

Institutional Planning

Planning

- Planning is the foundation of management.
- It is very important for successful and effective performance of an Institution not only for educational industry but also for individuals.
- In planning there are two essential aspects. i.e. 1. selecting of goal or targets, which are to be achieved in future and 2. selecting or designing appropriate techniques and procedures that will be instrumental in the planning process. Planning bridges the gap between where we are and where we want to go.
- It is a statement of objectives to be achieved by certain means in future.
- Thus, it is a blue print of future action. The definitions of planning are quite illuminating.

Definitions of planning

- M.F.Hurley

‘Planning is deciding in advance what is to be done. It involves the selection of objectives, policies, procedure and programme from amongst alternatives.’

- George R Terry

‘Planning is the selecting and relating of facts and the making and using of assumptions regarding the future in the visualization and formulation of proposed activities believed necessary to achieve desired results.’

Institutional Planning

- An institutional plan is a programme of development and improvement prepared by any educational institution on the basis of its needs and available resources. It is based on the principle of optimum utilization of the resources available to school.
- The idea of an institutional plan was first of all conceived by the education Commission (1964-66).
- The commission felt that there were a large number of programme which an institution can undertake on the basis of human effort.
- Every institution has to plan its growth and development, keeping in view the resources for a period of one year in the beginning and long range plans after sound footing .
- These plans would constitute the Block and the District five year plans.

Characteristics of an Institutional Planning

- It is need based
- It is goal oriented
- It is specific in aim, methods and procedures
- It allows optimum utilization of the resources of the community and the school.
- It is a cooperative venture and not a one man's job
- It is based on democratic procedures as it takes into confidence all the member of the faculty.
- It is based on better rapport of community.
- It is based on the assumption that plans should be developmental plans and not only plans of school improvement.
- It forms the basis of the district plan for educational development and improvement.
- It is continually developing as it takes into account the various changes that are taking place in the environment.
- It is inspirational in nature as it motives the teachers , students and the community to work harder and with zeal.

Importance of Institutional Planning

It is needed to bring about multipurpose improvement in the school by harnessing the resources of the school –men as well as material

- Essence of an institute

An Institutional plans is not the plan prepared by one individual. It is the plan of all section of the institution human resources are greatest resources greatest resources and they are more important than material resources whatever exists, must be utilized only fully. There is always scope for improvement. Tomorrow must be better than today.

- Improving the school

a) Plant a provision of more amenities two pupils drinking water, sanitary facilities, transport, mid-day-meals, uniforms, medical aid, book banks etc.

b) More and better equipment in the schools- library, reading rooms, laboratory, teaching aids, radio set etc.

c)Maintenance school buildings- voluntary labor, contributions etc.

d) it is providing more places in the school

- Improvement of instruction
 - a) A supervised study and special tuition facilities
 - b) visiting teachers from the teaching paternity as well as from outside
 - c) support to teacher improvement programs like in-service training refresher course summer schools
- Extra curricular activities for pupils
 - a) social service projects
 - b) work experiences through participation in community projects
 - c) athletics and games
 - d) literary activities
- Community programs for the schools
 - a) literary programs
 - b) adult education programme
 - c) youth service activities

Role of teacher and the head of the school

1. The head of the school should not expect the same performance from every teacher he should appreciate limitations.
2. A school should not blindly follow the institutional plans of any other schools. It should be clearly understood that every school has its own needs and resources.
3. The head should try to see the maximum in war involvement 88 of the school community.
4. The institutional plan should be prepared before the beginning of the school session.
5. In the preparation of the institution pan plan the head would seek the guidance of the officers of the education department / department of public instruction.
6. It should be ensured that the institutional plan becomes and integral part of the overall planning.
7. The staff should be given adequate freedom.
8. The institutional plan should not be over ambitious . It must be based on realism.
9. Properties should be e judiciously determined in the light of the availability of resources

Human Recourse

- It is undisputed that non form outside the school will plan for the school.
- The entire planning will have to be done by the teachers themselves and that to under the guidance of the head of the institution.
- The corporation of the guidance and the students will also be short for, but the major responsibility will be done on the teachers themselves.
- Only they will serve all pillars to support the entire structures.
- They will first think over the present state of their work, individually as well as collectively and decide as to what particular developmental programs they should desirably undertake in that session.
- Once the deliberation are over they will also talk about the plan of action they are to follow.
- They are fully aware of the shortcomings in their routine work.
- They are also known what are the areas where their students are weak and what points need their special attention.
- The teacher will prepare a detailed list of all such. Points in the areas where they occur.
- They will also collectively decide the areas of work regarding which there is a on animals or a majority decision.

- Once the area and the point of action have been decided in institutional planning, teacher will form themselves into various groups and small communities and will go over the entire program of work and plan accordingly.
- This work must finish within 8 to 10 days when the new session starts.
- It is not necessary to form a committee for every work. If a particular teacher is really capable and everybody has said in his intelligence and farsightedness, then he can go ahead all alone and prepare workable plan of action, which, if necessary, could be easily adopted with a few changes and modification here and there.
- as such there are no hard and fast rules about the techniques of planning, nor can such rules be laid down.
- The development plan for a school is to be prepared by its teacher and it is they who have to implement it actually.

Examples

- In secondary class, If our experiences tell us that the majority of the student does not have a good handwriting, then the English teachers dealing with those classes make collectively plan how to improve their handwriting.
- If you think to reform in games, then the physical education teacher and other connected with games made jointly plan what particular method should they adopt and what should be the procedure of work!
- If it is a single teacher school and the problem related to the students' irregular attendance at the school for the practice of dropping out during the session, the teacher can be himself, or in consultation with the educational officer prepare a plan for overcoming this problem.

- The participation of teachers in a formulation and implementation of educational plans can yield rich dividends, especially in programme of qualitative improvement.
- Several of these programs such as
 1. improvement of textbooks
 2. adoption of better methods of teaching and evaluation
 3. three intensive utilization of available facilities
 4. maintaining contact for community
 5. individual guidance to students
 6. inculcation of social and moral values

Do not need much investment in physical or monetary terms but their success depends essentially upon the competence of the teachers, their sense of dedication and their identification with the interest of the students committed to their care.

Conclusion

- Shri J. P. Naik has observed, for institutional plan our motto should be not high aim but failure is a crime
- I do not mind how small a plan a teacher prepares.
- let somebody say, I want to improve the handwriting of the children.
- I will be quite happy; what we decide to do is immaterial.
- But once you decide to do something. I will not accept any excuse for a failure.
- This is what we have to insist upon: **doing things with dignity, with pride in oneself and with success.**
- If we can follow this up, the institutional Pan be put successfully on the ground.

Man Power Forcating

- Modern age is the era of forecasting. All of us are interested in the forecasting of some type or other.
- For example. A housewife may forecast the requirements of food stuffs like wheat and pulses in the season when there is a ample stock of food grains in the market.
- a student may forecast some important questions before the commencement of examination.
- The astrologer forecasts the future prospects of a man or institution.
- Thus, everyone of us may forecast in the spares of human activity forecast is must in the present days of uncertainties.

- Forecast is to peep into future.
- it is a process of estimating the relevant events of future by analyzing the past and present behavior.
- Louis Allen:

Forecasting is a systematic attempt To probe the future by inference from known facts.

- Peter F Drucker:

Predictions, concerning five, ten or fifteen years ahead are always guesses. Still there is a difference between and educated guesses and a hunch for example between a guess that is best upon a rational apprised of the range of probabilities and gases that is simply a gamble. Drucker's educated guess is surely justified as it is best on a rational appraisal. Educated guesses may thus called forecasting.

Characteristics features of forecasting

- Relates to feature

forecasting relates to feature events. Forecasting is the essence of planning because planning also aims at deciding what is to be done in future. It is, therefore, needed in planning process because it device future course of action.

- Depends upon past and present events

Usually past and present events, which are relevant to the business and also the experience of the person making forecasts from the basis of forecasting. Forecasting is made by analyzing the past and present statistical data. It takes into account of all the factors which affect the functions of the enterprise.

- Estimate of future

It defines the probability of happening of an event in the future which may or may not happen. The happening of future event can be precise only to certain extent.

- Tools and techniques

The analysis of various factors may generally require the mathematical and statistical tools and techniques. However, personal observation can also help in this process. The problem of forecasting can be solved by the help of qualitative and quantitative forecasting techniques.

Need or significance of forecasting

- Forecasting plays an important role in planning process. Every decision in the institution is based on some sort of forecasting. It helps the management

- Promotion of educational aim

The successful promotion of the educational aims depends on the accurate planning. Forecasting is necessary for promotion of educational aims.

- Basis for planning

Planning decides future course of action which cannot take place in vacuum but in certain circumstances conditions are predicted by forecasting procedure.

- Basis for co-ordination

forecasting promotes coordination and feelings of co-operation and team spirit. All units in the institution are generally involved in the forecasting process.

- Basis of control

Forecasting provides basis for effective control by providing information their control is required.

- Basis for decision- making

if the forecasting is accurate and effective, the decision based on it, is also accurate.

- Achieving objectives

All institution is established to achieve certain objectives which may be achieved by performance of certain activities, Type of activities which may be achieved depends very much on expected outcomes of these activities which in turn depends on the future events and the way in which these activities are being performed. These forecasting of future events, is relevant to achieving the objectives.

- Improving the general quality of management

Forecast is based on thinking and rethinking of problems to be pressed faced by the management in future, on the basis of past experiences. It help in the development of mental facilities of the manager.

- Success in organization

The common phenomenon of ups and downs in the education risk and uncertainties which affect the profit goals of that institution. Risk depends upon future happening and forecasting provides help to overcome the menace. The manager take alternative action to avoid the risk.

- Helping every aspect

forecasting helps every aspect of management. It is the first step in management process. In addition to above, forecasting is useful for decision making for co-ordination and control.

Techniques of forecasting

A Qualitative forecasting techniques

- Historical analogy method

In this method, forecasting in regard to a particular phenomenon is made on the basis of some analogous condition in the past. It is based on the assumption that the forecasting result will be same in similar circumstances in future.

- Executive opinion or opinion poll method

jury opinion method / Dolphi technique. It involves soliciting of opinion or estimates from panel of experts who are knowledgeable about the variable being forecasted. Such opinions are analyzed and deduction are made to arrive at forecast. This method is particularly valuable when past records are not available. This method is fast, less expensive and does not depend upon any elaborated statistics and brings in specialized view points.

- Survey method

Under this method surveys are conducted to find out the course of future action. Surveys may be conducted to collect information about the expenditures of particular items by the government institution. This method is suitable for forecasting the demand of existing as well as a new product.

- Visionary forecast

As is clear from the term that, this method used personal insights, judgment and when possible fact about different scenarios of the future. In the institution make forecast on the basis of past record opinion of executives of other related departments may also be sought.

B Quantitative forecasting techniques

- Time series analysis

Time series analysis is decomposition of the historical series into its various components trend, cyclical variations and random variations. By separating the variations of particular phenomenon, the subject under the study, say price, may be known over a period of time and projection may be made about future. A trend may be known over a period of time which may be used to forecast the future trend also.

- Index method

Barometer is used to measure the atmospheric pressures in climatology. In the same way, index method used are used to measure the state of economy between two or more periods in industry.

- Extrapolation method

It is based on time series because it believes that the behavior of the series in the past will continue in future also and on this basis future is predicted. This method slightly differs from trend analysis method. Under it, effects of various components of time series are not separated but taken in their totality.

- Statistical techniques

Under this technique, certain models are developed by which showcase shows the relationship between the dependent factor and independent factors.

Questions

- Explain the concept and importance of institutional planning why is it necessary for manager to take care of human resources in institutional planning explain with examples
- Explain the concept of institutional planning explain the meaning and importance of institutional planning explain with the help of examples how will you plan for manpower forecasting to improving the performance of your institute