

About College

Dahyalal Dosjibhai Choksi College of Secondary Education was established in the year 1971 with the charity of D. D. Choksi Charitable Trust. The purpose of establishing this institute is to provide best secondary school teachers in Banaskantha District.

The college has completed 50 years of illustrious service in the field of teacher education and has always achieved exceptional results in academic, cultural and other related fields.

Since its foundation, our college has carved a unique place for itself in the educational superstructure of North Gujarat by dint of its pupil's marvelous accolade in academic and cultural spheres.

The college has always taken lead to provide progressive and quality teacher education by equipping each & every pupil with all the necessary virtues and traits. Dahyalal Dosjibhai Choksi College of Secondary Education has always remained committed to fulfill its social responsibility of producing value driven quality teachers to fulfill the challenging demands of 21st century.

About the University

The Indian Institute of Teacher Education (IITE) is a state university located at Gandhinagar, Gujarat, India. It was established in 2010 by the Government of Gujarat and focuses on teacher education with a vision "To nurture teachers of tomorrow with the transformative knowledge of Indian tradition and usher in a new era of teacher education, focusing upon the integral development of teachers" and mission "To provide integrated courses in teacher education, marked and defined by value-education, global outlook, and interdisciplinary". University runs UG Program, PG Program & Research Programs.

About Vidyamandir Trust

Vidyamandir Trust, Palanpur has been working in the field of education for last six decades and manages institutes ranging from Kindergarten to Higher Secondary schools with Teachers' Training Colleges in both English as well as Gujarati medium. We at Vidyamandir believe that the character of a nation depends on the quality of education we provide to the young growing minds.

In today's rapidly changing times of globalization, students need to be empowered to develop independence, decision making abilities and civic responsibility.



Vidyamandir Trust, Palanpur

managed

**D. D. Choksi College of
Secondary Education**

Vidyamandir Campus, Taleybaug, Palanpur-385 001
Dist. Banaskantha (N Gujarat)

PG Diploma Courses



**Approved by
UGC, New Delhi
under
NSQF Scheme
&**



**Affiliated with
IITE, Gandhinagar, Gujarat**



PG Diploma Courses

- PGDEML. Educational Management & Leadership
PGDCD. E-Content Development
PGDMH. Mental Health & Well- Being
PGDLMS. Learning Management Systems
(Medium of course will be Gujarati, Hindi & English)

Benefits

UGC & IITE approved certificate will be issued after successful completion of the course which will add 60 credit points.



Eligibility & Fees

- Minimum Qualification : Graduate in any discipline
- Regular Course
- Age is no bar
- Duration: 1 Year (2 Semesters)

Fees Structure:

**Rs. 5000/-
Only
Per Sem**



For more details of above mention courses visit our website

<https://www.ddchoksibedcollege.vidyamandir.org>

Mo:- 9428852627, 9427261305, 9879471029

Last Date of admission: 28/10/2020



Program Objectives

- To improve professional practice towards being a transformative leader.
- More usable presentation in the context of e-learning.
- Improving Mental Health of Children and Adolescents.
- LMS to host and track online learning providing a virtual hub.

Who Can Join

Professors, Principals, Administrators, Managers, Teachers & all those working or aspiring to work in educational institutions.

Assessments

Assessments are based wholly on course work, assignments & work based reports submitted by a learner & semester wise external exams from IITE

The instruction Package Consists Of

- Study Material
- Audio/video Programs



POST GRADUATE DIPLOMA IN EDUCATIONAL MANAGEMENT & LEADERSHIP (PGDEML)



**D.D. CHOKSI COLLEGE OF
SECONDARY EDUCATION**

**Managed By Vidyamandir Trust, Palanpur,
Banaskantha, Gujarat**

Post Graduate Diploma in Educational Management & Leadership

"This program will enable you to explore the skills and knowledge needed to exploit the potential of assorted teams in order to augment Efficiency, Excellency and Effectiveness."

Post Graduate Diploma in Educational Leadership and Management is designed to implant the leadership and managerial skills in educational leaders to facilitate positive change and transformation in varied learning environment and space. Managing and directing the functioning of such institutions are entrusted to trained professionals who are adept at performing such functions.

The course is basically aimed at those aspirants who are looking for leadership roles or eager to enter managerial arena in educational institutions improving institutional effectiveness and be a part of the management of an educational institution. The rapidly changing education environment prompts the need for dynamic and well-informed educational leaders who are innovative and committed to the continual improvement of schools. Educational leaders need to have a deep and up-to-date understanding of current trends in curriculum, assessment and instruction and a future-focused perspective

Course Duration

P G Diploma in Educational Leadership and Management course of 1 (one) year duration designed by DDCHOKSI COLLEGE OF SECONDARY EDUCATION and ITE.

Career Opportunities

The P G Diploma in Educational Leadership and Management certificate earned after the successful completion of the course will ensure that the aspirants are able to create employment opportunities for themselves in leadership positions across global learning institutions. Through this intensive program, the aspirants will be able to sharpen their existing administrative skills as well as learn new ones that are necessary to have an accomplished career in Educational Leadership and Management.



Overall Program Outcomes

On completion of this programme, learners should be able to:

1. Apply leadership and management principles towards being a transformative leader
2. Develop the skills of critical reflection to improve his or her professional practice
3. Motivate, coach and mentor staff to meet the needs of the changing educational environment with limited resources
4. Exhibit personal characteristics that contribute to change, innovation and the improvement of schools
5. Demonstrate a critical understanding of current thinking in pedagogy, curriculum, assessment and technology

Assessments

Assessments are based wholly on course work, assignments and work based reports submitted by a learner and semester wise external exams from IITE.



Programme Structure

The Postgraduate Diploma accrues 60 credits over 6 Modules. Each Module set out below carries 10 credits

- Module 1 – Learning Leadership & Management
- Module 2 – Instructional Leadership & Management
- Module 3 – Strategic Leadership & School development
- Module 4 – Leading Digital Education
- Module 5 – Organizational Culture and Change
- Module 6 – Research in Educational Leadership & Management

Module 1 – Learning Leadership & Management

Module Content includes:

- History of management and leadership
- Management principles
- Leadership theories and their application to problems in education
- Leadership and management styles
- Roles and responsibilities of educational managers and leaders
- Teachers as leaders
- Cognitive dimensions of decision making
- Reflective practice
- Leadership for school improvement
- Forming actionable solutions in education



Engagement in Field:

1. Critically evaluate contemporary leadership and management theories, models and practices in the context of the education sector.

Or

Management is doing things right; leadership is doing the right things.

Peter F. Drucker

quotation

2. Examine critically the role and responsibilities of leaders, leadership, management styles and reflective practice in an educational context and setting

Module 2 – Instructional Leadership and Supervision

Module Content includes :

- Introduction to instruction leadership
- Instructional leadership theories and principles
- Instructional leadership for headmasters and principles
- Effective instructional leadership
- Curriculum implementation and practice
- Understanding how students learn
- Clinical instructional supervision
- Skills and strategies for developing learning organisations
- Instructional coaching and teacher development
- Differentiated instruction



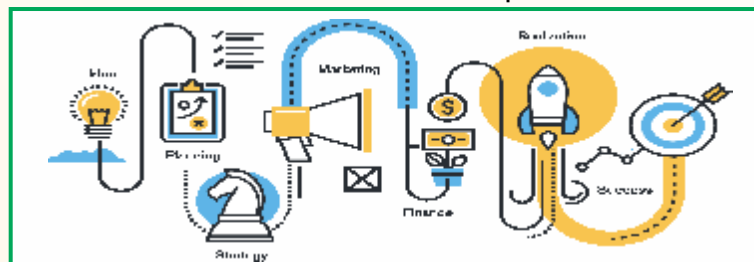
Engagement in Field:

1. Applying best practices to manage teachers and other support staff who are both directly and indirectly responsible for implementing curriculum and instructional design
or
2. Examine critically the role play by and the practice of reflective practice to cultivate a culture of promoting and improving the quality instructional design, learning and teaching practices.

Module 3 – Strategic Leadership and School Improvement

Module Content includes:

- Principles of strategic leadership
- Characteristics of strategic leaders
- Strategic leadership in a changing environment
- School improvement planning process
- Leadership for school improvement
- Collaborating across the system
- Tools and techniques to plan strategically
- School effectiveness and improvement
- School improvement tools
- Process of effective school improvement



Engagement in Field:

1. Develop core values, vision and mission for an educational institution
or
2. Linking strategic management processes including strategic analysis and choices, formulation and implementation which are aligned to the vision, mission, core values and resources of the educational institution

Module 4 – Leading the Digital Education Revolution



Module content includes:

- Preparing learners for the digital revolution
- Technological tools
- Harnessing web resources
- Integrating technology in the content areas
- Social media in teaching and learning
- Student learning with digital technology
- Technology for differentiated instruction
- Technology skills for educational leaders
- Pedagogical strategies adopting technology
- Mentoring teachers on technology integration

Engagement in Field:

1. Apply the use of educational teaching-learning-assessment resources including productivity tools, social media, web based tools to enhance school operations and processes.

or

2. Critically assess issues relating to promoting the deployment of technology integration in enhancing learning and preparing learners with 21st century skills.

Module 5 – Organisational Culture and Leading Change



Module content includes:

- Introduction to organizational culture
- Dimensions of organizational culture
- Changing the culture
- Culture affecting organisational change
- Organizational change cycle
- Theories of change management
- Guidelines for effective management of change
- Successful organisational change
- Developing and innovative culture
- Leader driving innovation

Engagement in Field:

1. Critically examine theories and models of collaborative management and decision making to enhance both personal and organizational effectiveness.

or

2. Critically examine current developments and issues associated with leading and managing innovation and change

Module 6 – Research in Educational Leadership and Management



Module content includes:

- Educational management
- Educational leadership
- Instructional leadership
- Change management
- School culture
- Instructional technology
- School improvement
- Supervision

Engagement in Field:

1. Critically evaluate the range of research articles and reports on educational leadership and management
- Or
2. Articulate insights and current thinking gleaned from those critical review of literatures and being able to contextualize and apply them in their own educational institutions.