

Diploma in Institutional Leadership and Management



विद्यार्थनं सर्वधनप्रधानम्

National Institute of Open Schooling

(An Autonomous Institution under Ministry of Education, Govt. of India)

ISO 9001 : 2015 Certified

A-24-25, Institutional Area, Sector - 62, Noida (U.P.)

Website: www.nios.ac.in & www.voc.nios.ac.in

National Institute of Open Schooling

The National Institute of Open Schooling (NIOS) was established in November, 1989 as an autonomous Institution under Ministry of Education, Government of India. It is vested with the authority to enrol, examine and certify learners up to pre-degree level in Academic, Technical and Vocational programmes through open and distance learning mode. NIOS operates through a network of 20 Regional Centers, 3 NIOS Cells and about 2296 Accredited Vocational Institutions (AVIs) in India, Nepal and the Middle East.



“This course ‘Institutional Leadership and Management’ helps learners build a leadership skill set. NIOS learners get the opportunity to learn the most cutting-edge ideas to access global opportunities through this course.”

*Professor Saroj Sharma
Chairperson, NIOS*

Programme Overview

The programme is designed to equip the academic as well as administrative/managerial professionals in education sector to understand the important dimensions of educational leadership and develop skills, competencies and attitudes which can empower them as educational leaders to fortify their institutions/organizations and also enable them to pave new pathways to transform the education system so as to lead the society towards development.

This Programme will help sharpen the managerial and administrative skills of the learner. This programme comprises of Modules like Understanding Leadership in Educational Institution, Resource Management, Action Research, Innovation and Best Practices and a Compulsory Internship. Each module has been designed keeping in view the requirements of self-motivated learners like you.

Programme Highlights

- Principles, theories & styles of educational leadership
- Educational leadership styles through case studies
- Educational leadership styles to empower educational leaders
- Entrepreneurial attitudes & skills for embarking upon educational enterprises

Duration

- 12 Months for Diploma Programme
- 06 Months for Certificate Programme

Medium of Instructions

- English

Eligibility Criteria

- 12th Pass from any recognized school board.

Target Group

- Ideal for principals and institutional heads looking to upgrade their knowledge.
- Senior teachers, administrators and educationists can also apply for this course.
- Prospective and in-service teachers and heads of institutions.

Programme Fee

Particulars	Amount (Rs.)
Certificate in Institutional Leadership & Management	8,000/-
Diploma in Institutional Leadership & Management	15,000/-

Career Prospects

- Educational entrepreneur for starting educational institutions appropriate to the current needs of the society
- Entrepreneurs who can mobilize human, physical & financial resources to create educational institutions/services/NGOs etc.
- Entrepreneurs who can contribute to the national economy through generating employment in education sector
- Educational leaders who can make positive interventions in the society through education
- Visionaries who can provide ideas to the society for enhancing excellence in education

Programme Curriculum

MODULE 1. Understanding Leadership in Educational Institution

1. Meaning and Concept of Educational Institution
2. Nature and Scope of Educational Leadership
3. Profile of a Leader
4. Leadership Skills and Processes
5. Institutional Development Plan

MODULE 2. Resource Management

1. Roles & Functions of a Leader
2. Human Resource Management
3. Non-Human Resource Management
4. Financial Management
5. Managing Teaching Learning Process (Curriculum, Pedagogy, Evaluation)
6. Institution-Community Interface

MODULE 3. Action Research, Innovation and Best Practices

1. Meaning and Concept of Action Research
2. Methodology of Action Research
3. Innovations and Best Practices in Educational Leadership
4. Leadership Issues and Challenges

MODULE 4. Internship

1. Internship
2. Internship Report Format

Scheme of Examination

Sl. No.	Course Code	Module Name	Theory Marks	Internal Assessment Marks	Internship Marks
Certificate in Institutional Leadership and Management (6 Months)					
Paper I	739	Module I – Understanding Leadership in Educational Institution	40	60	Not Applicable
		Module II – Resource Management			
Total Marks (a)*			40	60	-
Diploma in Institutional Leadership and Management** (12 Months)					
Paper II	740	Module III – Action Research, Innovation and Best Practices	40	60	50
Total Marks (b)***			40	60	50
<p>Note - On successful completion of Module I & II the learners will be awarded the Certificate in Institutional Leadership and Management and on subsequent successful completion of the Module III and Internship, the learners will be awarded Diploma in Institutional Leadership and Management.</p> <p>* The certificate program will be of total 100 marks which will include theory of 40 marks and internal assessment of 60 marks.</p> <p>** The learner who enrolls in Diploma programme will have to clear Paper I and Paper II along with Internal Assessment and Internship.</p> <p>*** The Diploma program will be of total 250 marks which will include the marks of certificate programme i.e 100 and the marks of Paper II (40 marks), Internal Assessment(60 marks) and Internship (50 marks).</p>					

Programme Outcomes

- Knowledge of principles, theories & styles of educational leadership
- Understanding of the strengths and weaknesses, advantages and disadvantages of different theories & styles of educational leadership
- Knowledge & Skills for the development of instructional leadership
- Knowledge & Skills for the development of human resources
- Development of entrepreneurial skills and attitude to initiate educational enterprises
- Critical understanding of issues and challenges faced by an educational leader

Accreditation Procedure for Study Centre

Total accreditation fee (in India) is Rs 30,000/- for 5 Trades/Courses.

The fee is to be paid online only.

Interested institution may apply directly for accreditation from e- accreditation portal (<https://eaccr.nios.ac.in>)

For existing NIOS AVIs accreditation fee is Rs. 5000/- per Trade (Course)

Existing AVIs can use e-service to add this course from there dashboard on the vocational portal (<https://voc.nios.ac.in>) by adding additional trade.

For Further Information, Please Contact Vocational Education Department

National Institute of Open Schooling

A-24/25, Institutional Area, Sector - 62, NOIDA-201 309

Website: www.nios.ac.in | **Toll Free No.:** 1800 180 9393

Email: dirvoc@nios.ac.in | **Tel. No.:** 0120-4089818

DIPLOMA IN INSTITUTIONAL LEADERSHIP AND MANAGEMENT

Basic Infrastructure required for a batch of 25 students.

A. One Theory Rooms- Rooms should be well ventilated and properly lighted.

- Room Size – 12 x 15 sq. feet
- Furniture
- Students Table - 25 nos.
- Armless Chairs - 25 nos.
- Blackboard/White board - 01 no.
- Display board - 01 no.
- A table and a chair for instructor

B. Equipment Lab/Office

- | | |
|---|---------|
| 1. Computer | 01 no. |
| (latest version with software like Windows XP and MS Office) | |
| 2. Printer | 01 no. |
| 3. Photocopier | 01 no. |
| 4. Telephone | 01 no. |
| 5. Fax | 01 no. |
| 6. Filing cabinets | 01 no. |
| 7. Colour TV & DVD player | 01 each |

C. Essential

- Digital Learning Material such as Live Video lectures on PM e- Vidya Channel 10, Mukta Vidya Vani (Web Radio), SWAYAM and Digital Education and E-Resource Platform (DEEP)

D. Batch Size

- 25 x 4 i.e. 100 students (maximum intake in one year should not exceed 100 students)

E. Faculty

- **Essential Qualification:**

- a) **Educational Qualification:** Post Graduate in any discipline with B.Ed Degree.
- b) **Experience:** A minimum of five years experience of administration and / or coordination.

- **Desirable Qualification:** M.Ed or Diploma in Management.

E. Fee Structure*

- **Certificate Programme :** INR 8,000/-
- **Diploma Course :** INR 15,000/-

**On successful completion of I & II module the learners will be awarded the Certificate in Institutional Leadership and Management and on subsequent successful completion of the III & IV module the learners will be awarded 'Diploma in Institutional Leadership and Management'.*