

Institutional Planning

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School of Education

Course Code : MEDU2006 Course Name: Aspects, Planning & Management at Secondary & Senior Secondary Level

- According to Prof. M.B.Buch (1968)

an institutional plan is a programme of development by an educational institution on the basis of its felt needs and the resource available or likely to be available with a view to improving the school programme and school practices. It is based in the principal of optimum utilization of the resources available in the school and the community. The plan may be for a longer duration or a shorter duration.

Objectives of institutional planning

- To bring improvement in the structure of educational institution
- To give proper direction to functioning of educational institutions
- To develop a comprehensive programme of improvement of educational system in all its parameters by optimum utilization of existing resources within its reach
- To provide opportunities to the members of the local community, staff and students to treat educational institutions as a joint and co-operative venture and to bring improvement in education institutions

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- To give adequate freedom to teachers think to innovative and creative ideas for the improvement of institution and other programmes in the institution.
- To impart realism and concreteness to educational planning
- To shift the emphasis from expenditure orientation to the effort orientation and proper utilization of the resources.
- To create democratic environment to enable every teacher, administrator, parent and students to take part in the formulation and implementation of the plan.

Nature and characteristics of an institutional plan

- 1. need based
- 2. specificity
- 3. optimum utilization
- 4. augmentating Human efforts
- 5. goal – oriented
- 6. cooperative in nature
- 7. long and short term plans
- 8. flexibility

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STEPS OF INSTITUTIONAL PLANNING

1. Survey of the needs of an institution
2. survey of resources
3. determining priorities and formulation of action plan
4. execution of the plan
5. evaluation of the plan

ANALYSIS: Analysis of the Institution's present situation in terms of needs is carried out. This analysis involves:

- i. School building in terms of space.
- ii. Equipment and furniture are adequate.
- iii. Laboratory and library equipment.
- iv. Programmes which require change.
- v. Staff requirements.
- vi. Additional infrastructure like hostel, staff quarters, school bus, play-grounds etc.
- vii. Examination system.
- vii. Admission procedures.
- ix. Identification of areas which require improvement, but can be done without additional resources is also analysed.

SURVEY: Based on the Analysis carried out, a Survey of the existing resources as well those available in the future is to be carried out. The survey must include Statistical fact and figures regarding;

1. Enrolment.
2. Staff.
3. Equipment.
4. Books.
5. Examination results.

The resources to be surveyed fall into the following categories;

- a. Resources in the School.
- b. Resources available through the Government.
- c. Resources available in the Community

IMPROVEMENT: Every institution must prepare a List of Improvement programmes, along with details of each programme. The programmes can be Long term or short term in nature. Each improvement programme must be specific in terms of;

- i. Utility for the institution.
- ii. Financial implications.
- iii. Objectives must be stated in clear terms.
- iv. The programmes must be clearly outlined in terms of tasks.

Each task must be specified in terms of:

- i. Resources required
- ii. Time schedule for each task.
- iii. Expected output.

EVALUATION: At the end of implementation of an Improvement programme, it must be assessed Qualitatively and quantitatively.

- The evaluation must check whether the pre-planned objectives have been fulfilled to what extent.
- Necessary feedback must be obtained from all stakeholders and beneficiaries of the programme.
- Financial status and cost should be measured in terms of the output achieved.

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