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# INSTITUTIONAL PLANNING

## Meaning

Institutional planning has been treated as the basic unit or grass-root level of the larger educational planning. When a plan is prepared by a particular institution on the basis of its own development and improvement, we call it institutional planning.

## DEFINITION

“Institutional planning is a programme of development and improvement prepared by an educational institution on the basis of its felt needs and the resources available or likely to be available, with a view to improving the school programme and school practices. It is based on the principle of optimum utilisation of the resources available in the school and the community.”

**M.B. Buch**

## Objectives of Institutional Planning

- ▶ ☐ To provide equality of opportunities to all the pupils to get education.
- ▶ ☐ 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
- ▶ ☐ 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.
- ▶ ☐ To bring an accord between the development of an institution and national-level planning.
- ▶ ☐ To have all-round development and improvement of the school.
- ▶ ☐ To make education productive, so that with education may come economic riches.
- ▶ ☐ To make provision for utilization of adequate available manpower of the institution.
- ▶ ☐ To make education available to even the poorest of the citizens.
- ▶ ☐ To provide an opportunity to the local community, school staff, students and teachers to join hands in improving the institution.
- ▶ ☐ To provide realistic and concrete ideas to institutional planning.

## Nature and characteristics of an institutional plan

- ⑧ need based
- ⑧ specificity
- ⑧ optimum utilization
- ⑧ augmentating Human efforts
- ⑧ goal - oriented
- ⑧ cooperative in nature
- ⑧ long and short term plans
- ⑧ flexibility

## Need and Importance of Institutional Planning

For Betterment and Improvement

To Give Proper Direction To Educational Objectives

For Maximum Utilization Of Resources

For National Development

To Encourage Initiative of Individual Teacher

To Encourage Initiative of Individual Teacher

## Scope of Institutional Planning

Improvement of  
the school  
campus /  
improving the  
school plant

Improvement of  
Academic  
Facilities

Improvement of  
Co-curricular  
activities

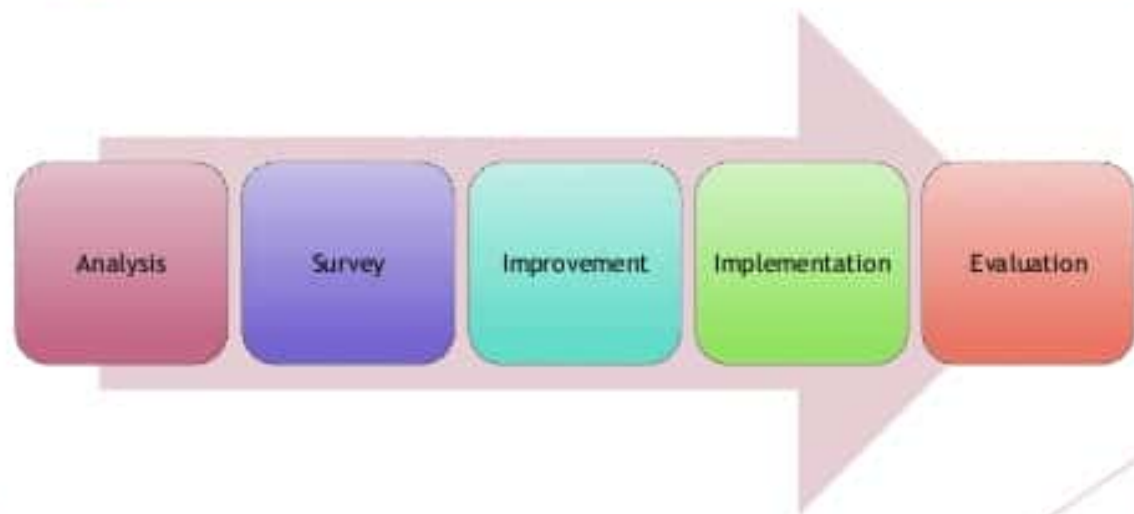
School  
Improvement  
Projects



## Process of IP

- ▶ □ The headmaster or the principal of the school should be the chairman of this Planning Board.
- ▶ □ Teachers having some training in drawing out a plan should be represented on this Board.
- ▶ □ There should be separate sub-committee formed by the head of the Institution.
- ▶ □ In case of every sub-committee, the senior teacher should remain in-charge.
- ▶ □ The Planning Board must assess the needs of the school and prepare the long-term and short-term plans for the development. So the institutional plan seeks improvement in all directions. For this purpose, the planning should be systematic and scientific.
- ▶ □ It should, therefore, be a working plan, based on the capacity of teachers the needs of the pupils and the local community.

## The Procedure of Institutional Planning (Steps)



## Benefits of an institutional planning

| It involves the teachers the process of planning thereby making planning more democratic in nature

| The preparation of the plan adopts the down to top approach where firsthand knowledge about the strengths, weakness and the problems arising in the classroom processes and situations is available from teachers

| It is more realistic because | it is based on the data available from then stakeholders namely students a, teachers and parents

| It avoids wastage as it is founded on knowledge about real needs of the students and the community

| It is more scientific, rational, effective and efficient rather than trial and error methods or traditional approach development.

| Each institution has a unique personality or climate and the plan prepared in the light of this climate will be more realistic and effective

| It is goal based and therefore is more efficient

| Involving teachers in the process of planning motivates them, channelizes their energies towards achieving the goals, arouses enthusiasm in them, making its implementation easier

| It reduced emphasis on expenditure orientation and enhances goal orientation

| It provides ample opportunities for creativity, innovations, initiative, freedom and experimentation to those who are involved in preparing and implementing the plans

