**Annexure - II**

**INDIVIDUAL COURSE DETAILS**

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| A. | Name of the Institute | **NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH ,TARAMANI P.O., CHENNAI – 600 113**  [An Autonomous Institute under  Ministry of Human Resource Development,  Dept. of Higher Education, Govt. of India] |
| B. | Name / Title of the Course | CERTIFICATE COURSE ON  **IT TOOLS FOR EFFECTIVE ADMINISTRATION** |
| C. | Proposed Dates and Duration of the Course in weeks/ months | **March 16 – 29, 2022** |
| D. | Eligibility Criteria for Participants   1. Educational Qualification | Graduate Degree in Science / Education / Management / in Engineering / Technology and good proficiency in spoken, written and comprehension of English. |
| 1. Work Experience, if any | Working Experience related to Education / Technical Education / Industrial Education / Polytechnic / University / Engineering College /Management Institute |
| 1. Age Limit | Preferably not more than 50 years |
| 1. Target Group [ Level of participants and target Ministries / Departments etc. may be indicated] | Government Policy Makers/ Administrators / Officials from the Ministry of Education / Higher Education / Technical Education / Human Resource Development / Academic Leaders / Executives / Educational Administrators / Directors/ Heads / Senior Faculty of Institutions like Polytechnics / Engineering Colleges / University Departments |
| E. | Aims & Objectives of the Course | Aim:  This course aims to equip participants with the needed skills to   1. reorient and leverage the administration of education institutional using IT tools. 2. strengthen education and learning at all levels by integrating IT Tools to meet the global standard. 3. Foster excellence in education by empowering teachers, students and other staff.   Upon completion of the training course, the participant is expected to:   * Explain in detail about the applications of IT tools for institution administration and management. * Describe the role of IT in educational institution record keeping and its maintenance. * Use various technologies for record keeping and scheduling. * Use technology effectively for communicating with parents. * Explain the role and functions of school management systems. * List the different types of assistive technology. * Explain the role of assistive technology in inclusive education. * Explore the application of UDL approach in classroom. * Use variety of digital assistive technologies in the class. |
| F. | Course Contents / Syllabus (please attach course details / profile) | * National Education policy 2020 – Technology in Education – Digital Divide & Digital Natives – IT in Student administration – IT in faculty & staff administration – IT in General Administration * Success Stories of the Four Pillars of India’s Behavioral Transformation (NMEICT Mission), Best Practice in Educational Institution of AICTE, Ministry of Education, Government of India initiatives - case studies; Transformation made through various initiatives will be show cased to the participants through virtual tour and lectures. Interaction with policy makers, administrators, Academicians, and Industry officials.   The course is aligned to the Sustainable Development Goal No 4: (Quality Education); No:17 (Partnership for the goal).  **IMPLEMENTATION STRATEGIES:**  The course will be administered through modules for various topics under each subject of study and adopting a combination of   * Online Lecture / Learning * Lectures, Discussions * Seminars / Guest Lectures * Experiential Sharing * Group Discussions * Case-study Assignments |
| G. | Mode of Evaluation of performance of the ITEC participants | Attainment of course objectives will be periodically reviewed by internal assessment |
| H. | Name of the Department | Department of Curriculum Development, Planning and Coordination |
| I. | Name of the Coordinators | Dr. G. Janardhanan |

**Description:**

Information Tools (IT) makes dynamic changes in society. It is influencing all aspects of life. The influences are felt more and more at educational institution. Because IT tools provides both students and teachers with more opportunities in adapting learning, teaching and managing the individual needs, society is forcing educational institution to aptly respond to this innovation. During pandemic all segment of society is transformed to adopt technology in its activities. The post pandemic change has been happening at an uneven pace in any growth-oriented industry, and the education sector is no exception. Rapid growth in the field of education has made governance in academic sector a very complex task. The 21 st century has witnessed tremendous advancements in technology which has led to far-reaching developments in the administrative system. Cost-effective technology combined with the flexibility in learning and administrative activities is essential to enhance efficiency. These technologies distinguish themselves by their rapid evolution and revolution, continuously changing the modes of engagement with them. A decade long infusion of computers, and more recently IT tools, has demonstrated varying impacts on learning. In the current information age, educational institutions are expected to play a crucial role as the engine for knowledge generation and learning environment. In this regard IT tools becomes the vital means to facilitate this task. IT tools has become an essential part of our everyday life, accordingly this integration in educational institution improvement is not only for the purpose of teaching and learning, but also for educational management use, it has become one of the most effective factors in the school improvement. In the National Education Policy 2020 of Government of India, the role of technology in redefining the educational institution is spelled out clearly and it will demonstrate in this course.

The course is structured to cover (a) Student Administration; (b) Faculty & Staff Administration & (c) General Administration.

* Student Administration
  + Usage of electronic media by students to apply for admissions
  + Usage of computers for student registration / enrolment
  + Availability of timetable / class schedule in electronic form
  + Usage of computers for maintenance of attendance of students
  + Communication of academic details of students to their parents / guardians through e-media
  + Usage of e-media for notifications regarding hostel accommodation
  + Usage of e-media for notifications regarding transportation
* Faculty & Staff Administration
  + Usage of computers for recruitment and work allotment of staff in the institution
  + Automation of attendance and leave management of staff members in the institution
  + Usage of electronic media for performance appraisal
  + Communication with staff using e-media
  + e-circulars from the institution regarding official matters
  + e-kiosks are available in the institution
* General Administration
  + Usage of e-media for scheduling / allocation of halls for examinations
  + Dissemination of information in the institution through e-kiosks
  + Usage of e-media by students to apply for university examinations
  + Usage of e-media for the processing and display of results of students
  + Facility for students to make fee payments electronically

The course delivery methodology is highly practical and participative with hands-on approach that comprises real-time examples, case studies examination and simulations. We embrace collaboratively working methods that foster mutual learning and cooperation among participants. Our focus is on learning in an interactive and international environment knowledge applicable to the real contexts and/or in the classroom. The pedagogical methods that we use are based upon experiential training, group and peer activities, learning-by-doing and best practices’ exchange. They include virtual tour to the IT tools administration in educational institutions allowing the participants to better understand the local education system as well as exchange ideas and contacts. We will be creating social media group (Whatsapp / Telegram) to promote peer to peer learning and handholding with the coordinators and resource persons.