

EDUCATIONAL PLANNING

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6.0 Objectives :

1. To acquaint the students with the meaning of educational planning.
2. To tell them the need and importance of educational planning.
3. To describe priority areas of educational planning to the students.

6.1 Introduction:

Webster's International Dictionary defines planning as an act or process of making or carrying out plans. 'To plan' means to layout a method to achieve some goal. Planning focusses on 'What, 'Why' and 'How' of achieving goals. Planning is the process of preparing a set of decisions for actions in future directed towards realizing some specific goals by the best possible means.

Planning is the process of setting out in advance a pattern of actions to bring about policies, at the local, regional, national or international level. Planning is the function that determines in advance what should be done.

6.2 Meaning of Educational Planning :

Educational Planning is the process of designing and making available the educational administrator, the possible means of making the optimum use of available resources for the realization of the educational aims and objectives of his

organization. Educational Planning is defining events, conditions and needs of some future point in time. It is also a means of generating relevant present or future goals and objectives for the organization. Educational Planning is considered a kind of contingency anticipation or problem prevention. It provides a tool for achieving specific objectives of an organization educational planning emphasizes that only the top administrator or the govt. should be involved in planning. Modern educational planning emphasizes involvement of representatives of most of the concerned sectors of the society in the process of planning.

Educational Planning has 4 important characteristics :

1. Future Orientation
2. Goal Orientation
3. Performance enhancement
4. Goal achievement by optimal means.

Educational planning implies forecasting or projecting of important factors in education such as number and types of student, insufficiency of resources and facilities, modernization of facilities and expansion of facilities. Educational planning should also minimize the magnitude of an educational problem likely to be encountered at some future point of time. It must result into standard operating procedure, operating manuals, administrative guidelines or system policies.

Definitions :

According to C.E. Beety, *"Educational planning is exercise of foresight in determining the policy, priorities and costs of an educational system having due regard for economic and political realities, for the systems potential for growth, for the needs of the country and of pupils."*

According to UNESCO, *"Educational Planning is application to education itself of what real educators seek to instill in students are rational scientific approach to problems. Such an approach involves identifying objectives and available resources, examining the implications of alternative courses of action and choosing wisely among them, deciding on specific target to be met within specific time limits and finally developing the best means of systematically implementing the choice made."*

Elements of Planning :

1. Pre-determined objectives
2. Optimum use of resources
3. Decision making

Thus in conclusion it can be said that educational planning is a process of drawing up the most realistic blueprint of educational developments for a country or area and for a specified period based on a scientific study of the existing situation within a broad perspective of educational development over a long time span keeping in view the priorities emerging from the socio-economic goal which a country or an

area has set for itself and taking due note of the various constraints physical, financial and academic which have a bearing on the realization of targets contained in blueprint.

Educational planning is a continuous process involving a number of inter-dependent steps which are as follows :

1. Determination of educational objectives and priorities.
2. Analysis of the recent trends and the present situation.
3. Consideration of possible alternative and deciding upon the one to be followed.
4. Preparation of plan.
5. Implementation of plan and its monitoring.
6. Evaluation and adjustment of the plan.

6.2.1 Need of Planning :

The need for planning exists at all levels. Following considerations give rise to the need for planning :

1. **Planning is needed to ensure success of the Enterprise :** It takes into consideration the important factors, issues and conditions in education. It requires future objectives, good vision and perception and ability to profit from theory in advance of action.
2. **It saves time, effort and money :** It increases the power of efficient accomplishment of the desired purposes. It is a basic part of successful administrative activity and a vital step in the educational enterprise.
3. **Planning is a good method of solving problems :** It eliminates the trial-and-error method of doing things. Therefore, it is needed for the best utilization of available resources. It checks wastage and failure & contributes to the smoothness, ease and efficiency of the administrative process.
4. **The need for planning arises from the two basic reasons :** First of all, education is the means by which society preserves and improves its future value system and way of life, its knowledge, skills and appreciations i.e. its culture. Secondly, the operation of the educational system utilizes a large proportion of the country's educated, talent and a major part of public expenditure. The educational system, its nature and its end and means are determined by these things. Hence arises the need for planning.
5. **It is needed to keep pace with the time :** Rapid and far-reaching changes are going-on in economy, industry, commerce, educational moral values. Educational process has to keep abreast of these changes and shape itself accordingly. Therefore, planning is needed to keep pace with the time.

6.2.2 Importance of Educational Planning

Following points show the importance of planning :

1. **Plan or Perish** : In this world of competition, the smaller systems and institutions plan to keep themselves going. With the shrinking budgets and increasing demands on educational instructions, planning can be the only key to survival.
2. **The crisis in education** : Education today is faced with many crises, which need immediate attention and solution through careful planning. Some of them are listed below :
 - (i) Inadequate finances
 - (ii) Vague, not clearly defined objective
 - (iii) Confused and hostile public, including student's faculty, allowance, parents and community groups.
 - (iv) Anachromistic curricular
 - (v) Inefficient and outdated teaching techniques
 - (vi) Lack of expert teachers and administrators
 - (vii) Disagreements about top priorities
 - (viii) Inefficient use of plan and facilities.

An unplanned system of education cannot meet these problems efficiently.
3. **Pressure of Change** : Economists and planners believe that increased tempo of change makes it all the more important to plan for a short term.
4. **Assessment of the validity of the prior decisions** : A plan provides guidelines measuring the validity of prior decisions, rectify error through corrective actions in the future and slows down the on rushing future.
5. **Planning keeps the system on track** : A plan keeps the programme on track by providing guidelines from one milestone to the other. Without plan the whole thing would mean groping in the dark.
6. **Help decision makers and policy makers** : Planners are of greatest help to decision makers and policy makers because they identify the issues that may become difficult to handle.
7. **Imperative for efficient development** : The most efficient and optimum use of resources - both physical and human requires proper planning to cut down duplication, wastage and inefficiency etc. which is a part and parcel of planning.
8. **Cutting down the dead wood and introduction of innovative practices** : Modern nations, with the help of newly developed technologies, want to go forward at a sufficiently good pace. Planning helps in cutting down the dysfunctional mechanisms and practices and introduction of new more efficient innovative practices for faster development.
9. **Complexities of social structure** : The complexities of modern technology

and social structure can't be tackled without thorough and continuous planning. The problems such as increasing population, manpower, needs, ecology, diminishing natural resources, haphazard industrial expansion and unforeseen scientific developments all look towards educational institutions for solution.

10. **To Revamp the deteriorating situation of education :** Unplanned, haphazard and politically motivated expansion in education has resulted into resources crunch and sub-standard facilities. It is important to have intensive educational planning in order to reverse the trend and reshape or revamp the deteriorating situation.
11. **To keep pace with other aspects of developments :** Importance of planning at national level has been recognized. It is reflected in the form of 5-year plans. Parallel educational planning is equally important to ensure development amidst development of different types. When we demand institutional planning at the level of every institution, overall educational planning becomes imperative. The overall educational planning is important to provide basis and guidelines for state level educational planning and institutional plans.

6.2.3 Priorities in Educational Planning :

While planning for education, the most important thing to be decided is priorities to be given to the different aspects of education et al. Priorities give preference or precedence or order of importance of various aspects of education. There are conflicting claims of various sectors of life and priorities tell which of these will receive first emphasis in the development and allocation of finances. In deciding priorities for education, two major questions arise, which are as follows :

1. What percent of national income should be allocated to education.

Decision of this percentage is generally a political one based on recommendations of economic and educational planners.

2. How should amount allotted to education be divided among the various branches and types of education that claim precedence and come-up for decision. These are as follows :

- (i) Primary education V/s. secondary and higher education.
- (ii) Primary education V/s. adult and social education.
- (iii) General education V/s. vocational education
- (iv) Liberal education V/s. technical education
- (v) Rural education V/s. urban education
- (vi) Education of privileged V/s. education of under privileged

(vii) Compulsory education V/s. voluntary education.

Some of the various aspects of education that have to be considered while deciding priorities are :

1. Quality V/s. Quantity in all matters of instruction, students, teachers, buildings etc.
2. Classical school programmes in training sessions
3. Formal material V/s. indigenous systems
4. Mass media V/s. individual instructions
5. Education as means of production v/s. consumption

Priorities differ from country to country. But it is generally accepted that poorer countries should concentrate their resources on expanding primary education.

- (1) **Primary Education** : India is a developing country and we all understand that education is an important instrument of social change. Therefore, every person should get at least primary education and therefore it should be given priority over secondary education.
- (2) **Universalization of Elementary Education** : The founder father of our constitution cherished the hope that independent India would be able to achieve universal elementary education by 1960. Then, it was advanced to 1990. Now it has been advanced to 2010. Therefore, the need of the country is that there should be universal compulsory primary education. Thus plans for making education compulsory and universal should get top priority
- (3) **Quality of Education or Proper Planning of Important Aspects of Education** : For universal education, opening of new primary schools only will not bring universal education. Side by side it should also be planned as to how these schools can give good education, how the wastage and stagnation can be avoided. Thus importance should be given to quality of education not only to quantity.
- (4) **Adult Education** : To remove illiteracy completely various programmes of adult education should be developed. The UNESCO studies have shown that removal of illiteracy is necessary pre-condition for the success of universalization of elementary education. Adult literacy creates demand for education of children.
- (5) **Vocalization of Secondary Education** : Next on the list of priorities should be emphasis on secondary education and this secondary education should be related to employment opportunities. Thus vocationalization of secondary education should be emphasized.
- (6) **University and other institutions of higher education** : University and other institutions of higher education should be regarded as luxurious use

of resources and they can be taken up in the end of the priority list.

- (7) **Health of new generation** : Educational planning should also pay attention to the priority area of health of the new generation. The evils like drug abuse among the youth and student community are very serious problems. Educational planning must plan and propose remedial measures and coordinate with other agencies for strengthening health of the people.
- (8) **Optimum development of human resources** : The optimum development of human resource and their most productive placement is a no less priority in educational planning. The human material is our most precious asset. There should be no laxity in its development and no wastage at the time of its utilization. There is dearth of devoted, committed, hardworking and selfless people for handling precious assignments. Educational planning should stress for moulding the people towards "work is worship".

Thus priorities should be well thought out. It is of no use having a "comprehensive plan" for the expansion of educational facilities. It should rather be selective. For instance all the sections of education can't get our full attention in planning. We have to see which needs more care and nourishment and which should be given top priority and which should be given low priority.

6.3 Summary :

Planning may be described as the process of preparing a set of decisions directed at achieving by optimum means the predetermined goals. Planning includes predetermined objectives, optimum use of resources and decision making.

Educational planning is making optimum use of resources for the realization of educational aims and objectives. It is needed at all levels. It is needed to ensure success of the enterprise. It saves time, effort and money. It is needed to keep pace with the time. In this world of competition, it is needed for survival. It helps decision makers and policy makers. It is very significant for efficient development. It reduces complexities of social structure.

While planning for education the most important thing to be decided is priorities to be given to the different aspects of education. Top priority should be given to the primary education and universalization of elementary education. Then quality of education should be emphasized. Adult education should also be given due importance. Secondary education should be vocationalized. Health of new generator should also be paid attention. Human resources should be fully developed.

6.4 Questions for Self-Evaluation :

1. To plan is to lay out a method to achieve some goal. (Yes/No)
2. Educational planning gives equal importance to all aspects of education.

(Yes/No)

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| 3. | Planning is wastage of time, effort and money. | (Yes/No) |
| 4. | Planning does not try emphasis on optimum utilization of resources. | (Yes/No) |
| 5. | Objectives are never pre-determined in planning. | (Yes/No) |
| 6. | Planning is a good method of solving problems. | (Yes/No) |
| 7. | Planning helps in keeping pace with time. | (Yes/No) |
| 8. | Planning reduces complexities of social structure. | (Yes/No) |
| 9. | Top most priority should be assigned to vocationalization of secondary education. | (Yes/No) |
| 10. | Educational planning should have a comprehensive plan. | (Yes/No) |

Answers : (1) yes (2) No (3) No (4) No (5) No (6) Yes (7) Yes (8) Yes (9) No (10) No

6.5 Suggested Questions :

1. What do you understand by educational planning? Discuss its need and importance?
2. Define educational planning. Explain the priorities of educational planning.

6.6 Suggested Books :

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| 1. | Educational Administration | : | Dr. R.P. Bhatnagar
Dr. Vidya Agrawal |
| 2. | Educational Management
Planing and Administration | : | Y.P. Aggarwal
M.S. Sachdeva
Manjeet Kaur |
| 3. | Educational Planning in India | : | J.P. Nayak |
| 4. | Education Development Strategy | : | Sansul Huck |
| 5. | Education Planning in District | : | J.P. Nayak |