

Institutional Planning in India

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Abstract: The present study is conducted on the institutional planning in India. Planning in Education is an extremely important activity as it forms the basis of all programmes of quantitative and qualitative improvement in education. Planning is the process of preparing a set of discussions for action in future directed at achieving goals. Without planning, an individual or a society, an institute or a nation can't prosper. It is an essential activity of national life. The function of institutional planning is to keep an institution occupied in the search for the best possible existing social environment. In the context of formulating a plan with clear objectives for any institution, it is necessary to reflect upon the existing circumstances. Institutional planning is a part of educational planning. It is confined to a particular institution and functions keeping the goals of that particular institution. It is one of the grass roots level planning. It ensures better and more fruitful use of the resources which the institution has or can have. It is the institution that knows best its needs and problems that have to be solved. Hence it is the institutional planning that can best plan for its welfare and development. This study based on content analysis method. The information and data are collected from secondary sources like: printed books, journals and web sites etc. This paper highlights meaning, importance, objectives, scopes/Areas, better organisations & benefits of institutional planning etc.

Keywords: Importance, Objectives, Areas, Better Organisations and Benefits of Institutional Planning

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I. INTRODUCTION

Planning in Education is an extremely important activity as it forms the basis of all programmes of quantitative and qualitative improvement in education. Planning is an essential activity for national life. Planning is the process of preparing a set of discussions for action in future directed at achieving goals. Without planning, an individual or a society, an institute or a nation can't prosper. It was the farsightedness of Pandit Nehru that he planned five year plans for the development of India after independence. Similarly any educational institution, can't achieve the targeted goals unless it goes for proper planning. Educational planning implies taking of decisions for future actions with a view to achieving predetermined objectives through the optimum use of scarce resources said J.P. Naik. Institutional planning is a part of educational planning. It is confined to a particular institution and functions keeping the goals of that particular institution. It is one of the grass roots level planning. It ensures better and more fruitful use of the resources which the institution has or can have. It is the institution that knows best its needs and problems that have to be solved. Hence it is the institutional planning that can best plan for its welfare and development.

Meaning of Institutional Planning

Institutional planning means that plan are initiated, formulated and implemented by individual institutions to achieve the predetermined objectives of educational development and qualitative improvement. According to S.P. Naik, "Institutional planning is a unique answer to four problems, namely: i. giving freedom to teachers; ii. making teaching effective; iii. involving every teacher in the formulation and implementation of planning and iv. effective work by monitoring resources.

Characteristics of an Institutional Plan

1. Need based
2. Specificity
3. Principle of optimum utilization
4. Augmenting Human efforts
5. Goal-oriented
6. Cooperative in nature
7. Long and short term plans

8. Flexibility etc.

Why an institutional plan are Important ?

Planned work is always better than an unplanned one. An institution cannot be effective if does not organise its programme without giving them sufficient thought. An institution should have its long-term goals, priorities and targets which should be determined after serious and sustained thinking and about which there should be no vacillation unless there is detected something seriously wrong about them. In fact, what is required is goal-directed and need-based planning over a longer period of time. Institutional planning fulfils this need.

The main advantage of institutional planning lies in the fact that planned work is always more economical than unplanned one and that planned work ensures improvement and development. It gives the right direction to educational planning in the country, i.e. the upward direction initiating flat bottom and going up to the top. Following points are importance of institutional planning:

- i. Institutional planning gives scope for large partition.
- ii. It is related to various aspects of an institution- academic administrative, financial, short term & long term according to the nature of the programme. Hence, it becomes comprehensive, more practical and feasible.
- iii. Since it is at grassroots level planning, it gives psychological satisfaction of sharing and belongingness, which contribute to success in the implementation.
- iv. It is flexible and dynamic changes can be done easily in response to local needs and demands.
- v. It is freedom-oriented and initiative based. Teachers, students and parents are at liberty to plan and implement the programmes which are useful and practicable. Nothing is imposed from above and their bureaucratic control.

Objectives of Institutional Planning

The objectives may be specific and the programmes need-based. Hence, they may differ from one institution to another in order of priority and degree of importance given to particular programmes. The objectives may be given below:

- i. To bring improvement in the structure of educational institution.
- ii. To give proper direction to functioning of educational institutions.
- iii. To develop a comprehensive programme of improvement of educational system in all its parameters by optimum utilization of existing resources within its reach.
- iv. To provide opportunities to the members of the local community, staff and students to treat educational institutions as a joint and coo operative venture and to bring improvement in education institutions.
- v. To give adequate freedom to teachers think to innovative and creative ideas for the improvement of institution and other programmes in the institution.
- vi. To impart realism and concreteness to educational planning.
- vii. To shift the emphasis from expenditure orientation to the effort orientation and proper utilization of the resources.
- viii. To create democratic environment to enable every teacher, administrator, parent and students to take part in the formulation and implementation of the plan.

Scope/Areas of Institutional Planning

i. Improving the School Campus:

- a. Provision of more facilities to students like the supply of drinking water, sanitary facilities, mid-day meal, school dress, book bank, medical facilities etc.
- b. Collection of more and developed materials in the school like library books, magazines, journals, periodicals and audio visual aids etc.
- c. Constructions, maintenance repair of school building.
- d. Accumulation of space for the school.

ii. Improvement of Academic Instruction:

- a. Organisation of special classes and remedial measures for slow learners and backward pupils.
- b. Support to teacher improvement programmes like in-service training, refresher courses, summer school and correspondence courses, Open University facility for teachers, etc.
- c. Organisation of seminars, symposia, conferences, etc. in the institution.

iii. Improving facility for co-curricular activities for students:

- a. Organisation of games and sports in the institution.
- b. Organisations of social service projects.
- c. Organisation of different literary competitions.
- d. Preparation of bulletin boards, wall magazine, hand writing magazines, improvised teaching aids and apparatus, etc.

iv. Conducting Community Programmes:

- a. Functional literacy programme.
- b. Adult education programme.
- c. Organisation of different socially useful productive works and work experience.
- d. Participation in conducting community function properly in the institution.
- e. Maintenance of natural and sanitary environment.
- f. Maintenance of love for ecological equilibrium.

v. Discipline on the matters:

- a. School and any institution has rule regulation should be emphasized of this planning.
- b. Maintaining classroom management in the teachers etc.

Better Organisation of Institutional Planning

For effective and scientific organisation of the institutional plan, some cardinal principles or pre requisites are to be fulfilled.

- i. Need of the school and demarcation of lines of its development should be identified.
- ii. Resources available in the school and resources harness able for the improvement and development of the school should be estimated.
- iii. Needs identified should be taken up in order of priority keeping in a view of available resources.
- iv. During implementation, it should be seen that existing resources are utilised to the maximum.
- v. Educational institution should be given academic freedom.
- vi. Supervision and inspection should be based on institutional planning.
- vii. Headmasters and senior teachers should be oriented in the techniques of the planning.
- viii. Meeting of all concerned should be conveyed at regular intervals for chalking out programmes and identifying institutional needs.
- ix. Continuous comprehensive evaluation has to be done for each plan, project or programme in relation to its objectives. The experience gained through evaluation can be used as feed-back in subsequent planning.
- x. Evaluation of the plan or programme should be normally done by the school authorities themselves or by an external agency if things have gone drastically wrong.
- xi. The National Education Policy 1986 says that steps will be taken for decentralisation and creation of autonomy for educational institutions.

Benefits of an Institutional Planning

- i. It involves the teachers and the process of planning thereby making planning more democratic in nature.
- ii. The preparation of the plan adopts the down to top approach where first-hand knowledge about the strengths, weakness and the problems arising in the classroom processes and situations is available from teachers.
- iii. It is more realistic because it is based on the data available from the stakeholders namely students, teachers and parents.
- iv. It avoids wastage as it is found on knowledge about real needs of the students and the community.
- v. It is more scientific, rational, effective and efficient rather than trial and error method or traditional approach development.
- vi. Each institution has a unique personality or climate and the plan prepared in the light of this climate will be more realistic and effective.
- vii. It is goal based and more efficient.
- viii. Involving teachers in the process of planning motivates them, channelizes their energies towards achieving the goals and arouses enthusiasm in them, making its implementation easier.
- ix. It reduce emphasis on expenditure orientation and enhances goal orientation.
- x. It provides ample opportunities for creativity, innovations, initiative, freedom and experimentation to those who are involved in preparing and implementing the plans.

II. CONCLUSION

It is concluded that the institutional planning is an important idea which fulfils democratic federal-decentralised educational administration. It provides autonomy of freedom to the teachers and fixes account of the teachers before the community. It can also be noted that we may not achieve many, but one planned activity with success is enough. Further, we can say that institutional planning is practical, need based, progressive of democratic planning at the local level in the field of education in our country.

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