



TRAINING FOR ALL (TFA) - INTENSIVE TRAINING  
PROGRAM (ITP) –TRIBAL WELFARE DEPARTMENT (TWD)  
GOVERNMENT OF TELANGANA

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**ASHRAM HIGHSCHOOL HEADMASTERS**

TRAINING COURSE ON  
ADMINISTRATION AND MONITORING SKILLS

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**DESIGNED BY**

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# **Training Module Design and Development (TMDD) Template**

## **HEADMASTERS SCHOOL ADMINISTRATION AND MANAGEMENT**

### **1. Context**

Every training concerned with the education of the child through the agency of the school, will be included in educational management. The general purpose of national educational planning is to assist and facilitate the development of the educational system. The educational planning process includes the interaction of a set of activities and feedback loops.

School Administration and Management includes planning, Organization, Staffing, Leading or directing and controlling Organizational Resources (Physical and Human resources) to accomplish goals.

The Tribal Welfare Department Ashram High schools are well equipped and having sufficient Infrastructure and the full pledged staff. The Tribal Welfare Department has a specific goal to provide trainings to all to provide Quality Education.

Headmaster must have proper knowledge and skills to maintain the school Records and accounts properly and also have proper knowledge and skills to monitor, evaluate and assess the results. And maximize the parental and community participation.

More Headmasters are not having a proper knowledge and skills on preparation of school development plan and Administrative skills for development of Ashram schools.

1. Lack of Knowledge and skills in preparation of school development plan
2. Lack of Knowledge and skills to monitor, Evaluate and Assess the results
3. Lack of knowledge & skills in proper utilization of Physical and Human Resources and Administration skills

### **2. SCOPE OF SCHOOL ADMINISTRATION AND MANAGEMENT**

The school Administration and Management includes planning, Organization, Staffing, Leading or directing and controlling an Organizational resources (Physical, Human and Financial resources) to accomplish goals.

The Training providing a scope to the trainees to :

- Improvement of communication and co-ordination Helps in decision making and solving problems, Communication and managing information and building effective teams.
- Improvement of Records maintenance
- Management and providing Human resources (Teaching & Non Teaching Staff, supervisors, office workers) and Physical resources (infrastructure, facilities, equipment and materials)
- Obtain Financial support
- Monitoring curricular and co-curricular activities
- Evaluation of achievements of staff, students and school

- Planning for conducting Curricular and Co-curricular activities
- Preparation of school development plan
- Stress management through Planning and conduct activities for organization of curricular and co-curricular activities
- Time management through Preparation and implementation of Time Table
- Motivating staff and students through Conducting staff meetings, Organization of counselling and guidance,
- Developing healthy and conducive school climate through moral & value education
- Improving Community participation

### **3. Organizational / Functionary Training Needs**

A systematic Training Need Analysis (TNA) of Tribal Welfare Department (TWD) was Conducted by MCRHRDIT with the collaboration of TWD, Hyderabad. 20% of the Target Group was studied. The final draft of TNA was validated with the MCRHRDIT. From the TNA the following training needs have been clearly noticed:

- (1) Lack of knowledge & Skills in preparation of school development plan
- (2) Lack of Knowledge & Skills in utilization & Management of the Physical and Human Resources
- (3) Lack of knowledge & Skills in School Administration and monitoring
- (4) Lack of Knowledge and skills to monitor, evaluate and asses the results

### **4. Target Group, Batch Size and Duration**

- a. 300 Ashram High School Headmasters
- b. 20 members in a batch
- c. 3 days.

### **5. Aim**

The course aim is to equip the Headmasters with knowledge and skills on Administration, Management, monitoring and Planning.

### **6. Training Objectives**

At the end of the training participants will be able to

1. Introduction and identify the main areas of School Administration
2. Classify and describe Resource management
3. Identify the financial support, Explain the Accounts and Records maintenance
4. Explain the communication and coordination skills
5. Choose and explain the Academic Monitoring system
6. Define and analysis the Evaluation and Assessment methods
7. Plan and List the Activities for school development
8. State the School Complex Organization
9. List the Role and responsibilities of headmaster
10. Explain parents and Community participation
11. Explain the School Environment, Health & Hygiene
12. Prepare and present the School Development Plan

## **7. Design Constraints**

### **POLICY**

Tribal Welfare Department has a clear-cut policy to provide training for all as a part of Providing Quality Education for Tribal Students.

### **PRIORITY**

Tribal Welfare Department gives more priority and supports to implement the training for all programs.

### **BUDGET**

There is provision for funding to give the training to the participants

### **LOCATION**

- Youth Training Centers (YTCs)
- Project Monitoring Recourse Cell (PMRCs) in ITDAs
- These centers are having good Accommodation / Facilities.

The center is having good computer labs, Projectors, class rooms, & Residential facilities.

## **8. Instructional Strategy/ Training Methods**

### a. Lecture and lesson Method

This is method applied for transmission of information on

- Headmasters equip Knowledge and Skills on Administration and Monitoring and management
- Topics introduction.

### b. Group Discussion

This method is applied for simulating interest and constructive thought on

- Effective community participation and Resource management
- School and students Grading evaluation

### c. Group Exercise

This method is applied to develop interpersonal skills and team building activities on

- Role and Responsibilities of headmaster
- Utilization and management of resources
- Records and accounts maintenance
- Activities to be conduct in the school

### d. Project Method

This method is applied for simulating interest and Creativity, transfer of learning to real situations on

- Preparation of school development plan

### e. Guided Practice

This method is applied for increasing knowledge and skills among the learners on

- Monitoring and improvement of quality of education

## 9. Course Material

The following material will be provided during the training course to the participants, trainers and course director.

### A. Learner Material

- a. Activities and Exercises
  - ✓ Group Activity on Curricular and Co-Curricular activities
  - ✓ Activity on Role and Responsibilities of Headmaster
  - ✓ Exercise on Data Monitoring , Evaluation and Assessment
- b. Handouts
  - ✓ RTI & RTE
  - ✓ List of activities of education quality improvement
  - ✓ Academic calendar
  - ✓ Model school development plan
  - ✓ Class room transaction observation proforma
  - ✓ Roles and Responsibilities of Headmaster
  - ✓ Effective Factors of Community participation
  - ✓ CCE Tools
  - ✓ CCE Grading
  - ✓ School complex under schools Monitoring Proformas
  - ✓ Maintenance of Registers
- c. Checklists & other Performances
  - ✓ List of Physical and Human resources
  - ✓ List of Curricular and Co-Curricular activities
  - ✓ List of Records to be maintain
  - ✓ E- Learning class time table
  - ✓ List of important days to celebrate in every schools
  - ✓ List of Innovative programs
  - ✓ List of Subject wise SMC Members
  - ✓ List of Haritha Haram Plantation
  - ✓ List of School council activities
  - ✓ List of amenities to be supply to the students
  - ✓ List of SMC Members
  - ✓ Checklist of CCE Grading System
  - ✓ List monitoring Proformas
  - ✓ List of Maintaining Registers
  - ✓ List of SSA Activities

- d. Action Plan format

**Name:**

**Date:**

Action	Aim	Resources & Methods	Time Scale

### B. Trainer / Instructor Material

- a. Presentations
  - ✓ The Power Point Presentation on each Key Area

- ✓ Ice Breaking Activities
- b. Lesson/Session plans
  - ✓ Ground rules during training Course
  - ✓ Session wise outline timetable
  - ✓ Action Plan
- c. Visual Aids
  - ✓ Projector
  - ✓ Videos relevance to the Key Area
  - ✓ Charts
  - ✓ Board Markers
  - ✓ Flash Cards
- d. Work books
  - ✓ Trainer handbook
  - ✓ Pre-Test & post test booklet

### C. course Administration

- a. List of Participants
- b. Registration forms
- c. Attendance Sheets
- d. Feed Back forms
- e. Assessment/Evaluation forms
- f. Completion/Accreditation certificates

## 10. Format for creating Learning Event

Training Enabling Objectives	Content / Sequence	Method	Media	Performance Aid	Time	Trainer	Assessment Measures
	Vision of TWD	Lecture Lecture	Projector, Board, Board Marker, Charts	Glossary of Vision and Mission of TWD	10 Mins	Subject Expert from TWD	Question and Answers, Quiz
	Mission of TWD						
	Demography of STs in TS & India including PVTGs a. Areas of Tribal Population b. Deferent Sub Tribes & Population c. PVTGs names and population	Lesson	Projector, Board, Board Marker, Charts	Check List of ST Demographical Area	10 Mins	Subject Expert from TWD	Question and Answers, Quiz
	Introduction to Schedule Area a. Definition b. Geographical Area	Lesson	Projector, Board, Board Marker,	List of Schedule Area	10 Mins	Subject Expert from TWD	Question and Answers, Quiz

			Charts				
	Introduction to MADA a. Definition b. Geographical Area c. Activities of MADA d. Organogram of TWD	Lesson	Projector, Board, Board Marker, Charts	List of MADA Activities	10 Mins	Subject Expert from TWD	Question and Answers, Quiz
	Introduction on Single Line Administration in Tribal Sub-Plan Area a. Definition b. Administrative Functions	Lecture and Lesson	Projector, Board, Board Marker, Charts	Handout of GO MS No.57	20 Mins	Subject Expert from TWD	Question and Answers, Quiz
	Service Delivery Sectors of TWD a. Education *TW Institutions *Students Data *Results b. Health c. Academic cell d. Call Health e. Livelihoods (TRICOR) f. Acts Related to TWD g. RTI h. RTE i. NCF	Lesson	Projector, Board, Board Marker, Charts	List of Service Delivery Sectors	60 Mins	Subject Expert from TWD	Question and Answers, Quiz
	Innovative Programmes of TWD				60 Mins		
	1. Academic Programmes a. Panel Inspection b. Meet the Parent c. Karadipath d. STAR Student Lecture e. Career Counselling programme	Lecture and Lesson	Projector, Board, Board Marker, Charts	List of Innovative Programmes of Academic and Educational Activities		Subject Expert from TWD	Question and Answers, Quiz
	2. Educational Programs 1. SSC Special Centres 2. Punadi -2 3. Cheyutha 4. PrayogaDeepikalu 5. E-Learning in Schools						



Training Enabling Objectives	Content / Sequence	Method	Media	Performance Aid	Time	Trainer	Assessment Measures
School Administration	<ul style="list-style-type: none"> <li>Introduction on school administration</li> </ul>	Lecture and Lesson & Group discussion and exercise	Projector, Board, Board Marker, Charts	Handout	60 Mins	Expert Headmaster from TWD	Question & Answers
	<ul style="list-style-type: none"> <li>Identify the main areas of School Administration</li> </ul>						
Resource Management	<ul style="list-style-type: none"> <li>Identify and classify the resources</li> </ul>	Lecture and Lesson & Group Discussion & Exercise	Projector, Board, Board Marker, Charts	List of resources	45 Mins	Expert Headmaster from TWD	Question & Answers
	<ul style="list-style-type: none"> <li>Describe utilization and management</li> </ul>						
	<ul style="list-style-type: none"> <li>List the existing and required resources</li> </ul>						
School Complex Organization & Community Participation	<ul style="list-style-type: none"> <li>Organization of school complex</li> <li>Monitoring of school complex</li> <li>Introduction on community participation</li> </ul>	Lecture and Lesson & Group Exercise	Projector, Board, Board Marker, Charts	Handout & Monitoring proforma	60 Mins	Subject Expert from TWD	Questions & Answers
Role and responsibilities of Headmaster. Environment, Health and hygiene	<ul style="list-style-type: none"> <li>Brief on role and responsibilities of H.M</li> <li>Brief on Environment, Health and hygiene</li> </ul>	Lecture and Lesson. Group Exercise	Projector, Board, Board Marker, Charts	List of Academic and Education Activities	60 Mins	Subject Expert from TWD	Questions & Answers
Records and Accounts	Group Exercise	Lecture and Lesson, Group Activities	Projector, Board, Board Marker, Charts	List of Community mobilizing factors	60 Mins	Subject Expert from TWD	Question and Answers, Group Exercise
School Development Plan	Preparation of SDP Presentation of SDP	Lecture and Lesson, Project Method	Projector, Board, Board Marker, Charts		60 Mins	Subject Expert from TWD	Question and Answers, Group Activities

### 3 days Schedule

Time Line / Session	Content/Activity	Trainer / instructor	Duration
<b>Day-1</b>			
<b>9.00 AM to 9.30 AM</b>	<b>Registration</b>	<b>Course Director</b>	<b>30 Mins</b>
9.30 AM to 10.30 AM	Inauguration, Introduction of Participants, Objectives of Intensive Training programme (ITP)	Course Director	60 Mins
<b>10.30 AM to 10.45 AM</b>	<b>Tea Break</b>		<b>15 Mins</b>
<b>10.45 AM to 11.15 AM</b>	Pre-Test, Discussion on Responses (Ice Breaking)	Subject Expert from TWD	30 Mins
<b>11.15 AM to 12.15 PM</b>	TWD Vision, Mission, Demography of STs in TS & India including PVTGs	Subject Expert from TWD	60 Mins
	Schedule Area, MADA, Plain Area, Organogram of TWD		
	Single line Administration		
<b>12.15 PM to 1.15 PM</b>	Service Delivery Sectors of TWD i.e., Education, Health, livelihoods (tricorn), Acts related to TWD and RTI, RTE, NCF	Subject Expert from TWD	60 Mins
<b>1.15 PM to 2.00PM</b>	<b>Lunch Break</b>		<b>45 Mins</b>
<b>2.00PM to 3.00PM</b>	Academic & Educational innovative Programs	Subject Expert From TWD	60 Mins
<b>3.00 PM to 4.15 PM</b>	Introduction to School Administration	Expert Headmaster From TWD	30Mins
	Resource Management		45Mins
<b>4.15 to 4.30 PM</b>	<b>Tea Break</b>		<b>15 Mins</b>
4.30 PM to 5.30 PM	Group exercise on Physical and Human Resources	Expert Headmaster from TWD	60 Mins
<b>Day-2</b>			
9.30 AM to 10.00 AM	Day-1 Recall & Recapitulation of Activity	By the Participant	30 Mins
10.00 AM to 11:00 AM	Group exercise Monitoring, Evaluation & Assessment	Expert Headmaster From TWD	60 Mins
<b>11:00 AM to 11.15 AM</b>	<b>Tea Break</b>		<b>15 Mins</b>
11.15 AM to 12.15 PM	List of Academic Activities for Quality Education	Expert Headmaster From TWD	60 Mins
12.15 PM to 1.15 PM	Group exercise School Complex organization	Expert Headmaster From TWD	60 Mins
<b>1.15 PM o 2.00 PM</b>	<b>Lunch Break</b>		<b>45 Mins</b>
<b>2.00 PM to 3.15 PM</b>	Group exercise on community participation	Expert Headmaster From TWD	15 Mins
	Group Discussion on Community participants		60 Mins
3.15 PM to 4.15 PM	Group exercise on Role and Responsibilities of H.M	Expert Headmaster From TWD	60 Mins
<b>4.15 to 4.30 PM</b>	Tea Break		
4.30 PM to 5.30 PM	Environment and Health & Hygiene	Medical Office/Subject Expert from TWD	60Mins
<b>Day - 3</b>			
9.30 AM to 10.00 AM	Recall & Recapitulation of Day-2 Activity,	By the Participants	30 Mins
10.00 AM to 11.00 AM	Group exercise on Maintenance Registers and Accounts	Expert Headmaster from TWD	60 Mins
<b>11:00 AM to 11.15 AM</b>	<b>Tea Break</b>		<b>15 Mins</b>

11.15 AM to 12.15PM	Introduction to School Development Plan	Expert Headmaster From TWD	60 Mins
12.15 PM to 1.15 PM	Group Exercise/Guided practice on School Development Plan	Expert Headmaster/Participants	60Mins
<b>1.15 PM to 2.00 PM</b>	<b>Lunch Break</b>		<b>45 Mins</b>
2.00 PM to 3.00 PM	Presentation of school development plan	By the participants	60 Mins
3.00PM to 4.05 PM	End Test	Subject expert from TWD	60Mins
4.15 PM to 4.30PM	Tea Break		15 Mins
4.30 PM to 5.30PM	Valedictory		60 mins

### Module Development and Implementation Plan / Schedule

Sl. No.	Time Line	Activity	Recourse Required
<b>1</b>		<b>(a) Learners Material</b>	
<b>2</b>		<b>Activities and Exercise</b>	
<b>3</b>	<b>16.12.2019</b>	Group Activity on Community Mobilizing factors	Flash Cards, Charts, Sketches and Scale
<b>4</b>	<b>16.12.2019</b>	Activity on Girl Child Education	Charts, Sketches
<b>5</b>	<b>17.12.2019</b>	<b>Hand-outs</b>	
<b>6</b>	<b>18.12.2019</b>	<b>Checklists and Performance Aids</b>	
<b>7</b>		<b>Trainer/Instructor Material</b>	
<b>8</b>	<b>18.12.2019</b>	Preparation of PPT on Key Areas	
<b>9</b>	<b>18.12.2019</b>	Preparation of Ice Breaking Activities	
<b>10</b>	<b>18.12.2019</b>	Preparation of Ground rules	
<b>11</b>		<b>Visual Aids</b>	<ul style="list-style-type: none"> <li>✓ Computer System</li> <li>✓ Board Markers</li> <li>✓ Flash Cards</li> </ul>
<b>12</b>	<b>19.12.2019</b>	Videos relevance to the Key Area	
<b>13</b>	<b>19.12.2019</b>	Preparation Charts	
<b>14</b>	<b>19.12.2019</b>	Preparation of PPT	
<b>15</b>	<b>19.12.2019</b>	Pre-Test & post-test booklet	
<b>16</b>		<b>Course Administration</b>	
<b>17</b>	<b>20.12.2019</b>	List of Participants	
<b>18</b>	<b>20.12.2019</b>	Registration Forms	
<b>19</b>	<b>20.12.2019</b>	Attendance Sheet of Participants, Trainers and other Staff	
<b>20</b>	<b>20.12.2019</b>	Feedback forms	
<b>21</b>	<b>21.12.2019</b>	Assessments / Evaluation forms	
<b>22</b>	<b>21.12.2019</b>	Completion and accreditation certificates	
<b>23</b>	<b>22.12.2019</b>	Arrangements of Logistics	<b>Note Books, Pens, White Papers, Participants hand Book..etc.</b>
<b>24</b>	<b>22.12.2019</b>	List of Trainers	<b>From TWD</b>
<b>25</b>	<b>23.12.2019</b>	Review on Final Presentation at MCHRDIT, Hyderabad	

Place: MCR HRD, IT

Date:06.12.2019

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