

No. EDN-H (21) B (15) 08/2010-NUEPA-

Directorate of Higher Education

Himachal Pradesh

Telephone No. 0177-2653120, 2653386, 2653575, Extn. 234, Fax: 0177-2812882

E-mail: dir.edu@rediffmail.com & genbr@rediffmail.com

Dated: Shimla-171001

the

From:

The Director of Higher Education  
Himachal Pradesh

To

All the Deputy Directors of Higher Education  
in Himachal Pradesh

Subject: -

Regarding National Awards for Innovations in Educational Administration.

Memo:

On the subject cited above, it is informed you that information related to National Awards for Innovations in Educational Administration is available on [www.nuepa.org](http://www.nuepa.org) & [www.nuepaeduplan.nic.in](http://www.nuepaeduplan.nic.in). Eligible candidates may apply for the same.

It is also informed that last date for sending nomination for National Awards for Innovations in Educational Administration is 20.10.2016. Therefore, you are directed to send your recommendations on National Awards for Innovations in Educational Administration, if any, latest by 20.10.2016. Nominations may be sent to Professor Kumar Suresh, Head, Department of Educational Administration, NUEPA, 17-B, Sri Aurobindo Marg, New-Delhi-110016, Fax No. 011-26853041, E-mail [innovationscheme@nuepa.org](mailto:innovationscheme@nuepa.org)/[nuepainnovationscheme@gmail.com](mailto:nuepainnovationscheme@gmail.com).



Director of Higher Education  
Himachal Pradesh

Endst. No.

Even


Dated:

Shimla-171001

the

Copy for information to:-

- 1 The Principal Secretary (Education), to the Govt. of Himachal Pradesh, Shimla-2 with reference to his letter No. EDN-B-F (10)-4/2013-L-Dated: 19.09.2016 & 22.09.2016.
- 2 The Director of Elementary Education, Himachal Pradesh is hereby requested to take further necessary action in the matter accordingly under intimation to this Directorate as well as to the Government.
- 3 Professor Jandhyala B. G. Tilak, Vice-Chancellor (I/C) National University of Educational Planning and Administration, 17-B, Sri Aurobindo Marg, New Delhi-110016 w.r.t. his letter No. 01/EAD/NAIEA/2016-dated: 14.09.2016.
- 4 The Superintendent (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh is hereby requested to upload the same on departmental website.
- 5 Guard file.

  
Director of Higher Education  
Himachal Pradesh

No. EDN-B-F (10)4/2013-L  
Government of Himachal Pradesh  
Department of Higher Education

09  
23/9/16

From

The Principal Secretary (Edu) to the  
Government of Himachal Pradesh

To

✓ The Director, Higher Education,  
Himachal Pradesh, Shimla-171001  
Dated: Shimla-171002

19-9-2016

Subject:-

Regarding letter of Vice-Chancellor, NUEPA, New Delhi for  
nomination of DEOs & BEOs for the consideration of the  
National Award for Innovations in Educational Administration,  
2016-17.

Sir,

I am directed to enclose herewith a photo copy of Letter No Nil  
(alongwith enclosure) dated 12-09-2016 received from Head Department of Educational  
Administration, National University of Educational Planning and Administration, 17- Sri  
Aurobindo Marg, New Delhi- 110016. on the subject cited above and to request you to  
take appropriate action in the matter accordingly under intimation to this Department.

Yours faithfully,

*[Signature]*

Joint Secretary (Edu) to the  
Government of Himachal Pradesh.

P. A. Cell	34456
DHE.....✓.....	
19 SEP 2016	
Branch	<i>[Signature]</i>

*[Signature]*  
20/9/16



53731419

15-09-2016

Edu-B

Subject: Letter of Vice- Chancellor, NUEPA, New Delhi for nomination of DEOs & BEOs for the Consideration of the National Award for Innovations in Educational Administration, 2016-17.

To: secy-hedu-hp@nic.in

Date: 12/09/16 12.12 PM

From: Innovation Scheme <innovationscheme@nuepa.org>

Reply-To: Innovation Scheme <innovationscheme@nuepa.org>

Information Brochure - National Awards 2016.pdf (8.7MB)

Himachal Pradesh.pdf (3.4MB)

(195)

To

Shri R.D. Dhiman, IAS  
Additional Chief Secretary (Education)  
Department of Education  
H.P. Secretariat  
Government of Himachal Pradesh  
Shimla-171002  
Himachal Pradesh

Dear Sir,

Attached please find the letter of the Vice-Chancellor, NUEPA, New Delhi requesting you please nominate up to 4 DEOs and 6 BEOs for the consideration of National Awards for Innovation in Educational Administration, instituted by NUEPA in 2013-14. National Awards for Innovation in Educational Administration are given to the district and block level education officers (DEOs/BEOs) for their remarkable innovative initiatives for improving the efficiency of the education system and efficient delivery of educational services. Attached please find the Brochure of Information for further details.

Last date of receiving nomination is 20 October, 2017.

Looking forward to you for your kind cooperation and support

With warm regards,

Yours sincerely,

Innovation Management Team

Professor Kumar Suresh  
Head  
Department of Educational Administration  
National University of Educational Planning and Administration  
17-, Sri Aurobindo Marg, New Delhi-110016  
Phone-91-11-26544600, 26544800 Exr. 855  
Direct: 91-11-26544855, Fax: 91-11-26853041, 26865180  
AlternateEmail: ksuresh@nuepa.org

The logo for the National Awards for Innovations in Educational Administration (naiea) is displayed. It features the word "naiea" in a stylized, lowercase font, with a small flame-like symbol above the 'i'. The logo is set against a light, textured background.

# National Awards for Innovations in Educational Administration

Information Brochure



## National University of Educational Planning and Administration

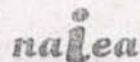
17-B, Sri Aurobindo Marg, New Delhi-110016

Ph. Nos. 91-11- 26565600, 26544800, Fax Nos. - 91-11-26853041&26865180

Email: [innovationscheme@nuepa.org](mailto:innovationscheme@nuepa.org), [nuepainnovationscheme@gmail.com](mailto:nuepainnovationscheme@gmail.com)

Website: [www.nuepa.org](http://www.nuepa.org), [www.nuepaeduplan.nic.in](http://www.nuepaeduplan.nic.in)





# National Awards for Innovations in Educational Administration

**Information Brochure**



**National University of  
Educational Planning and Administration**

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

Ph. Nos. 91-11- 26565600, 26544800, Fax Nos. - 91-11-26853041&26865180

Email: [innovationscheme@nuepa.org](mailto:innovationscheme@nuepa.org), [nuepainnovationscheme@gmail.com](mailto:nuepainnovationscheme@gmail.com)

Website: [www.nuepa.org](http://www.nuepa.org), [www.nuepaeduplan.nic.in](http://www.nuepaeduplan.nic.in)



*National Awardees 2015 with then Hon'ble Union Minister of Human Resource Development (MHRD) and Vice-Chancellor & Faculty, NUEPA*



## National Awards for Innovations in Educational Administration

### Introduction

District and sub-district educational administration is a vital link between the system level and institutional level of educational administration. Educational administration at this level holds the key to effective implementation of educational policies, efficient management of programmes and schemes of educational development, in addition to ensuring effective functioning of the public schooling system at the field level. We find variations in implementation of policies, programmes and schemes for educational development in terms of implementation strategies and their outcomes across the states, regions, districts and blocks. Effective functioning of the public education system depends, largely, on education officers working at district or below the district level. While working in a similar context and environment, some of the district and block level education officers succeed in proving the efficacy of the public schooling system. Reason for their success, among others, is also linked to their innovative initiatives. While following the broad framework of Rules, Guidelines and Norms of educational administration, these education officers carve out space for innovation in administering the system of educational delivery and effective functioning of schools at field level in myriad ways. Their innovative initiatives, strategies and practices help in improving the functioning of the public system of education as well as overcoming the problems of



implementation of policies, programmes and delivery of educational services at field level. The whole range of innovative initiatives taken by the education officers with the help of new ideas, new methods and appropriately adopted strategies can broadly be considered as innovation in educational administration at district and block levels.

Though variety of innovations take place at the field level of educational administration, there is hardly any mechanism to recognise, document and disseminate them for replication at the national level. Since no systematic attempt has been made to recognise field level innovations in educational administration, most of them either go unnoticed or remain localised with a little impact factor. The National University of Educational Planning and Administration (NUEPA) has taken initiative to create space for recognising innovations in educational administration at the field level through its **National Awards for Innovations in Educational Administration.**

**The major objectives of the Awards Scheme:**

- To recognize innovations in educational administration at district and block levels;
- 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, techniques and matching strategies are, thus, adopted for ensuring 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.

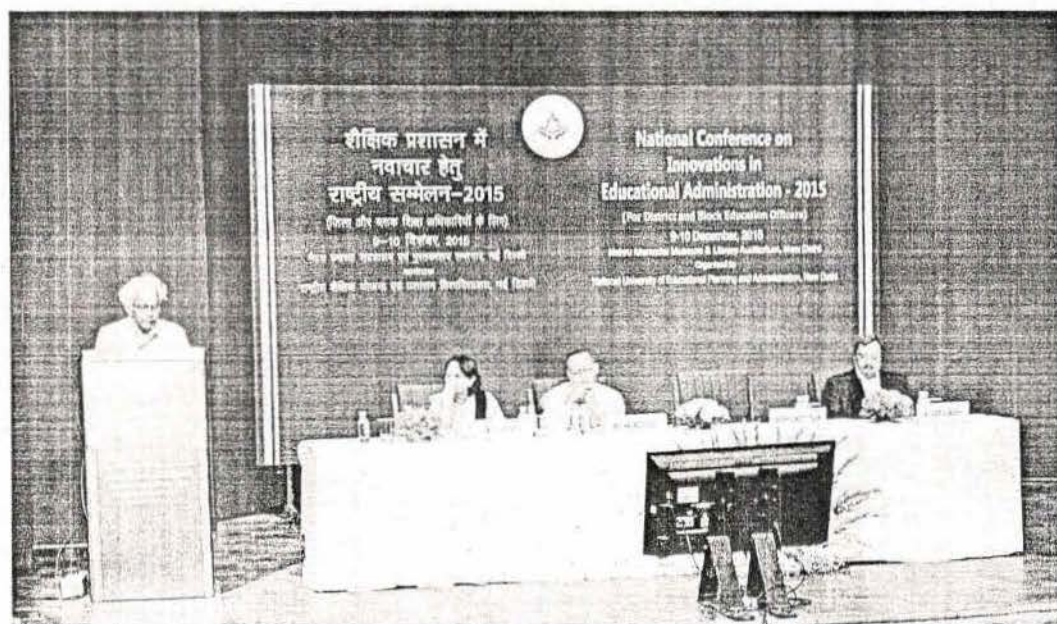
Innovation in educational administration encompasses wide range of activities and action. District and block level education officers may prove to be important agents of change through their innovative initiatives and interventions at district and sub-district educational administration. Innovative interventions and initiative may cover wide range of activities and actions in different areas of educational administration; ranging from technology-induced innovation for

improving the functioning and efficiency of the system to innovative ways of community mobilisation and participation. Ensuring effective functioning of the system and efficient delivery of educational services are at the heart of innovation in educational administration.

### Areas of Innovations

As indicated above, innovation in educational administration covers its various aspects, dimensions and wide range of initiatives. Some of the indicative and identifiable areas of innovation may include:

- improving access and participation of children in schools;
- improving quality of education in government schools;
- teacher management including teacher deployment;
- training and professional development of teachers;
- teacher motivation;
- effective supervision and monitoring system;
- use of ICT in educational administration and management;





- transparency and accountability in educational administration;
- effective management of academic support mechanism;
- community mobilisation and community support;
- improving overall functioning of schools and ensuring their effectiveness;
- enhancing community participation in school management;
- institutional planning;
- management of mid day meal and other incentive scheme;
- resource mobilisation and partnership with the corporate sector/ NGO etc;
- promoting equity and managing diversity;
- administration and management of schools in difficult areas (left wing Maoist affected areas, hilly areas and difficult tracks, disaster stricken areas etc.);
- ensuring ease of administration.

### **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 a certificate and a token amount in the national award presentation function, organised by NUEPA in New Delhi.

### **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 BEOs 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, School Education or Commissioner / Director School Education/ or SPD of SSA and RMSA) and routed through the department of education of the state/ UTs as per the Annexure-1. 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.

While forwarding applications/ sending nominations of district and block level education officers, the nominating/ forwarding officers are requested to keep in mind the honesty, integrity and credibility of the officers besides the value and significance of the innovation made. It must be ensured that the applicants/ nominees for the consideration of awards are not placed under suspension/ facing or pending or completed disciplinary action or any vigilance against them.

**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 applicants/ nominees are required to send the applications for the consideration of awards as per the Format for Submission of Information (Annexure-2) along with detailed write-up on their innovations as per the guidelines for preparing the write-up (Annexure-3)

### **Process of selection for the awards**

Selection for the awards will be done on the basis of multi-stage screening and evaluation of the applications by the expert committees and field based validation of the cases of innovation. Selection will be based on merit of the case, considering the value added nature of the innovation, its nature of replicability, scalability, sustainability and impact. Preference will be given to those cases that promote equity and participation and help in improving the public system of schooling and overall efficiency of the system.

### **National Conference on Innovation in Educational Administration and Management and Award Presentation Function**

Awards or certificate of appreciation will be given to the selected cases of innovation in the national Award Presentation Function in New Delhi, usually coinciding with a two-day National Conference on Innovation in Educational Administration and Management. All the selected participants will be paid travel expenses as per their entitlements and Rule of NUEPA. Boarding and lodging arrangements will be done by NUEPA.

Information regarding the Conference will be announced separately.



**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 innovation should be sent to:

**Professor Kumar Suresh**

Professor and Head

Department of Educational Administration

National University of Educational 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@nuepa.org,**

**nuepainnovationscheme@gmail.com**

**Date to remember**

Last date for the receipt of nominations/ applications duly forwarded and endorsed by the State Government/ UTs, as per the format of application/nomination by the nominating/ forwarding authority, and filled in application along with detailed write-up on innovation by the applicants, is:

**20 October 2016**

Nominations/ applications received after due date will not be considered.

**Format for sending nomination/ forwarding applications  
by the nominating/ forwarding authority**

1. Name of the nominee/ applicant:
2. Designation of the nominee/ applicant:
3. Contact details the nominee/applicant:

Postal Address:

Phone No.:

Mobile No.

Fax No.:

E-mail:

**Details of nominating/forwarding officer:**

1. Name of the nominating / forwarding officer:
2. Designation of the nominating / forwarding officer:
3. Contact Details the nominating / forwarding officer:

Postal Address:

Phone No.:

Mobile No.:

Fax No.:

E-mail:

Signature of the nominating / forwarding officer:



### Part-C

#### **Declaration to be given by the Applicants (District and Block Education Officer)**

I ..... hereby declare that information furnished in the information format is correct. The innovation done is my own/ our team work.

Signature

(Name in block letters)

Date:

Place:

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

1. The detailed form must be filled in by the applicants (district and block level education officer). 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 Report/s/ Reference should be enclosed/ attached with the application in support of the claim of innovation and impact assessment.

## Part-B

### Preliminary Format of Information about Innovations to be submitted by Applicants (District/ Block Level Education Officers)

Title of Innovation	
Summary of Innovation/ along with Intended Objective(s)	
Name of the Implementing/ Partnering Agencies (If Any)	
Period/ Duration of Implementation	
Place/Area of Operation	
Methodology (How was the innovation implemented)	
Beneficiaries/Target Group	
Status Before Implementation of Innovation	
Status After Implementation of Innovation. (Changes brought about and impact of innovation)	
Difficulties/Challenges Faced & Lessons Learnt	
What were the Resource Requirements for Implementing Innovations	Physical Infrastructure Human Resource Technology/IT Financial Resource
Details of Resource Mobilization (Physical/Human/Technological/ Financial), If any	
Details of Community Mobilization (If any)	



## **National Awards for Innovations in Educational Administration**

### **Guidelines for Preparing the Write-up on Innovation in Educational Administration**

The applicants are required to submit a detailed write-up in the form of descriptive account of innovation which should include the context of conceiving the idea of innovation, process, procedure and strategies adopted for implementation. It should also clearly indicate its outcome in terms of impact. While preparing an elaborate write-up about their innovation, the participants are requested to follow the indicative outline given below.

**Indicative Format/Outline of the write-up on innovation is indicated below:**

- I. Title of the Innovation
- II. Focus area of innovation
- III. Duration of innovation (month and year of starting of innovation and completion, if it is already completed)
- IV. Where was this innovation implemented? (This should include both place of implementation and level of implementation such as district, block, cluster/ institution levels or covering all the levels)
- V. Descriptive/ narrative account of innovation (What is innovation all about?)
- VI. What were the factors/ circumstances/ conditions/ situation that led to the present innovation?
- VII. What was the process of conceiving the idea of innovation? Whether the idea of innovation was just an individual initiative or

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 materials submitted by the participants shall not be returned.
7. In all matters pertaining to the award, the decision of the NUEPA shall be final and binding on the participating nominees.



*NUEPA staff and District and Block Education Officers from different states and UTs as participants of the National Conference on Innovation in Educational Administration, New Delhi, 09-10 December, 2015.*



For any clarification and further information, applicants may contact:

**Professor Kumar Suresh**

Professor and Head  
Department of Educational Administration  
17-B, Shri Aurobindo Marg  
New Delhi-110016  
Ph. No.: 11-26544855 or 26544860

**nuepainnovationscheme@gmail.com**  
**innovationscheme@nuepa.org**

**Note:**

- ⇒ The last date for receiving the detailed write-up about the innovation is **20 October, 2016.**
- ⇒ The nominees are advised to send their write-up well before time. This will help in processing the application in time and placing the same for evaluation before the expert committee.
- ⇒ The applicants are also advised to enclose/ attach documentary evidences in support of their innovations. Documentary evidence may include data/ photographs/ video/ CD/ certificates/appreciation/ award by any governmental agency or community based organisation covering the broad areas of innovation in support of the write of innovation.

initiative of a group. Provide the details of the process of conceiving the idea in either case?

VIII. Objectives of innovation (What was intended to be achieved through the present innovation?)

IX. How was the idea of innovation given shape for translating it into action?

X. What was the strategy and method adopted for implementing innovation?

XI. What kinds of resources (physical/ human/ financial) were required for implementing innovation?

XII. How were the required resources mobilised?

XIII. What was the scale of innovation( No. of school/ cluster/ block/district etc)

XIV. How long the innovation is in operation?

XV. What kind of support was extended by the state government/ education department/ superior officers/ district collector/ colleagues/ subordinates and community at large?

XVI. Have the intended objective of innovations been achieved?

XVII. What is the impact of innovation?

(While answering this question please provide details as to what difference innovation made in terms of improving efficiency of the public schooling system, efficiency and quality of service delivery, regaining trust in the public system of schooling, accountability and transparency in administration, ease of administration etc.)

XVIII. How far is innovation done in your case replicable in other areas?

XIX. How far is your innovation sustainable in case of your transfer/ transfer of key officers responsible for innovation from the place of posting where innovation was done?

XX. How far continuity of innovation has been ensured beyond the tenure of posting of the innovator(s)?

XXI. What kinds of problems were faced in giving shape to the idea of innovation and its implementation? (Detailed account of the problems faced from various quarters in implementing innovation)





### About NUEPA

The National University of Educational Planning and Administration (NUEPA), is a premier institution dealing with training, research, and consultancy services in the field of educational planning and administration, both at national level and international levels. In addition to its multifarious activities, the University also offers M.Phil., Ph.D., and Post-Doctoral Programmes in educational policy, planning, finance, and administration from a broader inter-disciplinary social science perspective. NUEPA offers National and International Diploma in Educational Planning and Administration.





राष्ट्रीय शैक्षिक योजना एवं प्रशासन विश्वविद्यालय

(घोषित सरकार द्वारा विश्वविद्यालय अनुदान आयोग के अधिनियम 1956 की धारा 3 के अंतर्गत)

17-बी, श्री अरविंद मार्ग, नई दिल्ली 110 016

NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING AND ADMINISTRATION

(Declared by the Govt. of India under Section 3 of the UGC Act, 1956)

17-B, Sri Aurobindo Marg, New Delhi 110 016

Telephone Off. 91-11-26515472, 26553038, 26544807 Fax 91-11-26861882

E-mail vc@nuepa.org, jtilak@nuepa.org Website www.nuepa.org

Professor Jandhyala B.G. Tilak

Vice-Chancellor (I/c)

No.01/EAD/NAIEA/2016

September 09, 2016

Dear Shri Dhiman

You may be aware that NUEPA has instituted National Award for Innovations in Educational Administration for District and Block Education Officers. The programme was launched in 2014 as an annual feature. The basic objective of the award scheme is to recognise and award innovations in educational administration done by the district and block level education officers. Nominations of district and block level education officers are invited for the consideration of award. Final selection for the award is done on the basis of multi-stage evaluation and validation of the cases of innovations by the experts. The selected innovations are awarded and disseminated in the national conference and award presentation function, organized by NUEPA in New Delhi. Since the launch of the scheme of awards in 2014, a large number of DEOs and BEOs from majority of states have participated in it. The selected DEOs and BEOs were presented award by the Honourable Minister of Human Resource Development, Government of India, in the national award presentation function in New Delhi.

Like previous years, this year also, we are inviting nominations/applications of District and Block Education Officers for the consideration of award for innovations in educational administration. The shortlisted district and block level education officers will be invited to participate and present their innovations in the national conference on educational administration and management, which is tentatively scheduled to be held in New Delhi during January/February 2017.

I request you to kindly send nominations of up to 4 District Education Officers and 6 Block Education Officers, who have made remarkable innovations in educational administration, for the consideration of the National Award during the year 2016-17. Enclosed please find Information Brochure containing the details about the Award and format for sending the nominations.

I would greatly appreciate if *you kindly send the nominations by 20 October 2016*. Nominations may be sent to Professor Kumar Suresh, Head, Department of Educational Administration, NUEPA, 17-B, Sri Aurobindo Marg, New Delhi—110016, Fax No. 11-26853041, Email: [innovationscheme@nuepa.org](mailto:innovationscheme@nuepa.org)/ [nuepainnovationscheme@gmail.com](mailto:nuepainnovationscheme@gmail.com).

PTO

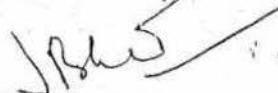


Your support in this regard will go a long way in motivating the field level education officer. This will also help in strengthening the public system of education and affirming the faith of the public in government schools in terms of its functioning.

Looking forward to you for active support in this regard

With regards,

Yours sincerely,



**(Jandhyala B. G. Tilak)**

Encl: a.a.

Shri R.D. Dhiman, IAS  
Additional Chief Secretary (Education),  
Department of Education  
H.P. Secretariat  
Government of Himachal Pradesh  
Shimla-171002, Himachal Pradesh