and efficient delivery of educational services, which are at the heart of innovation in educational administration.

### **Aim**

The overall aim of National Awards for Innovations & Good Practices in Educational Administration is to identify and recognize field level innovations in Educational Administration.

### **Objectives**

- To recognize innovations and Good practices in educational Administration at district and block level;
- To award those who conceived and implemented innovations; and
- To document and disseminate innovations in educational administration at district and block levels.

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

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

### Areas of Innovations

The National Scheme of Awards for Innovations & Good Practices in Educational Administration covers different aspects of educational Administration. Some of the indicative, but not restricted, areas of innovations and good practices in educational administration may include the following:

- Improving access and participation of children in schools and schooling process.
- Promoting innovations in teaching- learning process and improving quality of school and learning outcomes in the framework outcome based approach of education.
- Teacher management including teacher deployment, ensuring regularity and punctuality, professional development, teacher motivation etc.
- Effective management of academic support mechanism.
- Enhancing community participation in school management.
- Effective and innovative supervision and monitoring of the functioning of the schools.
- Distribution and management of Mid-Day Meal and other incentive schemes
- Resource mobilization & partnership with private/corporate sector/NGOs
- Promoting equity and managing diversity.
- Education of children from disadvantaged groups
- Administration and management of schools in difficult and left wing Maoist affected areas.
- Administration and management of schools in natural disaster stricken areas.
- Transparency and accountability in Educational administration etc.
- Promoting ease of governance
- Use of ICT in educational administration and management.
- Creating overall public trust on government schools.

### Target Groups

District and Block Level Education Officers are the main target groups of the Awards. The selected district and block level education officers will be presented award/ certificate of appreciation in the national award presentation function conceding with a two day national conference on innovations and good practices in educational administration, organised by NIEPA in New Delhi. The candidates are invited to participate and present their innovations in the conference

## Eligibility of Applicants

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

## Application Procedure

The eligible applicants may send their applications for the consideration of the award. Applications for the awards should be duly forwarded by the state level educational administrators (Principal Secretary/ Secretary/ Commissioner/ Director, School Education/ or SPD of SSA and RMSA) and routed through the department of education of the state/ UTs. All such applications of district and block level education officers, forwarded by the above mentioned state level educational administrators, shall be treated as the nominee of the state/UTs for the consideration of award/ certificate of appreciation. While forwarding applications/sending nominations of district and block level education officers, the nominating/ forwarding officers are requested to keep in mind the integrity and credibility of the officers besides the value and significance of the innovation made.

## How many nominations/ applications should be sent?

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

## Procedure to be followed by the applicants

All the applications/nominations for the consideration of awards/ certificate of appreciation are required to be sent as per the format for submission of Information (Annexure-I & II) along with detailed write-up on their innovations as per the guidelines for preparing the write up.

## National Conference and Awards Function

Awards Function is organized conceding with a two day National Conference on Innovations and Good Practices in Educational Administration. All the shortlisted candidates are invited to participate and present their innovations and Good Practices in the Conference and Awards Function. The selected candidates are given Award/ Certificate of Appreciation in the Awards Function.

## Annexure-I (Details of the Applicant)

1. Name of the officer :
2. Present Designation :      No. of years in the present post :
3. Phone/ mobile No. :      E-mail :
4. Place/area of service:      Contact/postal Address:
5. Designation at time of innovation
6. No. of years of service in above designation  
From \_\_\_\_\_ to \_\_\_\_\_
7. a) Has any disciplinary action been taken against the officer at any point of time in the service?    Yes/ No  
(If yes, nature of disciplinary action and the ground for such action)
  
- b) Is there any vigilance and disciplinary proceeding ongoing or pending against the officer?  
Yes/ No  
(If yes, reason and ground for vigilance/ disciplinary proceedings)
8. Declaration by the Applicant :  
I ..... hereby declare that information furnished in the information format is correct. The innovation done is my own/ our team work.

(Name in block letters)

Signature

Date:      Place:

## Recommendation by the forwarding authority

It is hereby recommended that the information furnished by Mr./Ms.....designation..... his/her application may be considered for the National Awards/ Certificate of Appreciation for Innovations and Good Practices in Educational Administration.

Signature of the nominating/forwarding officer:

## Annexure-II (Brief about Innovation to be submitted by the applicant)

1. Summary of Innovation/ along with intended objective
2. Name of the Implementing/ Partnering Agencies
3. Period/ Duration of Implementation
4. Place/ Area of Operation
5. Methodology
6. Beneficiaries/Target Group
7. Status Before Implementation of Innovation
8. Status After Implementation of Innovation
9. Difficulties/ Challenges faced & Lessons Learnt
10. What were the Resource requirements for implementing Innovations
  - a) Physical Infrastructure
  - b) Human Resource
  - c) Technology/ IT
  - d) Financial Resource
11. Details of Resource Mobilization
12. Details of Community Mobilization

**Detail write-up to be submitted by the applicant  
(Indicative Format/Outline of the write-up on innovation is indicated below)**

1. Title and Focus area of the Innovation?
2. Duration of innovation?
3. Where was this innovation implemented?
4. Descriptive/ narrative account of innovation?
5. What were the factors/ circumstances/ conditions/ situation that led to the present innovation?
6. What was the process of conceiving the idea of innovation? Whether the idea of innovation was just an individual initiative or initiative of a group. Provide the details of the process of conceiving the idea in either case.
7. Objectives of Innovation?
8. How was the idea of innovation given shape for translating it into action?
9. What was the strategy and method adopted for implementing innovation?
10. What kinds of resources were required for implementing innovation?
11. How were the required resources mobilized?
12. What was the scale of innovation?
13. How long the innovation is in operation?
14. What kind of support was extended by the state government/education department/ superior officers/ district collector/colleagues/ subordinates and community at large?
15. Have the intended objectives of innovations been achieved?
16. What is the impact of innovation?
17. How far are innovations done in your case replicable in other areas?
18. How far is your innovations sustainable in case of your transfer/ transfer of key officers responsible for innovation from the place of posting where innovation was done?
19. How far continuity of innovation has been ensured beyond the tenure of posting of the innovator(s)?
20. What kinds of problems were faced in giving shape to the idea of innovation and its implementation?

**General rules and instructions for filling up the form:**

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



**Where to send the applications/ nominations for awards:**

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

**Professor Kumar Suresh**

*Professor and Head,*

*Department of Educational Administration*

**National Institute of Educational Planning  
and Administration**

**17-B, Sri Aurobindo Marg, New Delhi – 110016.**

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

**Email: [innovationscheme@niepa.ac.in](mailto:innovationscheme@niepa.ac.in) & [nuepainnovationscheme@gmail.com](mailto:nuepainnovationscheme@gmail.com)**